



# Sancton Wood School

## Parents' Handbook

### 2016 - 2017

*" We learn together. We play together. We grow together.  
-Richard Settle, Headteacher"*

## PARENTS' HANDBOOK 2016-17

This handbook provides you with the key information about our school. We hope you find it a useful guide.

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## Making contact: Who to contact and how to reach them

### School Phone Number

01223 471703

All three sites can be reached by the automated switchboard on this number. You will be directed to the best person to help with your query.

### The School Office

Contact the offices with any query you might have regarding the day to day running of the school and to report absences.

### Nursery & Pre-Prep

Station Road

[office.pre-prep@sanctonwood.co.uk](mailto:office.pre-prep@sanctonwood.co.uk)

### Prep School

St. Paul's Road

[office.prep@sanctonwood.co.uk](mailto:office.prep@sanctonwood.co.uk)

### Upper School

Glisson Road

[office.upper@sanctonwood.co.uk](mailto:office.upper@sanctonwood.co.uk)

### School Business Manager

[finance@sanctonwood.co.uk](mailto:finance@sanctonwood.co.uk)

### Admissions

[admissions@sanctonwood.co.uk](mailto:admissions@sanctonwood.co.uk)

### Richard Settle, Head Teacher

Is responsible to Minerva Education for the overall management and development of the school.

[richard.settle@sanctonwood.co.uk](mailto:richard.settle@sanctonwood.co.uk)

### Simon Callow, Deputy Head (Academic)

Is responsible for the Upper School and the overall academic development of our pupils.

[simon.callow@sanctonwood.co.uk](mailto:simon.callow@sanctonwood.co.uk)

### Hannah Settle, Deputy Head (Pastoral)

Is responsible for the pastoral care of our students.

[hannah.settle@sanctonwood.co.uk](mailto:hannah.settle@sanctonwood.co.uk)

**Victoria Greenhill, Business Manager**

Is responsible for the financial management of the school; budgets, fees and authorising supplier payments.

[victoria.greenhill@sanctonwood.co.uk](mailto:victoria.greenhill@sanctonwood.co.uk)

**Linda Russell, Head of Nurseries and Pre-Prep**

Has overall responsibility for the Nurseries and Pre-Prep school and advises the Headmaster on the management of the Nurseries and Pre-Prep school and its staff.

[linda.russell@sanctonwood.co.uk](mailto:linda.russell@sanctonwood.co.uk)

**Julia Cottam, Head of Prep**

Has overall responsibility for the Prep School and advises the Headmaster on the management of the Prep school and its staff.

[julia.cottam@sanctonwood.co.uk](mailto:julia.cottam@sanctonwood.co.uk)

**Harriet Carter, SENDCo**

Is responsible for the SEN department and the programme of intervention support across the schools.

[harriet.carter@sanctonwood.co.uk](mailto:harriet.carter@sanctonwood.co.uk)

**Mechelle Clarke, Nursery Manager (Baby Unicorns)**

Has overall responsibility for Baby Unicorns Nursery. Along with the Deputy Manager, Mrs Carly Jones, she oversees all aspects of care and education for this age group, and liaises closely with the Head of Nurseries and Pre-Prep.

[mechelle.clarke@sanctonwood.co.uk](mailto:mechelle.clarke@sanctonwood.co.uk)

**Emails**

Emails are often a helpful and convenient means of communication. Our School Secretary and administrative team will be able to respond to your email quickly, but it is sometimes more difficult for a teacher to reply as they are not permitted to read or write emails whilst teaching and often have meetings before and after school, as well as at break and lunch times. We expect them to respond to an email within one working day. Any urgent messages should always be delivered by telephone via the school offices.

**Contact with staff**

If your child attends Baby Unicorns, or Unicorns Nursery, then please speak with the manager/ deputy manager, or class teacher, when dropping off in the morning.

Up to the end of Y5, class teachers take responsibility for day-to-day academic and pastoral matters concerning your child. Parents of children in R-Y5 should refer initially to your child's class teacher, they will be available most days after school for brief matters at handover. Where a longer discussion is needed, please arrange an appointment, either personally or by email. Staff e-mails follow the format [firstname.lastname@sanctonwood.co.uk](mailto:firstname.lastname@sanctonwood.co.uk). If you have concerns, the class teacher may decide to pass these on to the Head of Pre-Prep or Prep.

Class teachers will contact you directly if we have any concerns regarding your child.

