



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



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Additional information



### **School Phone Number**

01223 471703

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

### **The School Office**

Nursery at Station Road  
Alternative direct line 01223 354585  
[office.nurseries@sanctonwood.co.uk](mailto:office.nurseries@sanctonwood.co.uk)

Pre Prep and Prep School  
St. Paul's Road  
[office.prep@sanctonwood.co.uk](mailto:office.prep@sanctonwood.co.uk)

Senior School  
Bateman Street  
[office.senior@sanctonwood.co.uk](mailto:office.senior@sanctonwood.co.uk)

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

### **Richard Settle, Principal**

Is responsible to Dukes Education for the overall management and development of the school.  
[richard.settle@sanctonwood.co.uk](mailto:richard.settle@sanctonwood.co.uk)

### **Lisa Maynard, Bursar**

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

[lisa.maynard@sanctonwood.co.uk](mailto:lisa.maynard@sanctonwood.co.uk)

### **Finance Assistant**

Nathalie Holbrow  
Issuing fee invoices and processing supplier invoices.  
First port of call for financial queries.  
[finance@sanctonwood.co.uk](mailto:finance@sanctonwood.co.uk)

### **Admissions**

Registrar - Fiona Haskell  
[admissions@sanctonwood.co.uk](mailto:admissions@sanctonwood.co.uk)

### **Nursery Registrar - Victoria Fonzo**

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

### **Head of Marketing - Laura Skinner**

[laura.skinner@sanctonwood.co.uk](mailto:laura.skinner@sanctonwood.co.uk)

### **Julia Cottam, Assistant Principal (Academic),**

Is responsible for the overall academic development of our pupils.

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

### **Hannah Settle, Assistant Principal (Pastoral)**

SENDCO Y7-Y11  
Is responsible for the pastoral care of our students.  
[hannah.settle@sanctonwood.co.uk](mailto: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](mailto:debra.king@sanctonwood.co.uk)

### **Suzie Tall, Head of Key Stage 3/4**

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

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

### **Kylie Hodges, Head of Prep**

Has overall responsibility for the Prep students (Y3-6) and advises the Principal on the management of the Prep school and its staff.

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

### **Nicola Henson, Head of Nursery and Pre-Prep**

SENDCO EYFS, KS1 and KS2  
Has overall responsibility for the Nursery and Pre-Prep schools and advises the Principal on the management of the Nursery and Pre-Prep schools and its staff.

Is responsible for the EYFS, KS1 and KS2 SEND department and the programme of intervention support for these students.

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

### **Dawson Sadler, Chef Manager, Holroyd Howe**

Has responsibility for the food provision across the three sites.

[sanctonwood@holroydhowe.com](mailto:sanctonwood@holroydhowe.com)

**Making contact**

**Who to contact and how to reach them**





## 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.

**Making contact**

**Who to contact and how to reach them**





## Form Teachers / Room Leaders 2020-21

Baby Unicorns: Spots  
Rising 3's: Elmer  
Unicorns' Nursery: Tigers

Clara Furmaniak  
Kim Semple and Kirsten Reader  
Carly Jones

Reception: Peter Rabbit  
Y1: Crayons  
Y2: Owls  
Y3: Willow  
Y4: Oak  
Y5: Ash  
Y6: Kowhai  
Y6: Beech  
Y7: BL  
Y7: HD  
Y7 KL  
Y8:SC  
Y8:FW  
Y8 KA  
Y9 CK  
Y9 RA  
Y9:GG  
Y10:JEP  
Y10: ST  
Y11: AN  
Y11: OH  
Y11: AR

Becky Kett  
July Rusted and Nic Henson  
Judith Forgham  
Simon Wilson  
Hannah Greig and Lucy Woodcock  
Nicola Maguire  
Kylie Hodges and Caroline Jackson  
Angela Taylor  
Bethanie Lord  
Hilary Davies  
Kathryn Luc  
Sophia Corpas  
Frances Walker  
Kirsty Alder  
Corrinne Kay  
Rachael Ainscough  
Grace Grindrod/Jo Alton  
Jonathan Escalante-Phillips  
Suzie Tall  
Amantina Nezeri  
Owen Herbert  
Anna Robinson





**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 57 Bateman Street.**

#### **Nursery**

Baby Unicorns 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, Drama, PE and Art.

#### **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 Y5 and Y6 having additional specialist teaching in Mandarin Y6 and French Y5/Y6. 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.

#### **Senior School (Y7-11)**

Form groups averaging 16.

Science and Maths GCSE courses start in Y9.

GCSEs options are chosen in Y9 and courses commence in Y10.



