

Parents' Handbook 2024/25



Sancton Wood School
Prep School

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

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Welcome & Introduction



Principal's welcome Mr Richard Settle



We are delighted you have entrusted your child's education to us. I remain adamant in my belief that a happy child, who feels safe and secure will achieve their full potential. For that reason, our core values (developed in discussion with students) remain at the heart of all that we do.

- The broad and deep worth of every person
- Intellectual curiosity
- Practical kindness
- Personal pride and dignity

In choosing to send your child to us, they will experience school days driven by kindness and a joy of learning. Each school is large enough to offer a wealth of opportunity yet small enough to ensure your child receives a personal experience that will carry them forward with confidence.

I look forward to seeing you all.

Richard

Head's welcome Miss Kylie Hodges



A warm welcome to Sancton Wood Prep School. As part of the Dukes Education group, we are proud our children receive 'a first class education' and are 'welcomed into a second family, with the love and care you expect'.

In the 14 years I have been at Sancton Wood I have seen the school expand and evolve, yet still retain the love and care for students that is at the heart of our community. Our site at St Paul's Road was once home to all three school's, we now have three separate locations – one each for the Nursery, Prep School, and Senior School.

The ethos of Sancton Wood is what drew me to school in the beginning and it is what keeps me here today.

As the Head of the Prep School, I have the privilege of attending and observing lessons, leading assemblies, school council meetings, drama productions, and many other activities or events in which our core values are consistently on full display. Our students learn many skills both inside and outside of the classroom.

During the recent inspection by the Independent Schools Inspectorate (ISI), our school was recognised as 'Excellent' in all areas (Pupil Achievement and Pupil Development). The ISI report highlighted that our pupils are 'effective and accomplished communicators and demonstrate excellent attitudes to learning particularly in their ability to work collaboratively in pairs and small groups'.

I am delighted that you have chosen to either start, or continue, your child's educational journey at Sancton Wood Prep School in September. We will take good care of them and make sure they have fun while learning. I look forward to seeing the children embrace all that our wonderful school has to offer.

Kylie

Contacting the School

School Phone Number

01223 471703

Contact the office with any query you might have and to report pupil absences.

School Address

2 St Paul's Road, Cambridge CB1 2EZ

office.prep@sanctonwood.co.uk

Richard Settle, Principal

is responsible to Dukes Education and for the overall management and development of the school.

richard.settle@sanctonwood.co.uk

Kylie Hodges, Head of Prep

has overall responsibility for the Prep school (Pre-Reception-Y6) and advises the Principal on the management of the Prep School and its staff.

kylie.hodges@sanctonwood.co.uk

Ellie Bullman, Bursar

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

ellie.bullman@sanctonwood.co.uk

Nathalie Holbrow, Finance Assistant

Issues fee invoices and processes supplier invoices.

First port of call for financial queries.

finance@sanctonwood.co.uk

Ellie Evans, Registrar (Admissions)

administering the admissions process.

admissions@sanctonwood.co.uk

Julia Cottam, Vice Principal (Academic)

is responsible for the overall academic development of our pupils.

julia.cottam@sanctonwood.co.uk

Hannah Settle, Vice Principal (Pastoral)

SENDCO and Designated safeguarding lead.

is responsible for the pastoral care of our students.

hannah.settle@sanctonwood.co.uk

Debra King, Vice Principal (Co-curricular)

is responsible for enhancing learning outside of academic curriculum

debra.king@sanctonwood.co.uk

Ioana Bird, Data Manager and Examinations Officer

manages student data (timetables, reports, parents' evenings, pupil and parent portals)

ioana.bird@sanctonwood.co.uk

Matt Stollery, IT Network Manager

manages our IT network, including student Microsoft 365 logins (Outlook, Teams, Office)

matt.stollery@sanctonwood.co.uk

Paula Collier, SEND Lead

is responsible for SEND at the Prep School

paula.collier@sanctonwood.co.uk

Alessandro Trida, Chef Manager, Holroyd Howe

has responsibility for the food provision across the three sites.

sanctonwood@holroydhowe.com

Email

Email is the easiest way to get in touch. 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. Staff are expected to reply to an email within two working days. Any urgent messages should always be delivered by telephone via the school offices.

Contact with staff

Class teachers take responsibility for the day-to-day academic and pastoral matters concerning your child. Your child's class teacher will be available most days before school and 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).

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



Term dates

2024-25

Michaelmas Term

4th September - 11th December

Half-term

25th October - 4th November

(Inclusive)

Lent Term

7th January - 2nd April

Half-term

17th February - 21th February

Summer Term

22nd April - 4th July

Half-term

26th May – 30th May

Appointments & absences

Late Arrivals and Early Departures for Appointments

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.

Absences

If your child is absent through illness, please telephone and leave a message on the absence extension or email to the 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

In the unlikely event that 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 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.

House system, assemblies & councils



Griffin



Phoenix



Dragon

The House System

Children throughout the school 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. At the Prep School we elect a Head of House from Y6 students.

Assemblies

Assemblies happen weekly and where possible, termly as a whole school. In the Prep School we have three assemblies per week; a themed assembly, a singing assembly, and a celebration assembly where certificates are presented. Children in the Pre-Reception class will join the rest of the school for these assemblies in the Summer term.

School Council

The School Council is made up of pupils from Reception-Y11, with members being elected by their forms. In the Prep School pupils are elected from each class/form. They meet half-termly, assist at Open Mornings, and may also be involved in interviews for new teachers.

Pre-Reception



Pre-Reception (Peter Rabbit) welcome from Miss Elanor Lark



I am Miss Lark, the Pre-Reception (Peter Rabbit class) teacher. I have been a teacher of Reception, Y1 and Nursery for many years. This experience means not only can I make sure your child has fun while learning in Pre-Reception, I can also ensure they are ready and confident for their start in Reception Class next year.

We want children to enjoy their learning and use children's interests and individual needs when designing our lessons. Our children learn through talk, play, exploration, asking questions, and engaging in the activities alongside teachers. Children have short group times, circle times and begin to develop their Maths and Pre-Reading skills each day. The children are involved in active play-based learning inside and outside every day. We make regular trips to 'Forest School, much of learning is centred around stories and the natural world and we focus on the seasons, exploring books, music and art based on this theme. Our aim is to inspire children's imagination and ignite their enthusiasm. In addition to all of this, the children have access to lessons with specialist teachers in P.E, Spanish and music.

We use 'Tapestry' (an online learning journal) enabling us to share and celebrate progress. We value communication with parents and encourage you to share information from home, such as milestones, special days out or celebrations.

At the close of the school year we want children to move forward with confidence. We plan this transition carefully, children take part in some whole school events, and we take them on an educational visit in the summer term, often joining the Reception Class for this and other activities. We ensure that they can get to know their new class teacher for the coming year, so that they feel happy and secure.

