



Sancton Wood School

Parents' Handbook

2019 - 2020

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

PARENTS' HANDBOOK 2019-20

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 at Station Road

Alternative direct line 01223 354585

office.nurseries@sanctonwood.co.uk

Pre-Prep and Prep School

St. Paul's Road

office.prep@sanctonwood.co.uk

Senior School

Bateman Street

office.upper@sanctonwood.co.uk

Richard Settle, Principal

Is responsible to Duke's Education for the overall management and development of the school.

richard.settle@sanctonwood.co.uk

Lisa Maynard, Director of Operations

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

lisa.maynard@sanctonwood.co.uk

Nathalie Holbrow, Finance Assistant

Issuing Fee invoices and processing supplier invoices. First port of call for financial queries.

finance@sanctonwood.co.uk

Admissions

Registrar - Fiona Haskell

admissions@sanctonwood.co.uk

Assistant Registrar - Victoria Fonzo

Head of Marketing - Laura Skinner

Julia Cottam, Assistant Principal (Academic)

Is responsible for the overall academic development of our pupils

julia.cottam@sanctonwood.co.uk

Hannah Settle, Assistant Principal (Pastoral)

Is responsible for the pastoral care of our students.

hannah.settle@sanctonwood.co.uk

Debra King, Head of Seniors

Has overall responsibility for the Senior students (Y7-11) and advises the Principal on the management of the Senior school and its staff.

debra.king@sanctonwood.co.uk

Suzie Tall, Head of Key Stage 3/4

Provides support to Head of Seniors on the day to day running of the school.

suzie.tall@sanctonwood.co.uk

Kylie Hodges, Head of Prep (Acting)

Has overall responsibility for the Prep students (years 3-6) and advises the Principal on the management of the Prep school and its staff.

kylie.hodges@sanctonwood.co.uk

Nicola Henson, Head of Nurseries and Pre-Prep

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

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

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 their line manager who may also consult Hannah Settle, the Assistant Principal (Pastoral Care).

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

Senior School

Please contact form tutors (Years 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 Seniors who may also consult the Assistant Principal (Pastoral). 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 2019-20

Baby Unicorns

Rising 3's (Elmer Room)

Unicorns' Nursery (Tigers Room)

Clara Furmaniak

Kim Semple and Nic Henson

Kirsten Reader

Reception:

Y1:

Y2:

Y3: Willows

Y4: Oak

Y5: Beech

Y5: Ash

Y6: Kowhai

Y6: Acacia

Y7: MF

Y7: BL

Y8:DP

Y8:CK

Y9:HD

Y9:JEP

Y10: MWa

Y10: AN

Y10: MW

Y11: AR

Y11: AA

Sarah Couchman

Carly Jones

Judith Forgham

Simon Wilson

Hannah Greig/ Lucy Woodcock

Angela Taylor

Nicola Maguire

Kylie Hodges

Caroline Jackson

Mark Field

Bethanie Lord

Dhrusha Pankhania

Corrine Kay/Julia Cottam

Hilary Davies/Suzie Tall

Jonathan Escalante-Phillips

Matthew Warren

Amantine Nezeri/Rachael Ainscough

Monica Woko

Anna Robinson/Debra King

Annette Armitage/Hannah Settle

The School: Structure and Classes

Sancton Wood School is structured as a Nursery School, Pre-Prep & Prep School and Senior School.

The Nursery School is based at 17 Station Road. The Pre-Prep School (Reception to Y2) and Prep School (Y3-6) are based at 1-2 St. Paul's Road and the Senior School (Y7-11) is based at Bateman Street.

Nurseries

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

Pre-Prep (R-Y2)

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, PE and Art.

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

Prep (Y3-6)

Students are looked after by the class teacher and groups will average 16 per class. 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 computing, music, art, PE and drama. With Year 5 and 6 having additional specialist teaching in Mandarin and French. 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 (Y7-11)

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 Y10.

Term Dates 2019 - 2020

Autumn Term: 4th September - 12th December

Half-term: 17th October - 25th October

Spring Term: 8th January - 25 March

Half-term: 17th Friday - 21st February

Summer term: 15th April - 7th July

Half-term: 25th May - 29th May

The School Day

	Baby Unicorns Unicorns Nursery	Pre-Prep (Reception - Year 2)	Prep (Years 3 - 6)	Senior school (Years 7 - 11)
Wraparound Care	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)	
School bell	'Drift in' start 08.30-09.15	08.30	08.30	08.30
Registration	Start of day 09.15	09.00	08.30	08.30
Morning Break	*11.00	10.30 - 10.45	10.00 - 10.15	9.50-10.10 (Y9-11) 11.00 - 11.20 (Y7,8)
Lunch Break	12.00-13.00	11.45 - 13.00	12.15 - 13.15 (Y3-4) 12.30 - 13.30 (Y5-6)	12.30 - 1.30 (dining in two sittings)
Afternoon Break	*13.00-14.30	Flexible 10 - 15 minute break		
End of the school day	Parents/carers pick up between 14.50 - 15.15	15:40 (Mon - Thurs) 15.30 (Friday)	15.50 (Mon- Thurs) 15.30 (Friday)	16.00
Wraparound Care	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 supervised homework session Monday - Thursday 4-4.45pm. Please indicate to school administrator if your child will be in attendance.