**Upper Prep and Upper School**

Please contact form tutors (Y6-11) for day-to-day pastoral matters concerning your child, such as general well-being and friendship issues. Form tutors may be contacted by email and a meeting can be arranged if necessary. Tutors may decide to pass pastoral concerns on to the Head of Prep who may also consult the Deputy Head (Pastoral Care). Tutors will contact you if they have a concern about your child.

Subject specialist teachers (Y6-11) are available to help with matters concerning their subject or if you have an enquiry about your child's progress in a specific subject.

**Form Teachers 2016-17**

Reception:	Sarah Sherrington-Scales / Tess Jones
Year 1:	Katy Parkinson
Year 2:	Judith Forgham
Year 3:	Kylie Hodges
Year 4:	Hannah Greig / Lucy Woodcock
Year 5:	Becky Dixon
Year 6:	Julia Cottam / Rachael Janes
Year 7:	Edward Payne / Mary Wright
Year 8:	Anne Smith / Sarah Cowen
Year 9:	Monica Woko / Chris Guerin
Year 10:	Debra King
Year 11:	Rachael Ainscough

## The School: Structure and Classes

Sancton Wood School is structured as a Pre-Prep, Prep and Upper School.

The Pre-Prep School (Nursery to Y2) is based at 17 Station Road, The Prep School (Y3 - 8) is based at 1-2 St. Paul's Road and the Upper School (Y9 - 11) is based at 3-5 Glisson Road.

### Nurseries and Pre-Prep

Baby Unicorns are housed in two rooms with a maximum of nine children per session. Unicorns Nursery classes are for around 20 children in total, divided into two classes, each with their own teacher and nursery nurse(s).

Each Reception, Year 1 and Year 2 class has approximately 16 children, with their own teacher and nursery nurse / teaching assistant.

From age 4, pupils receive specialist lessons in Spanish, Music, Art and I.T.

### Lower Prep (Y3-5)

Students are looked after by the class teacher and groups will average 16 per class. Lower Prep children will be taught core subjects by the class teacher in their classroom. Specialist teachers will teach the class in the classroom, apart from music, art, PE and drama which will happen in the arts centre outside the main building.

### Upper Prep (Y6-8)

Double form groups averaging 12 students per class. Each class will have its own form room and tutor. All subjects are taught by specialist teachers. In Y6-8 children are set for Maths and Science. Year groups will participate as a whole in productions, trips, PE, sporting fixtures and assemblies.

## Term Dates 2016-17

### Michaelmas Term

(NB Nursery and Reception children have a staggered start to this term)

Wednesday, 7 September 2016 – Friday, 16 December 2016

Half Term: Friday, 21 October 2016 – Monday, 31 October 2016

### Lent Term

Tuesday, 10 January 2017 – Friday, 31 March 2017

Half Term: Monday, 13 February 2017 – Friday, 17 February 2017

### Summer Term

Wednesday, 19 April 2017 – Friday, 7 July 2017

Half Term: Monday, 29 May 2017 – Friday, 2 June 2017

## The School Day

	Baby Unicorns Unicorns Nursery	Pre Prep (R- Y2)	Lower Prep (Y3 - 5)	Upper Prep & Upper school (Y 6-11)
<b>Wraparound Care</b>	Early Start 08.00 - 08.45 Booking essential (Station Road)	Breakfast Club 07.45 - 08.45 Drop in service (St. Paul's Rd)	Breakfast Club 07.45 - 08.45 Drop in service (St. Paul's Rd)	Breakfast Club Y6 only 07.45 - 08.45 Drop in service (St. Paul's Rd)
<b>School bell</b>	'Drift in' start 08.45-09.15	08.55	08.50	08.45
<b>Registration</b>	Start of day 09.15	09.00	08.50	08.45
<b>Morning Break</b>	10.30	10.25 - 10.50	10.55 - 11.15	10.20 - 10.40
<b>Lunch Break</b>	11.45 - 12.30	11.50 - 13.00	12.15 - 13.15	12.45 - 13.30
<b>Afternoon Break</b>	14.00 - 14.45	Flexible 10 - 15 minute break		
<b>End of the school day</b>	Parents/ carers pick up between 15.00 - 15.15	Reception -15.15  Year 1 - 15.20  Year 2 - 15.25	15.50 (Mon- Fri)	15.55 (Mon-Fri)  Years 7-11 Supervised Homework (optional) (Mon-Thurs) 16.00 - 16.30
<b>Wraparound Care</b>	Late Stay Until 17.00 Booking essential (At Station Road)	After-School Club Until 18.00 Drop in service (At St. Paul's Road)	After-School Club Until 18.00 Drop in service (At St. Paul's Road)	After-School Club Y6 only Until 18.00 Drop in service (At St. Paul's Road)