Most importantly, we provide a warm, happy, nurturing, stimulating environment for your child, where they feel at home with their surroundings, their teachers and their friends. I very much look forward to welcoming your child to Peter Rabbit Class.

The school day - Pre-Reception

Arriving for the school day

We welcome children for their school day between 8.30am and 8.45am, Children enter via the black side gate (to the left of the school when facing the building) where they will be greeted by staff (parents will need to wait outside the gate for the class teacher). If you arrive with your child after 8.30am, please ring the door bell of the black Peter Rabbit gate and a member of staff will come to you.

The end of the school day

Please pick up children from the same black side gate. Pick up times are 15.25 - 15.40 (Monday to Thursday) and the slightly earlier time of 15.05- 15.20 on Fridays.

If it is possible collection by foot or bicycle is encouraged to avoid congestion on the road.

If for any reason there are any changes to the usual person collecting your child , please let the class teacher and office know in advance. Children's safety is paramount and we will not therefore release your child to someone we have not been given consent for

School Equipment

School equipment is provided for children in Pre-Reception

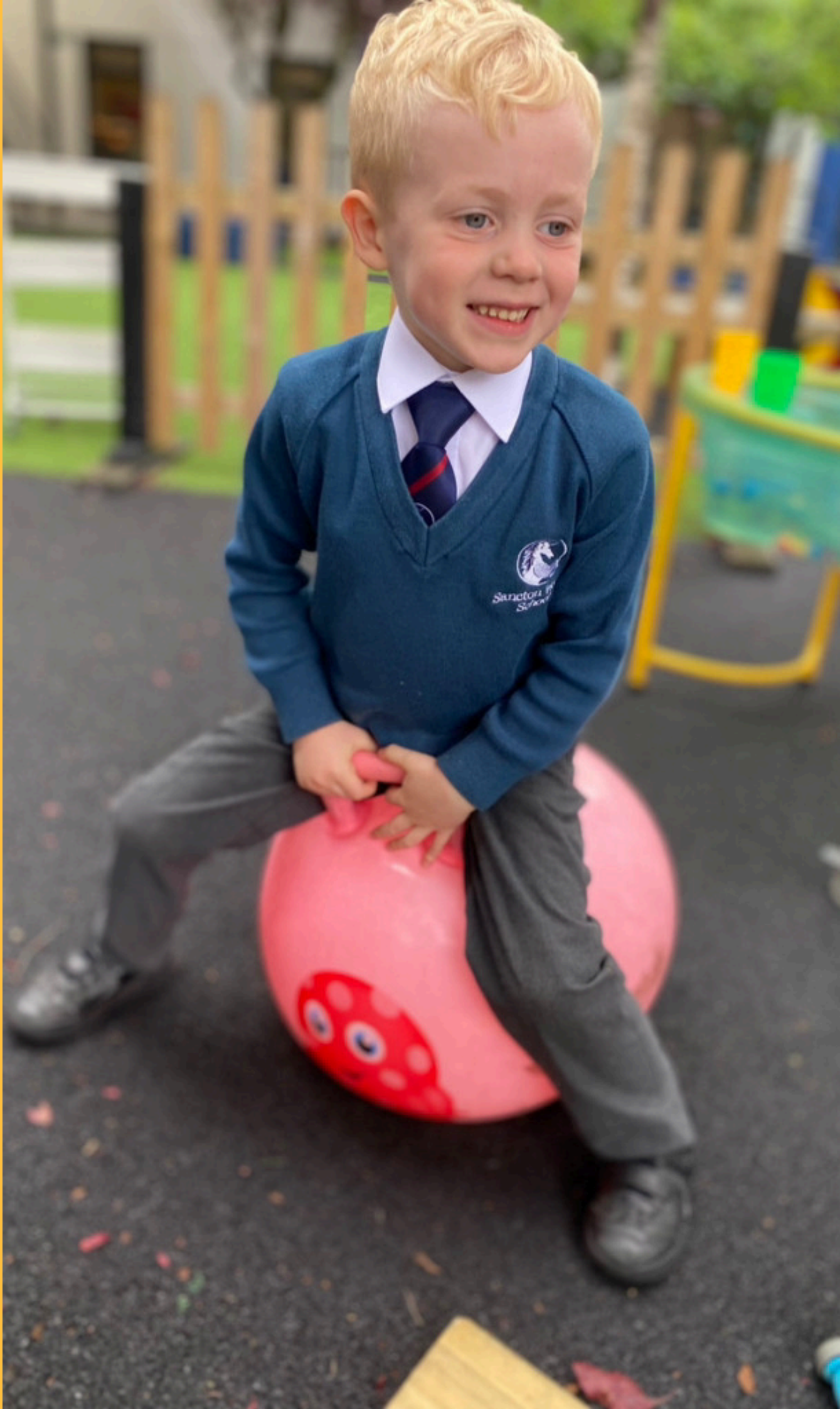
Curriculum

Children will be looked after and taught core subjects by the class teacher in their classroom. Year groups will participate in productions, trips, PE, sporting fixtures and assemblies. Pupils receive specialist lessons in Spanish, Music, Computing, PE and Art.

Pre-Reception timetable

Wraparound care	Breakfast Club 07.30 - 08.30 Booking essential
School begins	8:30-8:45
Registration	8:45
Morning break	11-11:20
Lunch break	12.15 - 13.30
Afternoon break	Flexible 10-15 minutes break
End of school day	15.25-15.40 (Monday-Thursday) 15.05-15.20 (Friday)
Wraparound care	After-School Club until 18.00 Booking essential directly with Sunny Kids Club

Reception



Reception Class (Ladybirds) welcome from Mrs July Rusted



Welcome to Sancton Wood. My name is Mrs. Rusted and I am the Reception Class Teacher and Early Years Foundation Stage (EYFS) Lead. I am an experienced teacher and in my 16 years of teaching I have had the pleasure of teaching children across all year groups in EYFS and Key Stage 1 (ie from nursery to Y2). I have experienced first-hand how important the transition is from one year group to the next and it is a real privilege to be teaching your children in their very first year of school. I have a passion for the Early Years and love the creativity and fun that the Early Years Curriculum can provide. I work hard to ensure that your child feels safe and happy at school and am very lucky to be supported in class by an experienced practitioner Mrs. Zermane who has worked at Sancton Wood as a Nursery Nurse for over 25 years. Mrs. Zermane and I are a formidable team and work closely together to support your children, identifying where they are in their development within each area of learning and then carefully planning and supporting them with the next steps of their learning journey.

