

4th September 2026

Dear Student

We hope you have enjoyed your first days as a Callywith College student, you've made a great choice and we really pleased you've joined us. Please find attached a digital copy of the student handbook and read the essential reminders below ahead of next week:

- **Your ID badge and lanyard must always be worn whilst on campus** and used to swipe into each of your timetabled sessions to record your attendance. If you forget or lose your ID card, please purchase a replacement from the [online college store](#) when you arrive at college. The instructions to register for a store account can be found [here](#).
- Please log on to the college intranet to check your timetable for 7th September onwards. **There may be changes to rooms or groups in the first week so please check your timetable daily on the college intranet.** You can do this on a college computer by opening a web browser, clicking on your photo and clicking timetable or from home by visiting www.callywith.ac.uk, clicking on "Remote Access" and then "Intranet". If you have any timetable or course queries, please get in touch with your Personal Development Tutor.
- If you have brought a college bus pass **remember to make a booking to reserve your place on the RideTandem app, using the "Your Bookings" option on the menu.** From Monday, drivers will only admit pass holders onto the specific bus linked to the pass. This will ensure there is space on the buses for all pass holding passengers. The buses will be busy so do not block seats with bags, reserve seats for friends and expect that there may be standing (within legal safety limits) on some routes at the busiest times. The route numbers, timetables and instructions on how to use the app including how to make a booking and access your QR code, are available here [Callywith College Bus Timetables](#).
- If you have not already done so, please **ask your parent/carers to register on the [Parent / College Portal](#)** where they will be able to inform us of any absences, review your attendance and view your timetable. At Callywith, maintaining an accurate attendance record is your responsibility. If you forget to swipe and record your attendance for a timetabled session, you must ask your lecturer to update your attendance record. Absence text messages will be sent to you and your parent/carers for each un-notified absence.
- **Set up multifactor authentication** so you are able to access college IT services from your personal device. Instructions for doing this are attached to this email. If after reading these instructions you are still experiencing difficulties, please visit G118 (Garrow building) between 12.30pm-1.15pm Monday to Thursday and a member of the IT team will be able to help.
- The £35 non-refundable college enrolment fee was due on Friday 28th August. **If you have not already done so, please pay this via the [online store](#).** The fee covers your first ID card and lanyard (plus 1 replacement), £10 printing credit, a £5 canteen food voucher which will

shortly be loaded to your ID card linked cashless account, access to a locker and loan of college books and equipment during your course(s).

- If you are concerned about something or someone during your time at college, or if you think you may be eligible to apply for bursary financial support or free school meals please speak to your Personal Development Tutor or Student Services in T010.

We look forward to welcoming you back next week, if you have any questions, please talk to your Personal Development Tutor.

Enjoy your weekend.

Jon

Dr Jonathan Grey

Principal
Callywith College