



# Sancton Wood School

## Parents' Handbook

### 2018 - 2019

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

# PARENTS' HANDBOOK 2018-19

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

## Contents

<b>Page 2 - 5</b>	Making contact: who to contact and how to reach them
<b>Page 5 - 6</b>	The School: Structure and Classes, Term Dates
<b>Page 7</b>	The School Day
<b>Page 8 - 10</b>	Arrival and Departure from School, Extra-curricular Activities, Wraparound Care
<b>Page 11</b>	Getting to School, Reporting Absences
<b>Page 12 - 15</b>	Standards and Behaviour, The Curriculum, SEN Support, Pastoral Care
<b>Page 16 - 18</b>	Reporting to Parents, School Policies
<b>Page 18 - 19</b>	Uniform and Possessions
<b>Page 19 - 21</b>	Medical Welfare
<b>Page 21 - 22</b>	Additional Information

## 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

Alternative direct line 01223 354585

[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

Alternative direct line 01223 362293

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

### School Business Manager

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

### Admissions

Fiona Haskell

[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)

### Julia Cottam, Deputy Head (Academic), Head of Prep School

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

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

**Debra King, Head of Upper**

Has overall responsibility for upper students (Years 9 - 11) and advises the Headteacher on the management of the upper school and its staff.

[debra.king@sanctonwood.co.uk](mailto:debra.king@sanctonwood.co.uk)

**Nicola Henson, Head of Nurseries and Pre-Prep**

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

[nicola.henson@sanctonwood.co.uk](mailto:nicola.henson@sanctonwood.co.uk)

**Harriet Carter, SENDCo**

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

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

**Kylie Hodges, Key Stage 2 Leader**

Is responsible for the day to day management of Key Stage 2

[kylie.hodges@sanctonwood.co.uk](mailto:kylie.hodges@sanctonwood.co.uk)

**Suzie Tall, Key Stage 3 Leader**

Is responsible for the day to day management of Key Stage 3

[suzie.tall@sanctonwood.co.uk](mailto:suzie.tall@sanctonwood.co.uk)

**Monica Woko, Key Stage 4 Leader**

Is responsible for the day to day management of Key Stage 4

[monica.woko@sanctonwood.co.uk](mailto:monica.woko@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. 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, Rising 3's or Unicorns Nursery, then please speak with the room leader or class teacher, when dropping off in the morning.

Up to the end of Year 6, class teachers take responsibility for day-to-day academic and pastoral matters concerning your child. Parents of children in Reception - Year 6 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`. If you have concerns, the class teacher may decide to pass these on to the Head of Pre-Prep or Prep who may also consult the Deputy Head (Pastoral Care).

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

## **Upper Prep and Upper School**

Please contact form tutors (Year 7-11) 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 or the Head of Upper who may also consult the Deputy Head (Pastoral Care). Tutors will contact you if they have a concern about your child.

Subject specialist teachers 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 / Room Leaders 2018-19

Baby's room (Gruffalo Room)	Mechelle Clarke
Toddler's room (Caterpillar Room)	Clara Furmaniak
Rising 3's (Elmer Room)	Kim Semple and Nicola Henson
Unicorns' Nursery (Sharks Room)	Kirsten Reader

Reception:	July Rusted
Y1:	Katy Parkinson / Carly Jones
Y2:	Judith Forgham
Y3: Willows	Simon Wilson
Y4: Oak	Hannah Greig / Lucy Woodcock
Y4: Rowan	Samantha Duncan
Y5: Beech	Angela Taylor / Julia Cumiskey
Y5: Ash	Nicola Maguire
Y6: KH	Kylie Hodges
Y6: CJ	Caroline Jackson
Y7: GM	Grace Mitchell
Y7: OW	Olivia Worker
Y8: ST	Suzie Tall
Y8: JE	Jonathan Escalante-Phillips
Y9: MG	Marcos Garcia
Y9: AH	Grace Mitchell/Rachael Ainscough
Y10: SC	Shabina Chaudhry
Y10 MF/DP	Mark Field/Dhrusha Pankhania
Y11:MW	Monica Woko
Y11:RA	Rachael Ainscough

## The School: Structure and Classes

Sancton Wood School is structured as a Nursery & Pre-Prep, Prep and Upper School. The Pre-Prep School (Nursery to Year 2) is based at 17 Station Road, the Prep School (Years 3 - 8) is based at 1-2 St. Paul's Road and the Upper School (Years 9 - 11) is based at 3-5 Glisson Road.

### Nurseries and Pre-Prep

Baby Unicorns, Rising 3's and Unicorns Nursery class have their own teacher and nursery nurses. 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 and PE.

From age 5, pupils receive specialist lessons in Spanish, Music, PE, Art and Computing.