Similarly to the Pre-Reception year, the children in Reception predominantly learn through play in a stimulating, environment with carefully planned high quality provision. We know that children learn in lots of different ways and so we ensure that there are always opportunities for the children to work practically, developing and deepening their understanding using a wide range of learning tools and resources. There are whole class teaching and phonics sessions daily, alongside guided group work and one-to-one opportunities for us to support your child. In Reception the children also have access to specialist teachers who deliver weekly lessons in Art, Music, Spanish, PE and Computing. We believe that having these extra-curricular opportunities enables the children to further extend their learning potential and it also has the benefit of helping them to become more confident as they build relationships with a wider range of staff in school.

I believe that communication between school and home is paramount. Parent partnerships are particularly important in the EYFS because they give you the chance to share information about your children and broach any concerns with someone who is working towards the same goals. Research shows that involving you in your children's learning is the most important factor in enabling your child to do well regardless of background. By working as a team, we can ensure the best outcomes for children. We use an online learning journal called 'Tapestry' to keep you up to date with what your child is learning at school and ask that you also use this platform to share with us your child's interests, hobbies and achievements from home. I look forward to meeting you and welcoming your child into Ladybird Class in the near future.



The school day - Reception

Arriving for the school day

The school day starts at 8.30 but our school gates open at 08.15 each morning. Please enter through the main wooden gates (to the right or left of the school). If you want to arrive with your child before 8.30 they will need to be under your supervision on the playground. You may have booked your child into the Sunny Kids Club for this period, in which case please drop them straight there in the main hall.

Class teachers will arrive to meet all the children in the playground at 8.30, ready for the day ahead.

If for any reason you arrive later than 08:35 please enter the school building via the front office. Your child will then be signed in to school and escorted to their class.

The end of the school day

The end of the school day is 15:40 Monday - Thursday and 15:20 on Friday. Please come into the playground where your child will be dismissed into your care by their class teacher.

If for any reason there are any changes to the usual person collecting your child, please let the class teacher and office know in advance. Children's safety is paramount and we will not therefore release your child to someone we have not been given consent for.

If it is possible collection by foot or bicycle is encouraged to avoid congestion on the road.

School Equipment

School equipment is provided for children in Reception.

Curriculum

Children will be looked after and taught core subjects by the class teacher in their classroom. Year groups will participate in productions, trips, PE, sporting fixtures and assemblies. Pupils receive specialist lessons in Spanish, Music, Computing, PE and Art.

Reception timetable

Wraparound care	Breakfast Club 07.30 - 08.30 Booking essential
School begins	8:30
Registration	8:35
Morning break	11-11:20
Lunch break	12:30 - 13.30
Afternoon break	Flexible 10-15 minutes break
End of school day	15.40 (Monday-Thursday) 15.20 (Friday)
Wraparound care	After-School Club until 18.00 Booking essential directly with Sunny Kids Club

Y1



Y1 (Crayons) welcome from Miss Hannah Todd



I am Miss Todd and I am the teacher of Y1. I am a passionate and enthusiastic educator. Having taught Y1 for several years, I am quick to adapt to the children's needs and interests. In addition, I also have experience of teaching in higher years. This means I am to understand where the children are expected to be as they move through school.

Y1 is a very exciting year. The children move from the more informal and play-based curriculum in Reception to the National Curriculum which they will follow throughout the rest of their education. We encourage the children to explore and investigate new learning opportunities along the way. The lessons that take place are very active, creative and mindful of the individual learning journeys each child is taking.

In Y1 we want the children to develop a love of learning. We carefully plan a curriculum that is engaging and full of practical activities. We believe children learn best when they are involved in the process. We encourage the children to begin to take more ownership of their learning and develop into independent learners and thinkers. Cambridge is a beautiful place bursting with knowledge, and I ensure we draw on this throughout the year. Whether it's writing nature poems in the Botanic Gardens or taking a boat trip down the river we strive to make the most of the fantastic opportunities in and around our amazing city.

As parents you are the experts on your child. My job as the Y1 teacher is to draw on this knowledge and facilitate opportunities for your children to flourish. To enable this, I believe strongly in having clear and open communication with you at all points of the year. I very much look forward to meeting you and beginning this next exciting step in your child's journey

The school day

- Y1

Arriving for the school day

The school day starts at 8.30 but our school gates open at 08.15 each morning. Please enter through the main wooden gates (to the right or left of the school). If you want to arrive with your child before 8.30 they will need to be under your supervision on the playground. You may have booked your child into the Sunny Kids Club for this period, in which case please drop them straight there in the main hall.

Class teachers will arrive to meet all the children in the playground at 8.30, ready for the day ahead.

If for any reason you arrive later than 08:35 please enter the school building via the front office. Your child will then be signed in to school and escorted to their class.

The end of the school day

The end of the school day is 15:40 Monday - Thursday and 15:20 on Friday. Please come into the playground where your child will be dismissed into your care by their class teacher.

If for any reason there are any changes to the usual person collecting your child, please let the class teacher and office know in advance. Children's safety is paramount and we will not therefore release your child to someone we have not been given consent for.

If it is possible collection by foot or bicycle is encouraged to avoid congestion on the road.

School Equipment

School equipment is provided for children in Y1

Curriculum

Children will be looked after and taught core subjects by the class teacher in their classroom. Year groups will participate in productions, trips, PE, sporting fixtures and assemblies. Pupils receive specialist lessons in Spanish, Music, Computing, PE and Art.

Y1 timetable

Wraparound care	Breakfast Club 07.30 - 08.30 Booking essential
School begins	8:30
Registration	8:35
Morning break	11-11:20
Lunch break	12:30 - 13.30
Afternoon break	Flexible 10-15 minutes break
End of school day	15.40 (Monday-Thursday) 15.20 (Friday)
Wraparound care	After-School Club until 18.00 Booking essential directly with Sunny Kids Club

Y2



Y2 (Owls) welcome from Miss Kylie Hodges & Mrs Lucy Woodcock



We are delighted to introduce ourselves as the teachers of Y2 at Sancton Wood School. Miss Hodges teaches two days a week and Mrs. Woodcock the remaining three days. We are longstanding teachers at Sancton Wood and both of us firmly believe that a child who feels both safe and happy is a child who will meet their potential, both academically and socially. We aim to make the transition between Y1 and Y2 as smooth as possible by supporting you and your child through the specific challenges a little more independence brings.

In Y2, we encourage the children to take a little more responsibility for their belongings. The children are asked to change their own reading books themselves and to ensure that they have the correct school uniform for each day.

Y2 brings many exciting opportunities. We go on various outings making use of the wonderful resources Cambridge has to offer, as well as a fun trip with Y1 in the Summer term linked to the curriculum. We also take the lead on the KS1

Nativity Play, a much-anticipated event at the end of the Michaelmas term. Over the course of the year, we will work hard to support, challenge, and shape your child. We are a caring, fair, and kind team with a key focus on developing good organisational skills, positive work habits, and connected social skills. If you have any concerns or questions regarding your child's journey, please do contact us. Communication is key to the success of your child's time in Y2. We look forward to meeting you all soon and we are incredibly excited for your child to start their Y2 journey.

