

Callywith College, Old Callywith Road, Bodmin, Cornwall PL31 2GT  
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September 2023

## Callywith College Start of Term Information for First Year Students

Dear Callywith Student

Thank you for attending your enrolment session, please read your Student Handbook as it contains lots of useful information. I attach an electronic version. A reminder of some key information is listed below:

- You should have collected your student ID badge – you must wear this around your neck whilst on campus and use it to swipe into each class. Uncollected cards can be picked up from Reception. If you forget your ID card, temporary cards can be collected from your Programme Team Administrator. If you forget to swipe, you should ask your lecturer to update your attendance record. Absence text messages will be sent to you and your parent/carer for each unauthorised absence.
- If you are unable to attend college, your parent/carer should let us know asap via 01208 224490 or [attendance@callywith.ac.uk](mailto:attendance@callywith.ac.uk)
- You have been given your login details with access to your timetable for Thursday 7<sup>th</sup> and Friday 8<sup>th</sup> September.
- To access your office 365 account from home or on your mobile devices, you will need to set up multi-factor authentication on your personal electronic device/s. Instructions for how to do this are attached.
- Please use this link [Remote Services for Students](#) where you can check your full timetable and see your attendance record on the Intranet. If you have any queries regarding this, please get in touch with your Programme Team Administrator via 01208 224490.
- You should have handed us a copy of your GCSE results slip – if you did not do this during your enrolment session, you should bring it to college with you on Thursday 7<sup>th</sup> September and visit the Exams Office T020 in the Temple building.
- If you have purchased a bus pass you will have been shown how to download your ticket on the Go Cornwall app. If you missed this, follow the instructions below:
  - Download the Go Cornwall bus app from the Google Play/Apple App Store
  - Create an account using your college email address (this is the username on your timetable followed by @callywith.ac.uk)
  - Add your ticket to the app by entering the unique code sent to your college email account by Go Cornwall
  - Your ticket will appear on the 'Your Tickets' page. You should scan your daily ticket each time you board the bus. Please see Reception if you need to charge your mobile phone battery during the college day. Please note, taking a screenshot of your ticket will invalidate the ticket.

- Buses begin running from Thursday 7<sup>th</sup> September, visit [www.callywith.ac.uk/transport](http://www.callywith.ac.uk/transport) to view routes and timetables. Delayed or missing buses should be reported to Go Cornwall's early morning student helpline number sent to students by email. For general timetable enquiries, please telephone 0808 196 2632.
- 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 get in touch with our Student Services team in T010 or on 01208 224460 or [studentservices@callywith.ac.uk](mailto:studentservices@callywith.ac.uk)

We cannot wait to welcome you to college on Thursday 7<sup>th</sup> September. In the meantime, if you have any queries, please get in touch on 01208 224000 or [enquiry@callywith.ac.uk](mailto:enquiry@callywith.ac.uk). If you are unable to attend on 7<sup>th</sup> September, you should let us know using the attendance contact details listed above.

Yours sincerely

Jon Grey  
**Principal**



Investors  
in Diversity  
Award

SCHOOLS

Achieved.  
Valid Until  
March 2025