Our school offices are open from 08.00 until 16.00 during term time

## Arrival and Departure from school

### Pre-Prep

#### Arrival

All Nursery children should be delivered to their classrooms by a parent/carer.  
Pre-Prep children (R-Y2) can be dropped off via the side gate to the teachers on duty from 08.40

#### Departure

Nursery children may be picked up from their classroom from 14.50-15.15.  
Reception children will be dismissed from the side gate at 15.15.  
Y1 will be dismissed from the side gate at 15.20 and Y2 at 15.25.

### Lower Prep (Y3 - 5)

#### Arrival

Children are collected from the playground by the teacher on duty at 08.50. Starting at 08.40 we will offer supervised provision for Prep School children who have siblings at the Pre Prep school. Children arriving at 08.40 enter the school building via the front office and make their way to the teacher on duty until registration. All other children arriving before 08.50 must go to Breakfast Club or remain supervised by their parents on the playground.

#### Departure

The end of the school day for the Lower Prep is 15.50 (after homework). Class teachers take their class to meet their parents where they are dismissed at the school gates.

### Upper Prep (Y6 - 8)

#### Arrival

Children make their way to their form room for a prompt registration at 08.45.

#### Departure

Y6 complete prep until 15.55 and are then dismissed at the school gates.  
Y7 and 8 finish lessons at 15.55 daily but may choose to attend supervised homework Monday to Thursday 16.00-16.30.

### Upper School (Y9 - 11)

#### Arrival

Students are to make their way to the main school building, 5 Glisson Road, by 08:40

#### Departure

Students are dismissed from Glisson Road at 15.55.

### Late Arrivals and Early Departures

Children arriving in school after the start of registration, or returning to school after an appointment, must first report to the school office to register. Children leaving school during the day for an appointment should be collected by parents from the School Office, where they will be asked to sign out.

## Extra-curricular Activities

### Trips and Visits

Days out are a regular feature of school life and we make particularly good use of the facilities close to us in the centre of Cambridge. Our calendar includes the trips planned for the coming year and you will be notified via School Post if your child is involved in one of these.

Written consent is required for residential trips and visits which extend outside the hours of the normal school day. Parents will receive an email invoice for any trip which incurs a charge and this is required to be paid prior to their child participating.

All residential trips are optional and activities will be provided in school for those pupils who are not going on them.

### After School Activities

We offer a wide range of after school provision and full details are available on the school website. To book your child into one of our after-school clubs please email [admin@sanctonwood.co.uk](mailto:admin@sanctonwood.co.uk). Places are limited and will be allocated on a first come, first served basis so early booking is advised and the clubs provision will be advertised half a term in advance.

Our after-school clubs commence in the first full week of term and finish in the last full week of term.

Parents will be billed for after-school clubs termly in arrears.

### Peripatetic Music Lessons

These are timetabled on a rota basis to ensure that the same academic lesson is not missed each week. We have three designated peripatetic music rooms. Parents will communicate directly with the peripatetic teacher regarding lessons and will receive an invoice from them termly.



## Wraparound Care

We ask that you contact the School Office as soon as possible if you know that you will be delayed in collecting your child. If, for some unforeseen reason, you are prevented from collecting your child at the expected time, they will be cared for by the class teacher until 15.30 (Pre-Prep). After this time they will be taken to the appropriate Late Stay facility to be looked after by members of the Wraparound Care team and normal charges will apply. We ask that you contact the School Office as soon as possible if you know that you will be delayed in collecting your child. The School Office staff will be made aware of any child who is in wraparound care and will take steps to contact you if you have not been in touch with them already. You will need to confirm collection arrangements and provide an estimated time of arrival. Please note that your child will only be released to an adult for whom you have given written or (in the case of an emergency) oral consent.

It is imperative that you make the Wraparound Care team on duty aware of your arrival to collect your child, and ensure that they are signed out.

### Sherpa Kids Breakfast Club (R-Y6)

This is provided on an 'as you need it' basis and pre-booking is not required. Breakfast club runs from 07.45 until 08.50 at St Paul's Road. Sessions cost £4 and a healthy breakfast is provided.

Parents must complete and return an enrolment form (available from the school office). Parents will be invoiced by Sherpa Kids and can use childcare vouchers to pay for this service.