The school day

- Y2

Arriving for the school day

The school day starts at 8.30 but our school gates open at 08.15 each morning. Please enter through the main wooden gates (to the right or left of the school). If you want to arrive with your child before 8.30 they will need to be under your supervision on the playground. You may have booked your child into the Sunny Kids Club for this period, in which case please drop them straight there in the main hall.

Class teachers will arrive to meet all the children in the playground at 8.30, ready for the day ahead.

If for any reason you arrive later than 08:35 please enter the school building via the front office. Your child will then be signed in to school and escorted to their class.

The end of the school day

The end of the school day is 15:40 Monday - Thursday and 15:20 on Friday. Please come into the playground where your child will be dismissed into your care by their class teacher.

If for any reason there are any changes to the usual person collecting your child, please let the class teacher and office know in advance. Children's safety is paramount and we will not therefore release your child to someone we have not been given consent for.

If it is possible collection by foot or bicycle is encouraged to avoid congestion on the road.

School Equipment

School equipment is provided for children in Y2.

Curriculum

Children will be looked after and taught core subjects by the class teacher in their classroom. Year groups will participate in productions, trips, PE, sporting fixtures and assemblies. Pupils receive specialist lessons in Spanish, Music, Computing, PE and Art.

Y2 timetable

Wraparound care	Breakfast Club 07.30 - 08.30 Booking essential (St Paul's Rd)
School begins	8:30
Registration	8:35
Morning break	11-11:20
Lunch break	12:30 - 13.30
Afternoon break	Flexible 10-15 minutes break
End of school day	15.40 (Monday-Thursday) 15.20 (Friday)
Wraparound care	After-School Club until 18.00 Booking essential directly with Sunny Kids Club (At St Paul's Road)



Y3 (Willow) welcome from Miss Marissa Ansell & Mrs Jane Wilson



We are thrilled to introduce ourselves as the teachers of Y3 at Sancton Wood School. Miss Ansell will be teaching for four days a week and Mrs Wilson will be teaching on Tuesdays. We are both dedicated to ensuring a smooth transition for your child as they move into Key Stage 2. Our goal is to support both you and your child through the specific challenges and new experiences.

The Y3 curriculum is full of exciting learning opportunities. In English we cover a range of high-quality texts from stories to poetry, to non-fiction. In Science, we learn all about rocks, fossils and soils, taking a trip to the University of Cambridge's Sedgwick Museum. In History topics we study the Paleolithic Stone Age all the way through to the Roman invasion of Britain; again, taking full advantage of what Cambridge has to offer by taking a trip to the University's museum of Archology and Anthropology. This pinpoints just a few fantastic and engaging aspects of learning in Y3.

Every two years, Y3 join Y4 for a fun-packed residential trip. The children take part in a wide range of outdoor activities. The next residential trip will be in 2026 and is a highlight of the year. In addition, there are many opportunities throughout the year for children in Y3 to take part in a range of sporting tournaments and fixtures.

Together, we will work as a team to best support your children to flourish as they continue to grow and develop. We look forward to working with you and we cannot wait to welcome your child into our Y3 class.

The school day

- Y3

Arriving for the school day

The school day starts at 8.30 but our school gates open at 08.15 each morning. Please enter through the main wooden gates (to the right or left of the school). If you want to arrive with your child before 8.30 they will need to be under your supervision on the playground. You may have booked your child into the Sunny Kids Club for this period, in which case please drop them straight there in the main hall.

Class teachers will arrive to meet all the children in the playground at 8.30, ready for the day ahead.

If for any reason you arrive later than 08:35 please enter the school building via the front office. Your child will then be signed in to school and escorted to their class.

The end of the school day

The end of the school day is 15:50 Monday - Thursday and 15:30 on Friday. Please come into the playground where your child will be dismissed into your care by their class teacher.

If for any reason there are any changes to the usual person collecting your child , please let the class teacher and office know in advance. Children's safety is paramount and we will not therefore release your child to someone we have not been given consent for.

If it is possible collection by foot or bicycle is encouraged to avoid congestion on the road.

Equipment

Students in Y3 are to have a pencil case complete with their own pencil, 30cm ruler, rubber, glue stick, colouring pencils, felt pens, pair of scissors and sharpener.

Curriculum

Children will be looked after and taught core subjects by the class teacher in their classroom. Specialist teachers will teach Computing, Music, Art, PE, Drama and Languages. Year groups will participate in productions, trips, PE, sporting fixtures and assemblies.

Y3 timetable

Wraparound care	Breakfast Club 07.30 - 08.30 Booking essential
School begins	8:30
Registration	8:35
Morning break	10:40-10:55
Lunch break	13:00 - 14:00
Afternoon break	N/A
End of school day	15.50 (Monday- Thursday) 15.30 (Friday)
Wraparound care	After-School Club until 18.00 Booking essential directly with Sunny Kids Club

Y4



Y4 (Oak) welcome from Mrs Louise Wells



I am Mrs. Wells, and together with the wider Sancton Wood team, I look forward to supporting and teaching your child. With my experience in the upper end of Key Stage 2, I understand the skills and knowledge your child will need to succeed. As a stepping-stone between the lower and upper key stages, this will be a transformative year where we nurture independent thinking, learning, and decision-making.

Our curriculum is engaging and stimulating, covering fascinating science topics like food chains, sound, and electricity. In Humanities, we explore the Ancient Egyptians and Anglo-Saxons, igniting students' imaginations. Additionally, we enrich the curriculum with visits to Cambridge museums and a day of Anglo-Saxon-themed activities at West Stow. Biennially, Y4 joins with Y3 for a residential trip, participating in a range of outdoor activities, both land- and water-based. The next residential trip will be in 2026.

In Maths and English, we focus on mastering key skills such as using apostrophes and commas correctly, accurate spelling, and proficiency in times tables. Y4 emphasises developing your child's independence and confidence. I encourage students to think about their learning, make decisions on presenting work, and find effective learning methods. These skills are vital for future years in education and beyond.

I am committed to making Y4 memorable and enriching. Together, we can help your child grow into a confident, independent learner.

The school day

- Y4

Arriving for the school day

The school day starts at 8.30 but our school gates open at 08.15 each morning. Please enter through the main wooden gates (to the right or left of the school). If you want to arrive with your child before 8.30 they will need to be under your supervision on the playground. You may have booked your child into the Sunny Kids Club for this period, in which case please drop them straight there in the main hall.

Class teachers will arrive to meet all the children in the playground at 8.30, ready for the day ahead.

If for any reason you arrive later than 08:35 please enter the school building via the front office. Your child will then be signed in to school and escorted to their class.

The end of the school day

The end of the school day is 15:50 Monday - Thursday and 15:30 on Friday. Please come into the playground where your child will be dismissed into your care by their class teacher.