	Baby Unicorns	Unicorns Nursery (Rising 3's and PreSchool)	Prep Bubble 1 (R and Y1) Prep Bubble 2 (Y2 and Y3)	Prep Bubble 3 (Y4 and Y5) Prep Bubble 4 (Y6 x2)	Senior school (Y7-11)
<b>Wraparound Care</b>	Early Start 08.00 - 08.45 Booking essential (Station Road)		Breakfast Club 07.30 - 08.30 Booking essential (St.Paul's Rd)	Breakfast Club 07.30 - 08:30 Booking essential (St.Paul's Rd)	
<b>School begins</b>	09:15 onwards	08.45-09.00	08.40	08.30	08.30
<b>Registration</b>	Start of the day 09:45	Start of day 09.15	08.50	08.35	08.35
<b>Morning Break</b>	Freeflow onto the decking area	*11.00	10.00 - 10:20	10.20 - 10.40	11.00-11.15
<b>Lunch Break</b>	11:45-12:45	12.00-13.00	12:00 - 13.00	12:45 - 13:45	12.15 - 1.45 (dining in three sittings)
<b>Afternoon Break</b>	Sleep time or freeflow access onto decking	*13.00-14.30	Flexible 10-15 minute break (R-Y2)	-	n/a
<b>End of the school day</b>	Parents/carers to pick up from 15:00-15:15 from the classroom via the front door	Parents/carers pick up between 14:45-15.00 from the garden via the main side gate	15:40 (Monday-Thursday)  15:20 (Friday)	15.50 (Monday-Thursday)  15.30 (Friday)	3.45  (some variations according to teaching timetable)
<b>Wraparound Care</b>	Late Stay until 17:30 Booking essential (At Station Road)		After-School Club Until 18.00 Booking essential (At St. Paul's Road)		During Covid unless there is a specific after-school-club students will be expected to leave the site at the end of their taught day.

### Term Dates 2021-21

#### Michaelmas Term:

Nursery and Reception have a phased return in September  
(see separate communication)  
Y1 -Y11 9th September - 15th December  
Half-term: 22nd October - 30th October

#### Lent Term: 6th January - 25th March

Half-term: 15th Friday - 19th February

#### Summer term: 14th April- 6th July

Half-term: 31st May - 4th June

\* 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 16.30 during term time**  
The Senior School office is open from 08.15 -16.15 and the Pre-Prep office is open from 08.15-16.15.



### *Arrival*

Children in Rising 3's and Unicorns' Nursery will be dropped to their class teacher outside (via the main side gate) where the staff will take them into their classroom.  
Children in Baby Unicorns will be dropped off into the classrooms by a parent/ carer after 09.15.

### *Departure*

Nursery children will be picked up from the garden between 14.45-15.00. Collection should be on foot/cycle where possible to avoid congestion.  
Children in Baby Unicorns will be picked up from the classroom between 15:00-15:15.

**Nursery**

**Arrival and departure**



## Bubble 1 (R and Y1)

### *Arrival*

Come to the main gate (to the right of the school, by the car park) to meet your teacher at 8.40am.

Children arriving later than 8.40am **must enter the school building via the front office** and will be escorted to their class. All other children arriving before 08.40 **must go to Energy Kidz or remain supervised by their parents outside the school.** Due to Covid-19 parents will not be allowed on site.

### *Departure*

The end of the school day **15.40 Monday-Thursday** and at **15.20 on Friday.** Class teachers will dismiss from the main school gates.

## Bubble 2 (Y2 and Y3)

### *Arrival*

Come to the side gate (to the left of the school as you face it) to meet your teacher at 8.40am.

Children arriving later than 8.40am **must enter the school building via the front office** and will be escorted to their class. All other children arriving before 08.40 **must go to Energy Kidz or remain supervised by their parents outside the school.** Due to Covid-19 parents will not be allowed on site.

### *Departure*

The end of the school day **15.40 Monday-Thursday** and at **15.20 on Friday.** Class teachers will dismiss from the side gate.

## Bubble 3 (Y4 and Y5)

### *Arrival*

Come to the main gate (to the right of the school, by the car park) to meet your teacher at 8.30am. Children arriving later than 8.30am **must enter the school building via the front office** and will be escorted to their class. All other children arriving before 08.30 **must go to Energy Kidz or remain supervised by their parents outside the school.** Due to Covid-19 parents will not be allowed on site.

### *Departure*

The end of the school day **15.50 Monday-Thursday** and at **15.30 on Friday.** Class teachers will dismiss from the main school gates.

## Bubble 4 (Y6)

### *Arrival*

Come to the black gates in front of the music room (to the left of the school as you face it) to meet your teacher at 8.30am.