Children attending the Pre-Prep School will be taken by minibus to Station Road to arrive in time for morning registration.

### Early Start (Baby Unicorns/Unicorns Nursery)

A limited 'Early Start' from 08.00 is available to Baby Unicorns and Unicorns Nursery children at Station Road. Early Start must be booked in advance for the whole term. Any change to your requirement of this provision requires a term's notice in writing to the Registrar or fees in lieu thereof will be charged.

### Late Stay (Baby Unicorns / Unicorns Nursery)

A limited 'Late Stay' until 17.00 is available to Baby Unicorns and Unicorns Nursery children at Station Road. Late Stay must be booked in advance for the whole term. Late Stay for Unicorns Nursery children is held in the Baby Unicorn's Nursery.

Any change to your requirement of this provision requires a term's notice in writing to the Registrar or fees in lieu thereof will be charged.

### Sherpa Kids After-School Club (R-Y6)

This is provided on an 'as you need it' basis at a cost of £10.50 per session and pre-booking is not required.

The daily format for After-School Club is as follows:

- 15.50 - 16.15 - registration and healthy snack
- 16.15 - 16.45 - outdoor supervised free play
- 16.45 - 17.15 - supervised home learning activities/reading/homework
- 17.15 - 17.45 - planned fun activity exploring class theme of the week
- 17.45 - 18.00 - tidy up/quiet time prior to collection

Parents must complete and return an enrolment form (available from the school office). Parents will be invoiced by Sherpa Kids and can use childcare vouchers to pay for this service. Please note that if your child is not collected when the club closes at 18.00 the fee of £10.50 increases by an additional £1 per minute.

### Sample Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Bean on toast **	Crackers and cheese	Sandwiches (ham/cheese/ Marmite/ low sugar jam)	Bagels	Crumpets
Fruit	Fruit	Chopped Raw Vegetables **	Fruit	Chopped Raw Vegetables **
Water / Milk *	Water / Milk *	Water / Milk *	Water / Milk *	Water / Milk *

\* Winter months to include Hot Chocolate (low sugar variety) and milk

\*\* Low sugar and salt variety

\*\*\* Carrots, cucumber, cherry tomatoes

This menu is not designed to be a substitute for an evening meal at home.

## Getting to School

### Cycling

For reasons of safety, cycling is not permitted on the School grounds. Bicycles should be placed in one of the bicycle racks and locked. It is strongly recommended that cyclists wear helmets and high visibility clothing. All our students undertake a Safer Cycling programme in Y6.

### Bus/Park & Ride

Older children may wish to come to school by bus. The nearest stop for Station Road (The Pre-Prep School) is directly outside number 17 - bus numbers 1,3,7 and 8 stop here. For the Prep/Upper Schools the bus stops by the Cambridge Assessment building on Hills Road- bus numbers 1,3,7,13,13A, 13X stop here.

### Car

Pre-Prep: There is very limited parking for drop off purposes available outside 17 Station Road. Free parking is available on nearby streets such as Glisson Road and Tenison Road.

Prep: On-street parking is available outside the Prep building on St. Paul's Road. This is free before 09:00 but on a pay and display basis between 09:00 and 17:00. Please ensure you avoid the designated residents bays as you may incur a parking penalty.

Upper: On street parking is available outside the Upper School on Glisson Road. This is free before 09.00 but on a pay and display between 09:00 and 17:00.

### Absences

If your child is absent through illness, a telephone call or email to the appropriate school office before 08.30 on each day of absence giving details is essential.

If for any reason children are left with friends or guardians during the term, it is essential that the School be notified of the following in writing:

- Dates of parental absence
- Names, addresses and telephone numbers (both home and place of work) of the appointed guardians
- Telephone / email address and address where parents can be reached in the event of an emergency.

### Severe Weather

If the School has to remain closed for the day due to inclement weather conditions, such as snow or floods, the school website [www.sanctonwood.co.uk](http://www.sanctonwood.co.uk) will carry a message on its homepage and send a text message to parents.

## Requests for leave of absence

It is important that you do not take your child out of school during term-time. If this is unavoidable please write to or email the Headmaster (and copy the Head of Department) requesting authorisation, preferably two weeks in advance. Please note that we follow government guidelines in relation to students' attendance; these only permit Head Teachers to authorise absence in exceptional circumstances.

## Standards and Behaviour

At Sancton Wood School, we expect children to treat those in their community with respect.