If for any reason there are any changes to the usual person collecting your child, please let the class teacher and office know in advance. Children's safety is paramount and we will not therefore release your child to someone we have not been given consent for.

If it is possible collection by foot or bicycle is encouraged to avoid congestion on the road.

Equipment

What to bring to school. Students in Y4 are to have a pencil case complete with their own pencil, 30cm ruler, rubber, glue stick, colouring pencils, felt pens, pair of scissors and sharpener.

Curriculum

Children will be looked after and taught core subjects by the class teacher in their classroom. Specialist teachers will teach Computing, Music, Art, PE, Drama and Languages. Year groups will participate in productions, trips, PE, sporting fixtures and assemblies.

Y4 timetable

Wraparound care	Breakfast Club 07.30 - 08.30 Booking essential
School begins	8:30
Registration	8:35
Morning break	10:40-10:55
Lunch break	13:00 - 14:00
Afternoon break	N/A
End of school day	15.50 (Monday- Thursday) 15.30 (Friday)
Wraparound care	After-School Club until 18.00 Booking essential directly with Sunny Kids Club

Y5



Y5 (Ash and Rowan) welcome from Mr Simon Wilson, Mrs Hannah Greig & Mrs Lauren Ramsay



The Y5 team, comprising of Mr. Wilson, Mrs. Greig, and Mrs. Ramsay, brings a wealth of experience as Primary school teachers across the key stages. Y5 is an engaging and dynamic year, immersed in captivating topics ranging from studying Ancient Greece to The Tudors in History.

Our smaller class sizes allow us to tailor Math lessons through streaming, enabling each child to reach their full potential. Similarly in English, through a study of engaging high-quality texts we ensure children enjoy fiction and non-fiction while continuing to acquire essential literacy skills.

Biennially, we organise a residential trip to Grafham Water, with the upcoming excursion scheduled for 2026. Additionally, we enrich the curriculum by arranging visits to Cambridge museums and a day of Tudor-themed activities at Kentwell Hall in Suffolk.

We look forward to a productive and enriching academic year ahead.

The school day

- Y5

Arriving for the school day

The school day starts at 8.30 but our school gates open at 08.15 each morning. Please enter through the main wooden gates (to the right or left of the school). If you want to arrive with your child before 8.30 they will need to be under your supervision on the playground. You may have booked your child into the Sunny Kids Club for this period, in which case please drop them straight there in the main hall.

Class teachers will arrive to meet all the children in the playground at 8.30, ready for the day ahead.

If for any reason you arrive later than 08:35 please enter the school building via the front office. Your child will then be signed in to school and escorted to their class.

The end of the school day

The end of the school day is 15:50 Monday - Thursday and 15:30 on Friday. Please come into the playground where your child will be dismissed into your care by their class teacher.

If for any reason there are any changes to the usual person collecting your child, please let the class teacher and office know in advance. Children's safety is paramount and we will not therefore release your child to someone we have not been given consent for.

If it is possible collection by foot or bicycle is encouraged to avoid congestion on the road.

Equipment

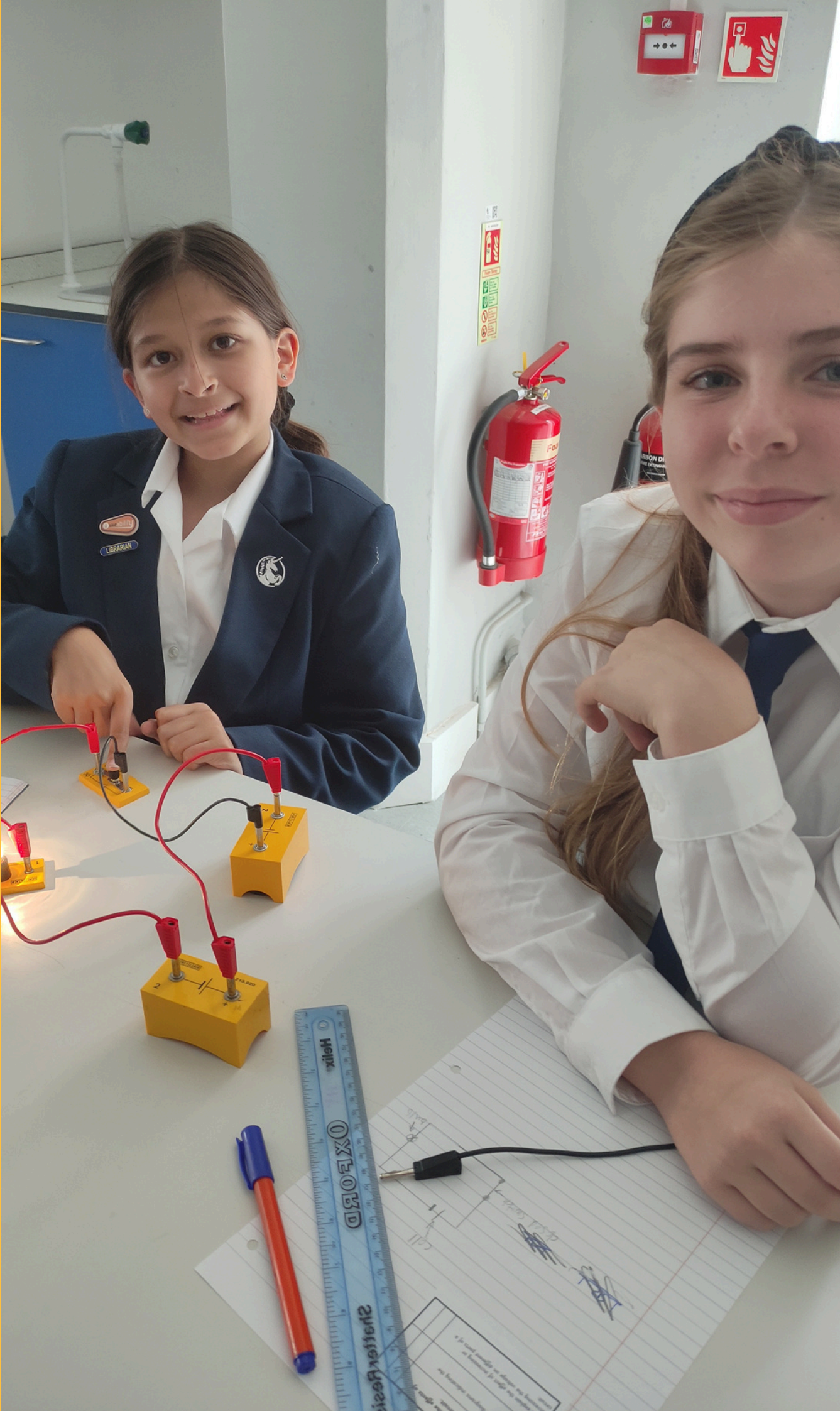
Students in Y5 must have a pencil case complete with their own pencil, 30cm ruler, rubber, glue stick, colouring pencils, felt pens, pair of scissors and sharpener. They are also required to have their own handwriting pen in their pencil case. It is not necessary for children to bring their own computer to school unless this has been discussed with the SENCO, as part of access arrangements for individuals.