* this denotes access for nursery children to free flow both inside and outside accessing enhanced continuous provision - no set 'playtime'.

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

The Senior School office is open from 8.15 -16.15 and the Pre-Prep office is open from 8.00 - 16.00.

Arrival and Departure

Nursery

Arrival

All Nursery children should be delivered to their classrooms by a parent/ carer between 08:45-09:15.

Departure

Nursery children may be picked up from their classroom between 14.50-15.15.

Pre-Prep (YR-2) and Prep (Y3-6)

Arrival

Children are collected from the playground by the teacher on duty at 08.30. Children arriving later than 8.30am must enter the school building via the front office and make their way to the their class. All other children arriving before 08.30 must go to Energy Kidz or remain supervised by their parents on the playground. The school gate will be open from 08.15 and closed at 08.35.

Departure

The end of the school day for The Pre-Prep (Reception, Y1 and Y2) is 15.40 Monday - Thursday and at 15.30 on Friday. Class teachers will dismiss from the school gates. The end of the school day for the Prep is 15.50 (after prep) Monday - Thursday and at 15.30 on Friday. Class teachers take their class to meet their parents where they are dismissed at the school gates.

Senior School (Y7-11)

Arrival

Students are to arrive at the main school building, Bateman Street, by 08:30 for registration.

Departure

Students are dismissed from Bateman Street 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. Senior School students may leave for appointments without parents with advance notification.

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 email or parent portal notifications if your child is involved in one of these.

Consent is required for residential trips and visits which extend outside the hours of the normal school day and these are given via a system called Evolve. 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. Payment can be made directly via Evolve.

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). 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 charges will apply. 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 <https://www.energy->

kidz.co.uk/. Please visit their website to see costs, structure of the activities, menus and enrollment/invoicing procedures. Energy Kidz operate independently of the school so please direct enquiries 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 Unicorns 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 Y6.

Bus/Park & Ride

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

Car

Nursery: There is very limited parking for drop off purposes available outside 17 Station **9**

Road. Free parking is available on nearby streets such as Glisson Road and Tenison Road. Pick up at Station Road for Unicorns Nursery is on foot.

Pre-Prep and Prep: On-street parking is available outside the Pre-Prep and 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.

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 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 School Principal (and cc the Head of the relevant school) requesting authorisation, preferably two weeks in advance. Please note that we follow government guidelines in relation to students' attendance; these only permit Headteachers/Principals 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

Pre-Prep

Children in Reception-Y2 are rewarded using our 'Thumbs up' system which relates to house points. Effort, attainment and good behaviour are noted throughout the day and children can earn points for their houses in our celebration assembly. The children are rewarded a 'Star of the Week' certificate and badge for a range of both academic and pastoral reasons. When children have gone above and beyond in their work, care, extra-curricular activities (both in and out of school), teachers can nominate children to be eligible for entry into the prestigious 'Golden Book of Greatness' where they are celebrated by teachers and peers and awarded a sticker (with real gold in!)

Prep

Children in Y3-5 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'. In Year 6 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 for the numbers collected. If students have received more merits than the required number for platinum then they receive 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.

Seniors

Children in years 7-11 are awarded merits for outstanding effort, presentation and quality of their work. The merits are recorded on our school system and students awarded bronze, silver and gold badges.

We reward students at weekly assemblies with star of the week.

Sanctions

Pre-Prep

Sanctions for poor behaviour or choices in and around school can result in a 'thumb's down'. This system is explained to parents each year during the parent meeting on Move-up afternoon. 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.

Prep

Sanctions for poor behaviour in and around the school can result in a yellow card (warning) and then a red card (lunchtime detention). This system is explained to parents each year during the 'Wine and Welcome' meeting.

Seniors

Teachers use a 'three strike' system in class, after three marks a senior leader will be asked to resolve any issue. Teachers may decide that a form teacher or subject detention is warranted, failure to turn up to a detention will result in a Head of Senior detention, which will be held on Monday evening and parents will be informed. This system is explained to parents each year during the 'Wine and Welcome' meeting.

Nursery

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.

Sanctions

Are only used in Nursery after several warnings, and rarely. Positive reinforcement, is our preferred way forward. We use a Time-Out system as and when is necessary, children have a few minutes to reflect on their behaviour and say sorry if appropriate.