Children arriving later than 8.30am **must enter the school building via the front office** and will be escorted to their class. All other children arriving before 08.30 **must go to Energy Kidz or remain supervised by their parents outside the school.** Due to Covid-19 parents will not be allowed on site.

### *Departure*

The end of the school day **15.50 Monday-Thursday** and at **15.30 on Friday.** Class teachers will dismiss from the black gate in front of the music room.

Prep-Prep and Prep School

Arrival and departure



## Y7-11 Arrival

Students are to begin arriving at the main school building, Bateman Street between **8:20 and 8.30** for registration. School doors will not open until 8.20, please do not send your child to the school site before this time. Subject teaching begins at 9am. Latecomers after 9am must sign in reception to receive their late registration mark.

**Y7 and Y8 (Bubble 1)** should arrive at school at between 8.20 and 8.30am and enter and exit via **the main front door.**

**Y9 and Y10 (Bubble 2)** should arrive at school between 8.20 and 8.30am and enter via **the rear ground floor entrance**

**Y11 (Bubble 3)** should arrive at school between 8.20 and 8.30am enter via **the fire escape staircase to the front right hand side of the building.**

## Late Arrivals and Early Departures

Children arriving in school after the start of teaching, or returning to school after an appointment, must first report to the school office/reception desk to register. Children leaving school during the day for an appointment should be collected by parents from the school office/reception desk, where they will be asked to sign out. Senior School students may leave for appointments unaccompanied by parents with advance notification. They will still be required to sign out their departure.

## Y7 – Y11 Departure

Students are dismissed from **Bateman Street** at **15:45**. On **Friday KS3 students will be dismissed at 14.45.**

Year group timetables will be sent separately to parents to show any deviation from these times, in order to stagger arrivals and departures; to allow students to travel safely; to show any unscheduled teaching time at the beginning or the end of the day which will mean a later start or earlier finish for some students.

**Senior School**

**Arrival and departure**



## Extra Curricular

### Trips and Visits

#### **The current guidance on Covid-19 allows school trips in the UK.**

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 will be populated with 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. Other trips and opportunities may arise throughout the year and parents will be informed of these.

Consent is required for residential trips and visits which extend outside the hours of the normal school day, and these are communicated 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 alternative activities will be provided in school for those pupils who are not going on the trip.

### 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.

## After School Activities

Due to Covid, our usual wide range of after-school provision will be scaled back slightly as children from different bubbles will not be able to mix in after school clubs as would usually happen. However, some clubs will run and information on these clubs and booking details will be shared via email.

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.

In the Senior school we anticipate that most activities will take place during extended lunchtimes. This will help with staggered end of day.

## Peripatetic Music Lessons

At present any one-to-one lessons will be very limited and there will be no scheduled wind instrument or singing lessons taking place.

In usual times these are timetabled on a rota basis to ensure that the same academic lesson is not missed each week. Parents 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 when 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 to 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, the structure of the activities, menus, and enrollment and invoicing procedures. Energy Kidz operates independently of the school, so please make enquiries direct to the provider.