Curriculum

Children will be looked after and taught core subjects by the class teacher in their classroom. Specialist teachers will teach Computing, Music, Art, PE, Drama and Languages. Y5 have additional specialist teaching in French and Mandarin. Year groups will participate in productions, trips, PE, sporting fixtures and assemblies. Children are set for Maths by ability. All other subjects are taught in mixed ability groups.

Y5 timetable

Wraparound care	Breakfast Club 07.30 - 08.30 Booking essential
School begins	8:30
Registration	8:35
Morning break	10:40-10:55
Lunch break	13:00 - 14:00
Afternoon break	N/A
End of school day	15.50 (Monday- Thursday) 15.30 (Friday)
Wraparound care	After-School Club until 18.00 Booking essential directly with Sunny Kids Club



Y6 (Beech and Cedar) welcome from Mrs Angela Taylor & Miss Chloe O'Donnell



Introducing the Y6 teachers. Mrs. Taylor, who has many years of experience in both primary and secondary education. She enjoys teaching the wide range of subjects required in Y6 and has been at Sancton Wood for seven years. Miss O'Donnell is at the start of her career and, new to the Sancton Wood team, she brings lots of innovative and creative ideas. We are looking forward to welcoming your child to Y6. It's a particularly significant year, as children prepare for a move to the next phase of their education.

We get ready for the move to the Senior School with several visits, both social and academic. Y6 children will experience lessons in a range of subjects with Senior School teachers, eat lunch in the Senior dining hall and be invited to afternoon tea with the Head of Senior School and the Prefect team, there will be other activities arranged for them throughout the year. All designed to ensure your child enters their secondary education stage with us feeling secure and confident.

Throughout the year, we will go out of school on several visits. A trip to Cambridge Central Mosque reinforces our learning about Islam. We will visit the Museum of Archaeology and Anthropology to explore ancient Mayan culture. Every two years, Y6 joins with Y5 for a residential trip at Grafham Water Centre, where we take part in a range of outdoor activities, land- and water-based. The next residential trip will be in 2026.

We look forward to a productive and enriching academic year ahead.

The school day

-Y6

Arriving for the school day

The school day starts at 8.30 but our school gates open at 08.15 each morning. Please enter through the main wooden gates (to the right or left of the school). If you want to arrive with your child before 8.30 they will need to be under your supervision on the playground. You may have booked your child into the Sunny Kids Club for this period, in which case please drop them straight there in the main hall.

Class teachers will arrive to meet all the children in the playground at 8.30, ready for the day ahead. If for any reason you arrive later than 08:35 please enter the school building via the front office. Your child will then be signed in to school and escorted to their class.

The end of the school day

The end of the school day is 15:50 Monday - Thursday and 15:30 on Friday. Please come into the playground where your child will be dismissed into your care by their class teacher.

If for any reason there are any changes to the usual person collecting your child, please let the class teacher and office know in advance. Children's safety is paramount and we will not therefore release your child to someone we have not been given consent for.

If it is possible collection by foot or bicycle is encouraged to avoid congestion on the road.

Equipment

Students in Y6 must have a pencil case complete with their own pencil, 30cm ruler, rubber, glue stick, colouring pencils, felt pens, pair of scissors and sharpener. They are also required to have their own handwriting pen in their pencil case. It is not necessary for children to bring their own computer to school unless this has been discussed with the SENCO, as part of access arrangements for individuals.

Curriculum

Children will be looked after and taught core subjects by the class teacher in their classroom. Specialist teachers will teach Computing, Music, Art, PE, Drama and Languages. Y6 have additional specialist teaching in French and Mandarin. Year groups will participate in productions, trips, PE, sporting fixtures and assemblies. Children are set for Maths by ability. All other subjects are taught in mixed ability groups.

Y6 timetable

Wraparound care	Breakfast Club 07.30 - 08.30 Booking essential
School begins	8:30
Registration	8:35
Morning break	10:40-10:55
Lunch break	13:00 - 14:00
Afternoon break	N/A
End of school day	15.50 (Monday- Thursday) 15.30 (Friday)
Wraparound care	After-School Club until 18.00 Booking essential directly with Sunny Kids Club

Useful Information



Uniform

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 small hair accessories in school colours. Hair should not impede a child's ability to study or play and compete on the sports field and should be kept off the face.

Make-up and nail varnish may not be worn in school and the only jewellery allowed is small, stud earrings (of silver or gold colour only) which must be removed for safety during P.E. and games lessons. Wristwatches may be worn, but 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 - <https://www.sanctonwood.co.uk/school-life/uniform/>

Further details at our supplier's website - www.stevensons.co.uk and you can view the samples at St Paul's Road by contacting ellie.bullman@sanctonwood.co.uk to arrange a viewing.

All items of clothing, including coats and jackets, must be clearly and permanently named.

Pre-Reception Uniform

NURSERY UNIFORM



Navy sweatshirt & joggers worn with sky blue polo.

Sweatshirt - Navy



Joggers - Navy



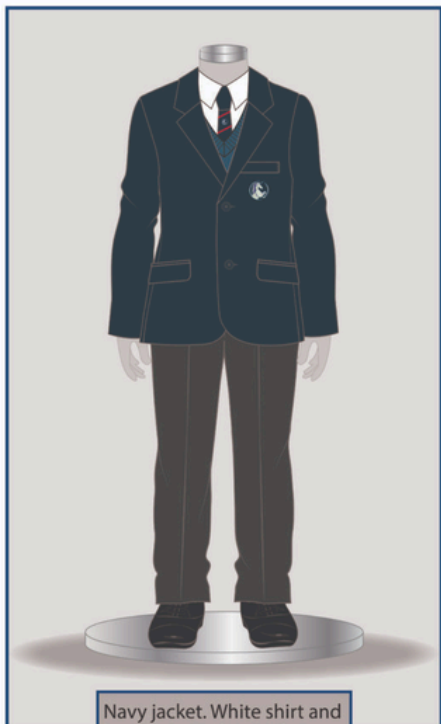
Polo - Sky blue



STEVENS

Reception-Y2 Uniform

RECEPTION - YEAR 2



Navy jacket. White shirt and house tie. Teal V-neck jumper worn with charcoal trousers.