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)

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) and EAL (English as an additional Language) 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 the Reception class onwards are placed in one of the three houses (Dragon, Griffin and Phoenix).

House points are awarded for good behaviour, conduct around the school and team spirit. Teams compete against each other at Sports Day and in other events throughout the year.

We elect a Head of House from Y11 senior students, a Deputy Head of House from Y10 and House Captains from each other year group.

Assemblies

Regular assemblies happen weekly in each department and termly as a whole school. In the prep school we have a Principal's assembly, a singing assembly and a celebration assembly where certificates are presented each week.

At senior school we have a Head of Seniors assembly weekly and additional assemblies focusing on House activities or other school initiatives.

School Council

The School Council is made up of pupils from Reception-Y11, with members being elected by their forms. Two pupils are elected from each class/form. They meet half-termly for a 'working lunch' and are also involved in interviews for new teachers.

Prefects

We appoint a Head Prefect and a Deputy Head Prefect; they organise the Prefect teams and provide support within the school where necessary. We also have a Head of House and Deputy Head of House in the Senior School System.

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. From Unicorn's Nursery - Year 2 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 - 6)

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 during the last week of the academic year.

Upper (Years 7 - 11)

Parents are invited to one parent consultation session per year. There is one full written report each academic year and interim reports each term. Year 7 parents will attend a welcome evening, Year 11 parents and students are also invited to a Sixth Form Open evening and Year Nine parent 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 Y3-6 children complete supervised independent study sessions. Tables, spellings and reading tasks are set each week to be completed at home. In Y6, children will be required to complete any prep they have not finished at home. A homework schedule will be given to each Y6 child so they are aware of their commitments.

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 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 08.30 and 16.00 (except for dropping off and picking up children) will be required to book 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 compete on the sports field and should be kept off the face. At Senior School students may wear loose hair as long as it is tidy, all hair must be tied back for PE and Science lessons. 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 and smart watches are not permitted. 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 office.prep@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. The Senior School will hopefully be a mobile free zone, with students handing in their phones at the start of day to their form tutor and collecting it at the end of the day registration. 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. Senior School staff will allow paracetamol or non prescription pain relief to be given to children who have parental consent.

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 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 finance@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.

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.

Senior school students should also bring a water bottle with them to refill during the day.

Equipment

School equipment is provided in the Pre-Prep. Students in the Prep school are to have a pencil case complete with their own pencil, ruler, rubber, glue stick, colouring pencils, felt pens and sharpener. In Y6 children are also required to have their own handwriting pen. 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.

In Y7-11 we expect students to have a pencil case complete with pencils, pen, ruler, rubber, protractor, colouring pencils and sharpener and glue stick. Students should have their own scientific calculator. Text books are provided to the students for GCSE most GCSE subjects. There are some subjects (English being one) where students are required to purchase their own copies of the texts so that they can be annotated. Subject teachers will recommend GCSE revision material for students in years 10 and 11.

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

Textbooks are provided to the students for most GCSE subjects. However, there is a charge for replacements and parents will be invoiced accordingly. There are some subjects (English being one) where students are required to purchase their own copies of texts so that they can be annotated. Subject teachers will recommend GCSE revision material for students to purchase in years 10 and 11.

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 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 Dukes Schools Group. More information can be found at www.dukeseducation.com.

Parental Involvement

We have a thriving Parents' Association which is made up of two halves. One body of the parents act as a Parent Reps group.

Sancton Wood Parents Representatives

The main purpose of this group is to meet, half-termly, with the Headteacher in order to discuss whole school issues and take give parent feedback. Details for the parent reps for 2019-20 are as follows:

N		
R	Ms Nancy Hughes	nancycordelia@yahoo.co.uk
1	Mrs Heidi Sturdy	mrsheidisturdy@gmail.com
2	Ms Krystyna Jaworska-Wood	kjaworskawood@longroad.ac.uk
3	Mrs Claire McNamara-Wright	mcnamarawright@icloud.com
4	Mrs Elissa Owens	elissa.thomson@yahoo.co.uk
5	Mr Paul Newns	paulsnewns@gmail.com
6		
7	Mrs Susan Kearns	suzikearns@hotmail.com
8	Ms Luciana FerreiraDay	lucianafday@gmail.com
9	Ms Jane Stapleton	janestapleton@googlemail.com
10	Ms Renee Claire	novo.ignis@gmail.com
11	Dr Karen Wiemer	karenwiemer@btinternet.com

Parents Association (SWPA)

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 or SWPA via email swpa@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 Teenage Cancer Trust and regularly raises funds for it. We also provide direct support to the children in the Cancer Ward at Addenbrooke's Hospital.



Sancton Wood School

Nursery

17 Station Road, Cambridge CB1 2JB

Pre-Prep and Prep School

2 St Paul's Road, Cambridge CB1 2EZ

Senior School

57 Bateman St, Cambridge CB2 1LR