### **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)**

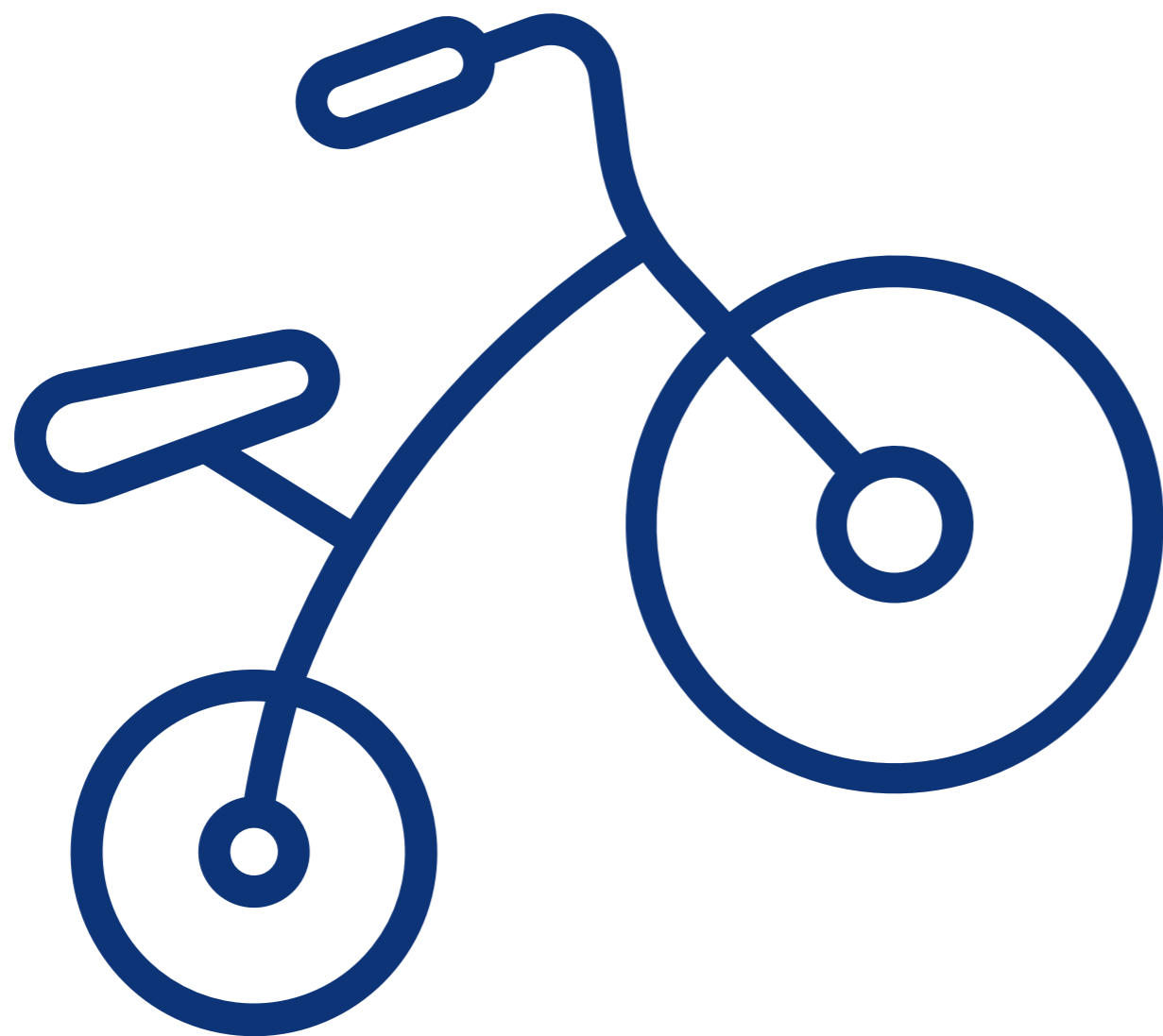
A limited 'Late Stay' until 17.30 is available to Baby Unicorns, Rising 3's and Unicorns Nursery children at Station Road. Late Stay **must** be booked in advance for the whole term. Late Stay for Unicorns Nursery children is held in the Baby Unicorns Nursery.

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.

**Nursery**

**Early start and late stay**





## 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 outside 1-11 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 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.

**Senior:** There is very limited paid-for parking in Bateman Street and we politely request that parents are mindful of our residential neighbours' spots. In particular please do not use the disabled parking spot unless you are registered to do so.





### 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 we will 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 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.





**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. Personal pride and dignity;
4. A community of fun and energy;
5. Practical kindness.



### 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 which are awarded in our celebration assembly. 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 number of merits 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 the school. These are added up each week and the leading house is announced in our celebration assembly.

### Seniors

Children in Y7-11 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.

We continue with the house-point system for competitions and good work carried out in the school community.



## 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.

## 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). 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.

## Seniors

Teachers use a 'three mark' system in class, after three marks a senior leader will be asked to resolve any issue. Teachers may decide that a detention is warranted with a member of the Senior Leadership team. Failure to turn up to a detention will result in parents being informed and the possibility of a parent meeting.







(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, and respect and consideration for others, 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 / EAL

Hannah Settle (Y7-11) and Nicola Henson (EYFS-Y6) coordinate 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. Participation will be reviewed termly with Nic Henson.
- 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 Prep and Senior Schools, support in core subjects will be provided by subject teachers and the SEND department.

At Sancton Wood Nursery, Pre-Prep and 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 Assistant Principal with responsibility for the pastoral support of all children. If you have any pastoral care concerns, the form/ class tutor is the first point of contact and Hannah is available for matters beyond that.



## Assemblies

These are forbidden as part of the governments' guidance on Covid-19. However, we will host regular assemblies weekly in each department, and termly as a whole school over Zoom.

A full programme of assemblies will resume once the Covid-19 pandemic is over.

## Tutors/Class Teachers

All children will have a form tutor/class teacher who is responsible for their overall welfare. Any queries or problems regarding your child should be passed on to 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 PSHEE lessons, the children will follow a programme which focuses on their personal/ social development.