Jacket - Navy



White shirt worn with house tie



STEVENSONS



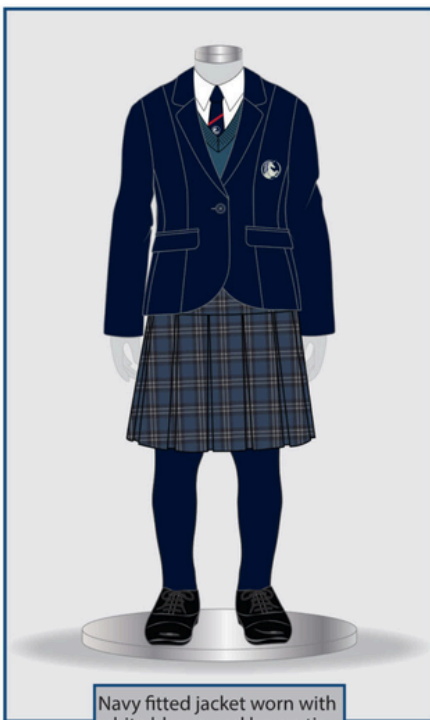
V- Neck jumper - Teal



Trousers - Charcoal



RECEPTION - YEAR 2



Navy fitted jacket worn with white blouse and house tie. Teal V-neck jumper. Tartan tunic and navy tights.

Ruby fitted jacket - Navy



White blouse worn with house tie



STEVENSONS



Tartan Tunic - Earl of St Andrews BA482T



Trousers - Grey (Optional)




V- Neck jumper - Teal



Y3-Y6 Uniform

PREP YEAR 3 - 6

STEVENSONS



Jacket - Navy

White shirt worn with house tie


V- Neck jumper - Teal

Trousers - Charcoal

Navy jacket. White shirt and house tie. Teal V-neck jumper worn with charcoal trousers.

PREP YEAR 3 - 6

STEVENSONS



Ruby fitted jacket - Navy

White blouse worn with house tie

Mock kilt- Earl of St Andrews BA482T

Trousers - Grey (Optional)

V- Neck jumper - Teal

Navy fitted jacket worn with white blouse and house tie. Teal V-neck jumper. Tartan mock kilt and navy tights.

Reporting to parents

Pre-Reception and Reception

Parents are invited to attend two parent consultations during the year in October and March for a discussion regarding your child's academic and social progress. Parents receive a written report on their child's progress at the end of the Summer Term.

In addition, in EYFS, information is published regularly on Tapestry as part of our home-school learning platform.

We welcome ongoing communication. Please feel free to contact us should you require to have a longer chat with your child's teacher and an appointment can be made as required.

Y1-Y6

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.

Homework



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. Children in Y1 and Y2 also have Doodle Maths logins to support their Maths learning. Weekly spellings to learn will be worked in Prep and sent home for further revision. Other homework may be given to support the children's learning and this varies across the year.

Reading

Reading is an important element of a pupil's academic progress. We encourage parents to listen to their child read aloud daily in Reception-Y2 and we also encourage parents to read aloud to their children. Reading is strongly promoted in school in all subjects.

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 will be populated with the trips planned for the coming year and you will be notified via email or parent portal 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 must be paid prior to their child participating. Payment is made directly via Evolve.

All residential trips are optional. Alternative activities will be provided in school for those pupils who are not going on the trip.

Peripatetic Music Lessons

These are timetabled 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.

Websites & apps for students

Word shark (for named pupils only)

<https://onwordshark.com/sanctonwood/login>

Unique login details

WordShark is an adaptable online games-based program used to support and improve spellings and reading by overlearning phonics and spelling patterns. The programme is aimed at students aged 5-15 years old and recommended use is three times a week for 10-15 minutes.

Typing Club (for named pupils only)

www.sanctonwoodschool.typingclub.com

Unique login details

An online touch typing teaching tool to improve students' typing skills through lessons and retelling stories.

Doodle Maths

<https://students.doodlelearning.com>

Unique login details

Doodle builds confidence and ability in maths by creating a personalised work programme for every child, tailored to their strengths and weaknesses. Using Doodle for just 10 minutes a day is proven to help children make three months of progress in just one month! Class teachers will set one assignment each week for pupils to complete at home to reinforce what they have been doing in the classroom. When they are not doing assignments Doodle Maths will tailor each question to your child's ability. As a parent you can create an account to also monitor how your child is getting on.

Times Tables Rockstars

[Times Tables Rock Stars: Play \(trockstars.com\)](http://trockstars.com)

Unique login details

TTRS is a web-based programme developed to enhance the children's rapid recall of their tables. Each week in our celebration assembly we will celebrate the children who over the previous week have had the biggest improvement in accuracy.

Children should aim for using this at least twice a week for 5-10 minutes.

Accelerated Reader

Welcome (renaissance-go.com)

Unique login details

Accelerated Reader's aim is to develop reading comprehension, as well as motivating children to read more. After reading a book, they can log on to their account and take a quiz on the book they've just finished. Most books in the school library have quizzes.

Children should be reading for 25-35 minutes each day, with the aim of completing a book per week, or per fortnight.



Websites & apps for parents

Parent Portal

An online portal for parents to view key information such as school reports, attendance, the school calendar and school news.

ClassList

<https://app.classlist.com/login>

A parent communication platform that is a GDPR-compliant alternative to WhatsApp parent groups, connecting families without sharing emails or phone numbers.

SOCS Co-Curricular

www.socscms.com

Used termly for booking after school clubs and enrichment choices.

SOCS Sport

<https://sport.sanctonwood.co.uk/>

Used for sports fixtures.

School Cloud

<https://sanctonwood.schoolcloud.co.uk/>

Used for booking and holding parent consultations.

Evolve

Used for payments and to gain consent for trips and other after school events. Evolve information usually comes through directly to your inbox.

Tooled-Up

www.tooledupeducation.com

Tooled Up Education provides evidence-based resources for schools and parents. The resources aim to help children develop into young adults who are self-confident, self-sufficient and full of self-worth, are curious about the world and passionate about learning.

Clubs and wraparound care

Afterschool clubs

We offer afterschool clubs Monday – Thursday until 5pm run by staff and external providers. These clubs are available for Y1 – Y6 children. A small number of clubs will also be available for Reception from the Lent Term. All clubs are run on a first come first served basis and details of clubs and how to sign up will be sent to you during the first term.

Wraparound Care

We advise you to register at the start of the academic year with Sunny Kids Club so that you can use the provision ad hoc and in the event of an emergency. Please visit their website to see costs, the structure of the activities, menus, and enrolment and invoicing procedures. <https://forms.gle/Auh9sHM99qYt9uX29>. Sunny Kids operates independently of the school, so please make enquiries direct to the provider by calling 07930086644 or by email admin@sunnykidsclub.co.uk

Delayed Collection Arrangements

Please make the Prep School Office aware of any changes to your collection arrangements. We will look after your child in the school office until you arrive.

Changes to Collection Arrangements

Please ensure that if there are any changes to the usual person collecting your child, you let the class teacher and office know in advance. We will not release your child to someone we have not been given consent for.