### **Lower Prep (Years 3 - 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 (Years 6 - 8)**

Double form groups averaging 16 students per class. Each class will have its own form room and tutor. All subjects are taught by specialist teachers. Where classes are doubled in the Prep School children are set for Maths. All other subjects are taught in mixed ability groups. Year groups will participate as a whole in productions, trips, PE, sporting fixtures and assemblies.

### **Upper School (Years 9 - 11)**

Double form groups averaging 16. In years 9 - 11 subject classes average 16 in a class. Science GCSE starts in Year 9. GCSEs are chosen in Year 9 and courses commence in Year 10.

## **Term Dates 2018 - 2019**

Autumn Term: 5th September - 13th December  
Half-term: 18th October - 26th October  
Christmas break: 14th December - 4th January

Spring Term: 7th January - 3rd April  
Half-term: 18th February - 22nd February  
Easter break: 4th April - 23rd April

Summer term: 24th April - 4th July  
Half-term: 27th May - 31st May  
Summer Break: 5th July - 3rd September

Academic Year 2019-20 4th September -

## The School Day

	<b>Baby Unicorns Unicorns Nursery</b>	<b>Pre Prep (Reception - Year 2)</b>	<b>Lower Prep (Years 3 - 5)</b>	<b>Upper Prep &amp; Upper school (Years 6 - 11)</b>
<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 <b>Year 6 only</b> 07.45 - 08.45 Drop in service (St. Paul's Rd)
<b>School bell</b>	'Drift in' start 08.30-09.15	Drift in 08.30-8.45	08.30	08.30
<b>Registration</b>	Start of day 09.15	09.00	08.30	08.30
<b>Morning Break</b>	10.30	10.30 - 10.50	10.10 - 10.25	11.25 - 11.40
<b>Lunch Break</b>	11.45 - 12.30	11.45 - 13.00	12.25 - 13.25	12.50 - 13.35
<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- Thurs) 15.30 (Friday)	16.00 (Mon-Thurs) 15.30 (Friday)
<b>Wraparound Care</b>	Late Stay Until 17.00 Booking essential (Station Road)	After-School Club Until 18.00 Drop in service (St. Paul's Road)	After-School Club Until 18.00 Drop in service (St. Paul's Road)	After-School Club <b>Year 6 only</b> Until 18.00 Drop in service (St. Paul's Rd)

**Our Main school office opens from 08.00 until 17.30 during term time**

The Upper and Pre-Prep offices are open from 8.00 - 16.00.



# Arrival and Departure

## **Pre-Prep**

### Arrival

All Nursery children should be delivered to their classrooms by a parent / carer.

Pre-Prep children (Reception - Year 2) can be dropped off via the side gate to the teachers on duty from 08.30

### Departure

Nursery children may be picked up from their classrooms between 14.50-15.10.

Reception children will be dismissed from the side gate at 15.15.

Year 1 will be dismissed from the side gate at 15.20 and Year 2 at 15.25.

## **Lower Prep (Years 3 - 5)**

### Arrival

Children are collected from the playground by the teacher on duty at 8.30am Children arriving later than 8.30am must enter the school building via the front office and make their way to their class. All other children arriving before 8.30am must go to Energy Kidz or remain supervised by their parents on the playground. The school gate will be open from 8.15am and closed at 8.35am.

### Departure

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

## **Upper Prep (Years 6 - 8)**

### Arrival

Children make their way to their form room for a prompt registration at 08.30 not before.

### Departure

Y6, 7 & 8 finish 16:00. Y6 are dismissed at the school gates by their teacher. Y7 & 8 are dismissed from classrooms.

On Fridays Y6, 7 & 8 finish school at 15.30. Y6 are dismissed at the gate. Y7 & 8 are dismissed from classrooms.

## **Upper School (Years 9 - 11)**

### Arrival

Students are to arrive at the main school building, 5 Glisson Road, by 8.30am for registration.

### Departure

Students are dismissed from Glisson Road at 16.00.

On a Friday they are dismissed at 15.30.

### **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 parent mail 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. For more information on these clubs and to book your child into one of our after-school clubs please visit our website: <https://sites.google.com/sanctonwoodschool.co.uk/swsclubinformation/home>

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 15.15 (Nurseries) and 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 (Energy Kidz) and their charges will apply. <https://www.energy-kidz.co.uk/>

We advise you register at the start of the academic year with Energy Kidz so that you can use the provision ad hoc and in the event of an emergency. Please visit their website to see costs, structure of the activities, menus and enrolment/invoicing procedures. Energy Kidz operate independently of the school so please direct inquiries to the provision directly.

### **Delayed Collection Arrangements**

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.

### **Early Start (Baby Unicorns/ Rising 3's / Unicorns Nursery)**

A limited 'Early Start' from 08.00 is available to Baby Unicorns, Rising 3's 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 / Rising 3's / Unicorns Nursery)**

A limited 'Late Stay' until 17.00 is available to Baby Unicorns, Rising 3's 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.