We have five core values:

1. The broad and deep worth of every person
2. Intellectual curiosity
3. Practical kindness
4. Personal pride and dignity
5. A community of fun and energy.

## Prep Rewards

### Lower Prep

Children are rewarded for effort, attainment and behaviour in class using the Green Card System. Each week, in our celebration assembly, children in Y3-5 are awarded certificates for their Green Cards or for being singled out by the class teachers as 'Stars of the Week'.

### Upper Prep

Children are awarded merits for outstanding effort, presentation and quality of their work. Pupils chart their merits and are awarded bronze, silver and gold badges at the end of term for the numbers collected.

## Prep Sanctions

### Lower Prep

Sanctions for poor behaviour in and around the school can result in a yellow card (warning) and then a red card (lunch time detention).

### Upper Prep

Teachers in Y6-8 use the WASP system, this will be explained to your child on their first day.

## Pre-Prep Rewards and Sanctions

To help children in the Nursery and Pre-Prep in their understanding of our core values we have our 'Golden Rules'

### Our Golden Rules

- We try to be kind to each other
- Everyone tries to tell the truth
- We always try our best
- We try to listen carefully, and speak politely
- We try to be good sports
- We move around the school quietly
- We look after our things, and other people's things too.

Teachers use verbal praise a great deal and a range of rewards and strategies to promote high standards of behaviour and work, and when misdemeanours occur they are often dealt with swiftly using oral admonition.

### Rewards

Teachers use a range of rewards in class to encourage children and celebrate achievements and progress. In the Pre-Prep children are awarded stickers, Star of the Week certificates and House Points. The ultimate award is a trip to the Headmaster's office to sit in the 'Praise Pod'.

### Sanctions

Throughout the Pre-Prep, children are given 'Thumbs Down' (on a classroom chart) for misdemeanours. These are given only after a warning, and rarely. Positive reinforcement, 'Thumbs up', is our preferred way forward. In addition to 'Thumbs Down', we use a Time-Out system. Pupils will sit on a bench for a short period at playtime (usually 3-5 minutes), to reflect on their behaviour.

In the Pre-Prep, we realise that all our children are still in the process of maturing and learning how to behave properly at all times. Occasionally it may be useful to ask parents to come in to have a chat about their child's behaviour, to discuss a joint approach to helping a child move forward.

## The Curriculum

(See also our curriculum policy on the website: [www.sanctonwood.co.uk/policies](http://www.sanctonwood.co.uk/policies))

The Curriculum Policy supports the school mission statement which promotes the importance of self esteem, respect and consideration for others developing to enable pupils to foster a love of learning, through interesting teaching of a diverse curriculum.

We aim to provide pupils of all ages and abilities with a broad, balanced and engaging curriculum which will encourage all pupils to excel. This is set in the context of generous time for games, extra-curricular activities and opportunities for pupils to develop their social education.

The requirements of the Early Years' Foundation Stage and the National Curriculum are covered, and exceeded.

## Learning Support / SEN

Harriet Carter coordinates all support intervention and will contact parents individually regarding your child's needs. We will continue to run extension groups over the next year, extending the provision all the way through the Prep School in the core subjects. Details will be released at the start of the year once the children are settled in their new classes.

Support at Sancton Wood consists of:

1. Small group support in literacy and numeracy in the Prep school. These sessions will be taught by a Learning Support Practitioner and led by Harriet Carter with input from teachers. Participation will be reviewed termly.
2. 1:1 sessions with a SpLD (Specific Learning Difficulty/Dyslexia) teacher are available at an additional cost.
3. Support in the Pre-Prep will continue to be provided through the use of classroom TAs and, in the Upper School, support in core subjects will be provided by subject teachers, at no additional cost, as well as study skills sessions provided by SENDCo.

At Sancton Wood Nursery and Pre-Prep we aim to help identify any individual needs early on in a child's school life. These will include those with specific learning difficulties and others who just need a little boost in some areas of learning. Individual needs are met daily in the classroom by teachers and teaching assistants. Following consultation with parents, teachers may refer pupils to the SENDCo for various types of assessment which may result in additional support being required or further advice for parents.



## Pastoral Care

Hannah Settle is the Deputy Head with responsibility for the pastoral support of all children and the PSHCE programme.

### Tutors

All children will have a form teacher who is responsible for their overall welfare. Any queries or problems regarding your child should be passed onto the Tutor/ Teacher in the first instance. Each tutor will see the children daily for registration and will deal with all routine matters. In regular PSHCE lessons, the children will follow a programme which focuses on their personal/ social development.