Getting to and from school

Cycling

For reasons of safety, cycling is not permitted on the school grounds. Once children arrive at school all 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 and Ride

Older children may wish to come to school by bus. For the Prep School the bus stops by the Raspberry Pi building on Hills Road - bus numbers 1 ,3, 7, 13, 13A, 13X stop here.

Car

On-street parking is available outside the Prep School building on St Paul's Road. This is free before 09:00 but is pay and display between 09:00 and 17:00. We ask that you respect our local residents at all times. Please ensure you avoid the designated residents' bays as you may incur a parking penalty.



School lunches & snacks

Lunch and snacks

We believe in healthy eating and provide our children with a healthy lunch. Hot lunches will be provided termly five days per week. The lunch menu will be published on the school website and the cost of lunches is included in your school fee. Catering is provided by Holroyd Howe.

Please let the office and class teacher know of any changes to allergies or food requirements. Complete the form here with any changes

<https://forms.office.com/e/T4qTgN1X8c>

Snacks and Drinks

In Prep, children must bring water to drink in their own bottles. Bottles should contain only water. Milk will be offered to children aged 5 and under. This will be provided by school, free of charge. Fruit and biscuits are provided as a snack.

Please note that Sancton Wood is a nut-free school



Lost property & mobile phones

It is essential that all items are named. If your child has lost an item please email the school office. We will return named items of lost property to students via the class teacher. All unclaimed or unnamed items of lost property are passed to the Parents' Association for resale at the end of each half term.

Mobile Phones

The increasing sophistication of mobile phone technology presents issues for schools, particularly with regard to the children's safety and well-being. The integration of cameras into phones and the accessibility of internet technology, for example, can lead to potential child protection and data protection issues. The high value of modern phones also presents a risk that is not necessary for young children.

We recognise, however, that some children may feel the need for mobile phones when travelling unaccompanied to and from school. With this in mind, children in Y5 and 6 are allowed to have a phone in school for travelling purposes.

Mobile phones must be switched off on arrival and should remain so throughout the day.

Y5 and 6 pupils will hand in their switched-off phone at the start of the day and it will be returned at the end of the day.

Values, safeguarding & welfare



Standards & core values

The broad and deep worth of every person

We respect ourselves and the cultures and beliefs of others.

We respect our local community, our school environment and everyone within it. We have pride in ourselves and our work.

Intellectual curiosity

We are skilled learners who have the courage to challenge ourselves and take risks in our learning; we learn to do things by ourselves.

We ask questions and try to find out more.

Practical kindness

We are always polite and we consider the manners and feelings of others. We understand that not everyone is the same and we all learn in different ways.

Personal pride and dignity

We take pride in our environment and pride in each other.

A community of fun and energy

We enjoy learning together to create and achieve at school.

We will carry the love of learning with us and be lifelong learners.

Rewards & promoting good behaviour

Prep School Rewards

Children in Pre-Reception (Nursery) are rewarded with 'pom poms' in the pom-pom jar for special effort, good behaviour and attainment throughout the day. At the end of a term they are rewarded with a 'pom pom' party to celebrate their achievement. They are made aware of the house that they are in and will be given a drawstring bag that matches their house colour. In the Summer Term, in preparation for Sports Day, they begin to engage with their house, ready for their entry to Reception Class and begin to receive house points. In the Summer Term they begin to attend the celebration assembly, may be nominated to appear in the 'Golden Book of Greatness' and will be given a gold star sticker.

Reception-Y2 are rewarded using our 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. If children have excelled in their work, care or extra-curricular activities (both in and out of school), teachers can nominate children to be eligible for entry into the 'Golden Book of Greatness' where they are celebrated by teachers and peers and awarded a golden sticker.

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 and in Y3-Y6 as 'Stars of the Week'.

In Y6 children are awarded merits for outstanding effort, presentation and the 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, 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.

Prep School

Positive reinforcement is our preferred way to manage behaviour for younger pupils. Poor behaviour or choices in and around school will result in an oral reminder. Following reminders, we would invite the children for 'Time-In' to sit with an adult and think together (usually 3-5 minutes), to reflect on their behaviour.

Pre-Reception - Y2

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.

Y3-6

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.



Policies

Policies

Policies that 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)
- Promoting Good Behaviour
- Safeguarding Children Policy
- Attendance Policy

Safeguarding and Child Protection

All school staff have a legal duty to identify children who are suffering, or are likely to suffer, significant harm. Staff undergo safeguarding training when they join the school and this is refreshed annually. Where there are grounds for concern, staff must take appropriate action and work with other services if required: this may include involving the Designated Safeguarding Lead. Safeguarding is both a sensitive and essential area of our work. Designated Safeguarding Leads 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 events 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 pre-arrange a meeting and book in at the school office. They will be expected 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.

Curriculum Policy

(See also our curriculum policy on the website: <https://www.sanctonwood.co.uk/school-policies/>)

The Curriculum Policy supports the school's 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 teachers work hard to go above and beyond for each pupil.

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. They will be stored safely and administered 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 and office staff should be informed.

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

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

Vomiting and Diarrhoea

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

Raised Temperature

If your child has a raised temperature, they should not attend school. In children, a temperature over 37.8° C 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 in the 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 classroom.

We ask all parents of children that require an Adrenaline Injector to provide the school with two labelled Adrenaline Injectors, so that one always remains with the child in their class room 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.

Learning support & pastoral care

Learning Support/ SEND/ EAL

Hannah Settle coordinates all support intervention and will contact parents individually regarding their child's needs. We will continue to run intervention 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:

- Small group support in English and Maths in the Prep School. These sessions will be taught by a Teacher or Teaching Assistant (TA). Participation will be reviewed termly.
- 1:1 sessions with a SpLD (Specific Learning Difficulty/Dyslexia) and EAL (English as an additional Language) teacher are available at an additional cost.

At Sancton Wood 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 boost in some areas of learning. 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. You may of course also contact the Head of School. Hannah is available for matters beyond that.

Class Teachers

All children will have a class teacher who is responsible for their overall welfare. Any queries or problems regarding your child should be passed on to the teacher in the first instance. In regular PSHCE lessons, the children will follow a programme which focuses on their personal and social development.

Additional information

Governors

The school is part of the Dukes Education family. More information can be found at www.dukeseducation.com

Parental Involvement

We have a thriving community of parents and their involvement with the school is made up of two halves.

Parent Representatives group

One half is a body of the parents who act as a Parent Reps group. This comprises of a parent representative from each year group who liaise between the parent body and the school's leadership team (SLT). The group meet SLT each half term to discuss whole school matters, policy decisions, raise matters of concern etc.

Parents Association (SWPA)

The other half is a body of parents who organise fundraising events for the school in order to provide additional enrichment opportunities for our children. We are always keen to recruit new families into the SWPA team. 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 throughout the year, supporting a variety of charities and there are regular non-uniform days to raise money for good causes. The school has special relationships with both global and local charities.