## The House System

Children throughout the school (from Nursery) 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 the Y11 students, a Deputy Head of House from Y10, and House Captains from every other year group.

## 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 via Zoom for a 'working lunch' and year reps will also be involved in interviews for new teachers.

## Prefects

We appoint a Head Prefect and a Deputy Head Prefect, and 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.







### **Pre-Prep**

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

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 regarding your child's academic and social progress. In the Lent term a further parent/teacher consultation is organised. Parents receive a written report on their child's progress at the end of the summer term.

Our Baby Unicorns and Rising 3's parents have twice daily access to each child's key worker, and class teacher/room leader. Information is published regularly on Tapestry, our online learning journal.

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

### **Prep (Y3-6)**

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 an end-of-year report will go home during the last week of the academic year.

### **Seniors (Y7-11)**

Parents are invited to one parent consultation session per year. There is one full written report each academic year and interim progress reports each term. Y7 parents will attend a welcome evening; Y11 parents and students are also invited to a Sixth Form Open evening, and Y9 parents and students will attend a GCSE options evening.





### **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.

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

### **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.



## 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.

## 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.

## 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 pre-arrange a meeting and book in at the school office. They will be expected to wear a 'Visitor' badge and face mask whilst on site.

## 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. In the Prep School, 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 the Senior School students may wear hair loose as long as it is tidy, and 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 new PE kit is available to order from [www.stevenson.co.uk](http://www.stevenson.co.uk) and you can view the samples at St Paul's Road by contacting [lisa.maynard@sanctonwood.co.uk](mailto:lisa.maynard@sanctonwood.co.uk) to arrange a viewing. There is a lengthy transition from the old PE kit, until September 2021, and parents can update the old kit as their child outgrows it.**

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](mailto: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.





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 is 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.





## 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. In the current pandemic they should be tested for Covid-19 and remain out of school whilst awaiting results. As a general rule, in children, a temperature of over 37.8 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.

### **Suspected Covid-19**

If a member of the school community, staff or pupil develops Covid 19 symptoms, they will be sent home immediately and advised to self-isolate as per the latest government guidance, and they should also request a test. Until the results of the test are known, their class and group will continue to attend school as normal. Should anyone receive a positive test, we will contact the health protection team (NHS test and trace) who will carry out a risk assessment and guide us through the steps we must take. This is likely to lead to some groups or bubbles being asked to self isolate for a period of 14 days. Should this happen we will revert to online learning for these classes.

### **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. You should complete an allergy form and return to the school to inform the caterers. 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.





**Catering: Holroyd Howe - 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. 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**

**Sancton Wood is a nut free school.**

In Nursery, Pre-Prep and Prep, children must 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 the SENCO, 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. Textbooks are provided to the students for 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 or their own workbooks. Subject teachers will recommend GCSE revision material for students in years 10 and 11.

### **Lockers**

Children in Y7-11 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.

### **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, Prep and Senior 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).



**Additional information**



## **Governors**

The school is part of the Dukes Schools Group. More information can be found at [www.dukeseducation.com](http://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, meeting the SLT each half term and the other half SWPA act as a fundraising and social group.

## **Sancton Wood Parents Representatives**

The main purpose of this group is to meet, half-termly, with the Principal in order to discuss whole school issues and give parent feedback. Details for the parent reps for 2020-21 are as follows:

N Ms Laura Oxley - [lauraoxley@hotmail.co.uk](mailto:lauraoxley@hotmail.co.uk)

2 Mrs Heidi Sturdy - [mrsheidisturdy@gmail.com](mailto:mrsheidisturdy@gmail.com)

3 Ms.E.J Matthews - [cos1bug@yahoo.com](mailto:cos1bug@yahoo.com)

4 Mrs Claire McNamara-Wright - [mcnamarawright@icloud.com](mailto:mcnamarawright@icloud.com)

7 Mrs Erika Johnston - [erikajohnston@btinternet.com](mailto:erikajohnston@btinternet.com)

8 Mrs Susan Kearns [suzikearns@hotmail.com](mailto:suzikearns@hotmail.com)

9 Ms. Luciana Ferreira-Day [lucianafday@gmail.com](mailto:lucianafday@gmail.com)

10 Ms. Jane Stapleton [janestapleton@googlemail.com](mailto:janestapleton@googlemail.com)

11 Ms Renee Claire [novo.ignis@gmail.com](mailto:novo.ignis@gmail.com)

Any parent wishing to join this group can contact the school principal directly.

**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](mailto:office.prep@sanctonwood.co.uk) or SWPA via email [swpa@sanctonwood.co.uk](mailto: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 East African Children's Project and a partnership with St Vianney Junior School in Kampala.