### The House System

Children from Reception class onwards are placed in one of the three houses (Dragon, Griffin and Phoenix).

House points are awarded for good behaviour and effort. Teams compete against each other at Sports Day and in other events throughout the year.

### Assemblies

Regular assemblies happen weekly in each department and termly as a whole school.

### School Council

The School Council is made up of pupils from Y1 - 11, with members being elected by their forms. Two pupils, a boy and a girl, are elected from each class. They meet half-termly for a 'working lunch' and are also involved in interviews for new teachers.

## Reporting to Parents

### Baby Unicorns, Unicorns Nursery and Pre-Prep

We meet with parents early in the year so that an initial link is established with the new class teacher at our 'Wine and Welcome Evening'. A parent/teacher consultation appointment is arranged in the week prior to the Michaelmas half term for a discussion on your child's academic and social progress. In the Lent term a further parent/teacher consultation is organised. Parents receive written subject reports on their child's progress at the end of the Summer Term. Dates are published in the Term Calendar at the start of each term.

Our Baby Unicorns parents have twice daily access to each child's key worker, and the Baby Unicorns manager and deputy manager.

Longer chats can be made by appointment as required. There are no official consultations until children progress to Unicorns Nursery.

### Prep (Y3 - 8)

Parents of pupils in the Lower Prep are invited to attend two parent consultations during the year in October and March. Upper Prep parents are invited to attend consultations in November and March. Report cards will be sent home at the end of the Michaelmas and Lent terms and a full end of year report will go home on the last day of the academic year.

### Upper (Y9 - 11)

Parents are invited to one parent consultation session per year. There are interim reports each term and a full report at the end of the academic year

## Homework

### Pre-Prep

Homework is an essential part of the curriculum. It helps to develop the ability to work independently and extends and enriches the work completed in the classroom. Parents' assistance is appreciated in providing a quiet environment in which their child may work and in helping their child where it is felt to be useful and appropriate. All pupils are expected to read regularly. Further homework is given to support the children's learning in school and this varies across the year.

### Reading

Reading is a hugely important element contributing to a pupil's academic progress. We encourage parents to listen to their child read aloud daily in the Pre-Prep and we also encourage parents to read aloud to their children. Reading is strongly promoted in school in all subjects.

### Prep

In Y3-6 children complete daily supervised homework at the end of the day. Y3-6 will also receive weekly spellings, tables and occasional additional activities to be completed at home.

Y7 and 8 will receive homework each night from their subject teachers. This can either be completed at home or during our optional supervised homework sessions which run from 16:00-16.30, Monday to Thursday.

### Upper

Students will receive homework in all subjects on a regular basis and a structured timetable will be issued at the start of each academic year.

## Communication with Parents

### Newsletters

The Nurseries and Pre-Prep, the Prep School and the Upper School send a fortnightly newsletter via email to parents. These newsletters include information about what has been happening in school and a glimpse of what to expect in the next few weeks. Newsletters will also include important information about trips, visits and upcoming events. Staff may also choose to communicate with groups of parents using our school post system.

### The Head's Letter

This is sent to parents via email every fortnight.

### The School Calendar

Our online calendar can be accessed via the website or synced to your mobile device and is the best way of obtaining up to date information about school events.

[www.sanctonwood.co.uk/calendar/](http://www.sanctonwood.co.uk/calendar/)

## School Policies

General policies which guide the day to day running of the school are available on the website.

Statutory policies include the following:

- Accessibility Policy
- Admissions Policy
- Anti-Bullying Policy
- Equal Opportunities Policy
- Learning Support Policy
- Parental Concerns Policy (Complaints Procedure)
- Pastoral, Behaviour and Discipline Policy
- Safeguarding Children Policy

### Safeguarding and Child Protection

All school staff are aware of their responsibility to identify children who are suffering, or are likely to suffer significant harm. All staff undergo safeguarding training when they join the school and this is kept 'topped up' at regular intervals. Where there are grounds for concern, staff have a duty to take appropriate action and work with other services if required. Occasionally, this duty of Senior Designated Staff means that a concern is passed on which is later shown to be unfounded. It is hoped that parents/ carers will appreciate how difficult it is for schools to manage this delicate responsibility, and accept that Senior Designated Staff act in good faith and in the best interests of all children.

Parents should be aware that, as part of their safeguarding responsibilities, staff may log incidents of concern. Parents are asked to inform the school at the first opportunity of the circumstances surrounding any accidental injury suffered by children.

