

9 Sept 2022

Dear Student,

I hope year 1's have had a useful induction session over the last couple of days, it was certainly good to see you all on site and getting involved with the activities. Thank you also to those year 2's who attended their target setting meetings. I hope you found the opportunity to meet with your teachers useful.

We are working hard to finalise your timetables and you will note that they are now visible to you on My Varndean. To access My Varndean please go to this link <https://my.varndean.ac.uk/>.

Students who were not able to attend their induction day will have their timetable emailed to them or have been invited to attend an IT induction on Monday. Please check your emails.

You will need to log in to My Varndean. If you have any issues accessing My Varndean then please email digitalskills@varndean.ac.uk. It is important not to take a screenshot of your timetable but rather to check your online timetable regularly over the weekend and before you attend your first lesson next week as we will still be making changes over the weekend.

Planned Study

All students studying A levels or Level 3 vocational subjects will have "planned study" added to timetables during next week. Please follow the link below for a reminder of the purpose of planned study [here](#).

Enrichment

Unless you are studying the IB all year 1 students are required to add a period of enrichment to their programmes. Most of you will now find your enrichment added to your timetable, there are some of you who will have enrichment added during the early part of next week.

Learning Coach Sessions

Some students will have been added to our learning coach sessions. These will appear on timetables early next week and form a compulsory part of your programme of study. You can find out more information about these sessions on our website:

https://varndean.ac.uk/learning_coaching/

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Timetable enquiries

The college day starts at 8.40am and ends at 5.05pm and full time students are required to be available to attend college at any point during the college day. Please note that we are unable to process changes to lesson times unless there are particular medical or safeguarding reasons which would have been disclosed during enrolment.

Changing Courses/Error on my timetable

We ask that students do not request course changes in the first week. If after a week you still feel you have made an incorrect choice of course then please talk to your personal tutor in the first instance. If you feel there has been an error in your enrollment or if lessons are missing then you can email timetables@varndean.ac.uk. Please do not email before timetables have been finalised on Monday morning.

ID cards

Please ensure that you are displaying your student ID card on your lanyard and able to show this if asked when on the college site. For those of you still awaiting your ID card please go to the information point in reception prior to your first lesson next week to collect it. Please note that you will use your ID card to register in lessons and access our buildings. It also allows us to identify who our students are to ensure we keep our community safe.

All of the staff are very much looking forward to Monday when teaching begins .

Best wishes,



James Gordon .

Deputy Principal