# 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 Year 6.

## Bus/Park & Ride

Older children may wish to come to school by bus. The nearest stop for the Pre-Prep School (17 Station Rd) is directly outside number 17 - bus numbers 1, 3, 7 and 8 stop here. For the Prep / Upper Schools (St Paul's Rd / Glisson Rd) 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.

**Pick-up at Station Road for Unicorns Nursery to Year 2 is on foot.**

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 a text message will be sent 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 Headteacher (including a copy to the Head of Department) requesting authorisation, preferably at least 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.

## **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 Years 3 - 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, gold, diamond and platinum badges in their weekly assembly. If a student has received more merits than the required number for platinum then they are rewarded with a gift voucher. House points are given to students for their effort and behaviour around school. These are added up each week and the leading house is announced in Friday's celebration assembly.

## Sanctions

### Lower Prep

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

### Upper Prep

Teachers in Years 6 - 8 use the WASP system; this will be explained to your child on their first day. Restorative tasks are given to students if they reach a P on the WASP system. After-school detentions may also be given. In these situations parents will be informed. This system is explained to parents each year during the 'Wine and Welcome' meeting.

## Pre-Prep

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, "Thumbs up", Star of the Week certificates and House Points. The ultimate award is a trip to the Headteacher'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, in order 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 PE, 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 / SEND**

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 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 teacher or TA 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 or Maths 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 PSHEE programme.

### **Tutors**

All children will have a form tutor who is responsible for their overall welfare. Any queries or problems regarding your child should be passed to the form tutor in the first instance. Each tutor will see the children daily for registration and will deal with all routine matters. In regular PSHEE 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 or 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. In the Prep School we have a Headteacher's assembly, a singing assembly and a celebration assembly where certificates are presented each week.

### **School Council**

The School Council is made up of pupils from Years 1 - 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.

### **Head Boy, Head Girl and Prefects**

We appoint a Head Boy and Head Girl each year. They organise the prefect teams and provide support within the school where necessary.



## Reporting to Parents

### **Pre-Prep**

#### **Baby Unicorns, Rising 3's, Unicorns Nursery and Pre-Prep**

We meet with parents on move up afternoon to ensure the initial link is established with the new class teacher firstly at our "Life in ..." meetings and secondly at our 'Wine and Welcome Evening' in the new academic year. 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 and Rising 3's parents have twice daily access to each child's key worker, and the Baby Unicorns and Rising 3's Room Leaders. Information is published regularly on Tapestry, our online learning journal.

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

### **Prep (Years 3 - 8)**

Parents of pupils in the Prep School are invited to attend two parent consultations during the year in October 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 in the last week of the academic year.

### **Upper (Years 9 - 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. Year 10 and 11 parents and students are also invited to a Sixth Form Open evening and Year 9 parents and students will attend an options evening.

## 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.

## **Prep**

In Years 3 - 8 children complete daily supervised prep at the end of each day. Years 3 - 6 will also receive weekly spellings, tables and occasional additional activities to be completed at home. Years 7 and 8 will receive prep each night from their subject teachers. This can be completed during supervised prep sessions 15.30-16.00 Monday - Thursday, and at home.

## **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.

## **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. The emphasis on reading continues through the school to Year 11.

## **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 updated 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 08.30 and 16.00 (except for dropping off and picking up children) will be required to sign in at the School Office and to wear a 'Visitor' 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 items of jewellery allowed are small stud earrings (silver or gold colour only) which must be removed for safety during PE 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 - <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 class teacher / form tutor. All unclaimed/ unlabelled items of lost property are passed to the Parents' Association for resale at the end of 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 Years 6 - 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 prescribed 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 who 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 provide our children with 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. Students in the Prep school are encouraged but not required to bring in their own pencil cases but they are required to have a glue stick in school at all times. In Y6-8 we expect pupils to have a pencil case complete with pencils, pen, ruler, rubber, protractor, colouring pencils and sharpener and glue stick. 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 Reception - Year 5.

Years 6 - 11 are issued with student planners. Replacements are available from the School Office, with a replacement charge of £4.50.

## Textbooks

We provide pupils with textbooks. However, there is a charge for replacements and parents will be invoiced accordingly.

## Sports Day

We hold an annual Sports Day for the Pre-Prep, Prep and Upper Schools in the Summer Term. Sports Day takes place at the University Athletics Sports Ground in Wilberforce 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 is made up of two halves. One body of the parents act 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 take parent feedback. The other body of parents organise fundraising events for the school in order to provide additional enrichment opportunities for our children.

Any parent wishing to become involved should contact the School Secretary via email [office.prep@sanctonwood.co.uk](mailto:office.prep@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 Toddler', 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 Mornings 2018-19

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, 29th September 2018**

**Lent Term**

**Saturday, 9th February 2019**

**Summer Term**

**Saturday, 11th May 2019**



**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