It is particularly important that parents inform their child's teacher of any significant incident in their child's life, for example bereavement, divorce, or a difficult experience with which they may have had to cope. This information will be shared with other staff as necessary.

### Security

We have a number of procedures in place to ensure the security of the School, the children and staff. This includes the regulation of visitors onto the site during the School day. Parents who wish to visit between 09.00 and 15.00 (except for dropping off and picking up children) will be required to book in at the school office and to wear a visitors' badge whilst on site.

### Equal Opportunities

Sancton Wood School is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief.

The Equal Opportunities Policy can be found on our website.

## Uniform and Possessions

Our students are expected to present themselves neatly, smartly and in the correct uniform.

Children should have sensible hairstyles, in natural colours, appropriate for school. Extreme hairstyles are not permitted. Shoulder length or long hair must be worn tied back with hair accessories in school colours. Hair should not impede a child's ability to study/ play and should be kept off the face. Make-up and nail varnish may not be worn in school and the only jewellery allowed is small stud earrings (of silver or gold colour only) which must be removed for safety during P.E. and games lessons. No wristwatches should be worn in the Pre-Prep. Glasses which are only needed for part of the day should have a clearly labelled case which can be kept in school.

### Uniform List

A full uniform list is available on our website - <http://sanctonwood.co.uk/about/school-uniforms>

Further details at our supplier's website - <http://www.johnlewis.com/uniform-by-school>

Our PE supplier is <http://www.samuraiclubshops.com/sancton-wood>

All items of clothing, including coats and jackets, must be clearly marked with a woven name tape.

### **Second Hand Uniform**

We have a selection of second hand items available to buy at reasonable prices. All proceeds from second hand uniform sales go to Sancton Wood Parents Association (SWPA). Please contact [admin@sanctonwood.co.uk](mailto:admin@sanctonwood.co.uk) for prices and availability.

### **Lost Property**

It is essential that all items are clearly labelled. If your child has lost an item please email the appropriate school office who will return all labelled items of lost property to students via the form tutor. All unclaimed/ unlabelled items of lost property are passed to the Parents' Association for resale at each half term.

### **Mobile Phones**

The increasing sophistication of mobile phone technology presents issues for schools, particularly with regard to the children's safety and well-being. The integration of cameras into phones and the accessibility of internet technology, for example, can lead to potential child protection and data protection issues. The high value of modern phones also presents a risk which is not necessary for young children. We recognise however, that some children may need mobile phones when travelling unaccompanied to and from school. With this in mind, children in Y6-11 are allowed to have a phone in school for travelling purposes and must complete a Mobile Phone Agreement Form.

Mobile phones should be switched off on arrival and should remain so throughout the day. If a pupil needs to use their phone whilst on the school site they must seek permission from a member of staff and be supervised whilst using it. Alternatively, if a child needs to contact their parents in an emergency, they may use the telephone in the school office. If, at the end of the day, a pupil needs to contact their parent to discuss collection, they should do so close to any of the main school exit gates, inside the school grounds, but not in the main body of the school. Any child found with their phone out of their bag at any point in the school day will have it confiscated immediately.

## **Medical Welfare**

### **First Aid**

Staff have basic First Aid training, and several members of staff have a H.A.B.C. (Level 2) Paediatric First Aid (QCF) qualification. In the event of illness or accidents requiring more than first aid treatment, wherever possible parents will be informed by the school. It is essential that the school is kept up to date with parents' current daytime telephone numbers for this purpose.

It is important that parents keep the school informed of any medical conditions which have developed or conditions that have required admission to hospital since joining the school.

If your child has medicines that require administration during the school day, please hand them to the office staff or your child's class teacher / nursery manager for safety and administration at the appropriate times. A parent or guardian will need to sign a "Permission to Administer Medication" form.

If, for any reason, you have felt it necessary to give your child a dose of medicine such as Calpol before school, your child's class teacher / office staff should be informed.

When in doubt about sending your child to school, please consider the following:-

- Is your child well enough to do the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.

### **Vomiting and Diarrhoea**

Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear, as advised by Public Health England.

### **Raised Temperature**

If your child has a raised temperature, they should not attend school. They can return 24 hours after they start to feel better. As a general rule, in children, a temperature of over 37.5 Celsius is a fever (Ref: NHS Choices).

For the safety of all the other members of the community please inform the school immediately if your child has developed one of the notifiable infectious diseases: Chickenpox; Diphtheria; German Measles (Rubella); Measles; Mumps; Scarlet Fever; Whooping Cough.

### **Asthma**

Children who have prescribed inhalers should keep them in their pockets, as it is important that they have immediate access to them when needed. Inhalers must be in date and clearly labelled with the child's name. Children in the Nurseries and Pre-Prep will have a designated safe place for their inhalers in their classrooms. If there are any changes to your child's asthma medication, please inform the school.

### **Food allergies**

If your child has a food allergy confirmed by a Doctor or Hospital Allergy Clinic, please inform the school.

### Severe allergies

All children with a known severe allergy and who have a prescribed Adrenaline Injector will have a protocol specific to their needs. Adrenaline Injector kits for your child are stored in labelled first aid containers / bags in the child's base / classroom.

We ask all parents of children that require an epipen to provide the school with two labelled Epipens so that one remains with the child in their class/form room at all times whilst the other is stored in the first aid bag and will travel with the child off site. Parents are responsible for ensuring that their child's medicines, inhalers and Adrenaline Injectors kept in school are in date.

### Health and Safety on School Trips / Sports fixtures

We always complete a risk assessment for trips away from school and keep these records in school.

## Additional Information

### Catering

Sancton Wood is a nut free school

We believe in healthy eating and expect our children to enjoy a healthy lunch.

Hot lunches will be provided termly for 5 days per week. Parents should sign their child up for school lunches every day or opt out and provide a healthy packed lunch for them.

Parents should notify [admin@sanctonwood.co.uk](mailto:admin@sanctonwood.co.uk) by half term if they do not wish to continue with lunches into the subsequent term. The lunch menu will be published on the school website and the cost of lunches will be added to your fee invoice in advance at £240 per term.

### Snacks and Drinks

In the Pre-Prep and Prep school, a healthy mid morning snack should be provided by parents. Children are encouraged to bring water to drink in their own plastic bottles. Bottles should contain only water. Milk is available free of charge for children up to the age of 5 years old. If you wish your child to receive one third of a pint of milk at snack time, please inform your child's class teacher.

### Equipment

School equipment is provided in the Pre-Prep and in Y3-5 although the Lower Prep children are still welcome to bring their own pencil case to school. However, from Y6-8 we expect pupils to have a pencil case complete with pencils, pen, ruler, rubber, protractor, colouring pencils and sharpener. From Y7 onwards pupils should have their own scientific calculator. It is not necessary for children to bring their own computer to school in the Prep School unless this has been discussed with Harriet Carter as part of access arrangements for individuals.

### Lockers

Children in years 6-11 are allocated a locker on the first day of term.

### Homework Diaries

Reading Journals are issued from R-Y5.

Y6-11 are issued with student planners. Replacements are available from the school office, with a replacement charge of £4.50

### Sports Day

We hold an annual Sports Day for the Pre-Prep and Prep/ Upper Schools in the Summer Term. Sports Day takes place at Fenners Sports Ground on Gresham Road. Parents are invited to attend this event and support their child(ren).

### Governors

The school is part of the Minerva Schools Group. More information can be found at <http://minervaeducation.co.uk/>

### Sancton Wood Parents' Association (SWPA)

We have a thriving Parents' Association which also acts as a Parent Reps group. The main purpose of this group is to meet, half-termly, with the Headteacher in order to discuss the school and to provide social events for parents and pupils.

Any parent wishing to become involved should contact the School Secretary via email [admin@sanctonwood.co.uk](mailto:admin@sanctonwood.co.uk).

### Charities

Several whole school fundraising events take place through the year, supporting a variety of charities. The Nursery and Pre-Prep support Barnardo's annually through 'The Big Toddle', and there are regular non-uniform days to raise money for good causes.

The school has a special relationship with the TCT and regularly raises funds for it. We also provide direct support to the children in the Cancer Ward at Addenbrooke's Hospital.

## Open Days 2016-17

Open Days are a chance for parents and children to find out much more about what it's like at Sancton Wood. Children can watch and involve themselves in a variety of activities, and talk to pupils about school life. Parents can meet staff and pupils informally, and learn what the school's brand of education means in practice.

Michaelmas Term	Saturday, 8 October 2016
Lent Term	Saturday, 28 January 2017
Summer Term	Saturday, 6 May 2017



## **Sancton Wood School**

Nursery and Pre-Prep School  
17 Station Road, Cambridge CB1 2JB

Prep School  
2 St Paul's Road, Cambridge CB1 2EZ

Upper School  
3/5 Glisson Road, Cambridge CB1 2HA