

# Welcome Information for New Parents

**September 2022**



**Cranbrook**  
Primary School

**Our Children Today**  
**Our Future Tomorrow**

**School Address:**

Cranbrook Primary School, The Drive, Ilford, Essex, IG1 3PS

Telephone: 0208 518 2562

**Headteacher: Jas Leverton**

**Acting Co-Headteacher and Deputy Headteacher: Cassim Bana**

**School Business Manager: Amanda Dyer-Irons**

**Acting Deputy Headteacher and Assistant Headteacher: Kimberly McKoy**

**Acting Deputy Headteacher and Assistant Headteacher: Catherine Smith**

**Acting Deputy Headteacher and Assistant Headteacher: Catriona Walsh**

**Senior Leaders of Learning: Kelly Portbury and Rehana Fazil**

**Chair of Governors: Sonia Gable**

## About Our School

Cranbrook Primary opened in September 2007 as a brand new school. We now have a large nursery and 4 classes in each year group from Reception to Year 6. There are currently 912 pupils on the school roll.

## Nursery Admissions

The nursery has a total of 78 places, 39 per session (8.45am-11.45am or 12.15pm-3.15pm). Those pupils, who are eligible, attend for a full day. Please check with the office if you are unsure.

Applications should be made directly to the school. To put your child's name on the waiting list for a Nursery place, please collect a form from the school office. When complete, please return to the school office. Children will be admitted, when a place becomes available for five sessions per week on a part-time basis (i.e. mornings or afternoons), or for a 30 hour placement if they are eligible for full-day funding. This is based on family income and an application process applies. Children start attending the term after their 3<sup>rd</sup> birthday, if a place is available.

Admissions for Nursery are considered as follows:

1. **"Looked after children,"** that is children who are in the care of local authorities as defined by section 22 of the Children Act 1989 and who are confirmed by that local authority to be still in public care at the point of admission.
2. **Exceptional medical** or social reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the London Borough of Redbridge's medical or psychological advisers. Only where it is agreed that admission to the school is essential will an exception to the general policy be made.

3. **Siblings** with preference to older children according to their date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission.

4. All other applicants, with preference to older children according to their date of birth.

In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance to the school. The statutory right to appeal does not apply to admissions to Nursery classes.

## **School Admissions Reception - Year 6**

In each year group (Reception to Year 6) our admission number is 120. This is the agreed and planned number that we can safely and comfortably accommodate in our school. If there are more than 120 applications made to our school, all applications will be considered on an equal basis by the Redbridge Admissions Team based at Lynton House, within the following categories.

1. "Looked after children," that is children who are in the care of local authorities as defined by section 22 of the Children's Act 1989 and who are confirmed by that local authority to be expected to be in public care when due to be admitted to school.

2. Children where it is agreed that it is essential they be admitted to the school on exceptional medical or psychological grounds. (Such requests for a particular school, based on the serious medical or psychological condition of the child, must be supported by a qualified professional directly involved with the child and will be referred to the Authority's medical or psychological adviser for observations before any decision is made).

3. Children with siblings who are already on roll at the school and will still be on roll when the child is admitted.

4. All other applicants, with preference to older children according to their date of birth.

In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a geographic information system from the child's home to the main entrance of the school using public roads and recognised footpaths.

All admissions to the school must be done through the London Borough of Redbridge Children's Services, Awards and Admissions which is located at:

Lynton House  
255 – 259 High Road  
Essex  
IG1 1NN  
Telephone: 020 8708 3147 / 3145  
Website: <http://www.redbridge.gov.uk>

## **CUBE – (Communication and Understanding Behaviours for Education)**

The CUBE is a high-quality short-term alternative provision providing support for children in Years 2-6 who are at risk of exclusion, their families and schools across Redbridge. Guided by the Nurture Group Principles, we aim to raise children's self-esteem and build resilience with an emphasis on strengthening their academic achievement through an adapted curriculum, and enabling the children to self-regulate their own behaviour. We provide a nurturing learning environment in which children are empowered to become emotionally literate and positive communicators.

## **ARP – (Additional Resource Provision) for Children on the Autistic Spectrum)**

In September 2019, we opened a new unit for pupils with a diagnosis of ASD (Autism Spectrum Disorder) and an EHCP (Education, Health and Care Plan).

### **Admissions criteria**

Places in the ARP are allocated by the Local Authority SEN Panel.

- All requests for placements must be made through the child's present school to the SEN panel.
- Pupils must have an EHCP and a diagnosis of social communication difficulties or ASD, with evidence that they are experiencing significant barriers to their learning.
- Children accessing the ARP will require highly specialised individual arrangements in order to access mainstream classes for up to 25% of their timetable when ready.

### **Exit Criteria**

The majority of pupils will normally need to be supported by the ARP throughout KS1 and KS2. However, if the 'level of adaptive skills' for any of the pupils reached the point whereby they no longer required the additional support, then the Annual Review process could make this recommendation to the Local Authority (LA) on a case-by-case basis.

## Times of the School Day

<b>Nursery:</b> 8.30am – 11.30am Morning Session 12.15pm-3.15pm Afternoon Session 8.30am-3.15pm All Day Session
<b>Reception and Key Stage One Classes:</b> 09.00 – 11.45am Morning Session 12.45pm – 3.00pm Afternoon Session 10.25am-10.40am Playtime (Year 1 & 2) 11.45am-12.45pm Reception Lunches 12.00pm-1.00pm Years 1 & 2 Lunches
<b>Year Three</b> 09.00am-12.15pm Morning Session 1.15pm-3.00pm Afternoon Session 10.25am-10.40am Playtime 12.15pm-1.15pm Lunchtime
<b>Year Four</b> 09.00am – 12.15pm Morning Session 1.15pm-3.15pm Afternoon Session 11.00am-11.15am Playtime 12.15pm-1.15pm Lunchtime
<b>Years Five and Six</b> 09.00am-12.30pm Morning Session 1.30pm-3.15pm Afternoon Session 11.00am-11.15am Playtime 12.30pm-1.30pm Lunchtime

Teaching time:

25 hours per week for 5- 7 year olds (Key Stage One)

25 hours per week for 8 – 11 year olds (Key Stage Two)

These hours do not include registration, collective worship or play times.

In the mornings, parents and carers are expected to drop their child at the gates, except in the case of nursery and new reception children. Children will go straight to their classes and so that large crowds are avoided.

At the end of the school day, different year groups will be dismissed from different areas of the school and playground, so that large numbers of children and parents do not gather close together in the same areas. Please leave the site promptly and avoid lingering in crowds.

- Nursery and Reception children will be collected from their classrooms.
- Year 1 from the main playground at the end of the building.
- Year 2 from the gym area.
- Year 3 from the mini basketball court.
- Year 4 from the gym area.
- Years 5 and 6 from the main playground.

# The Curriculum

## Foundation Stage (Nursery and Reception)

**During your child's education in our Nursery and Reception they will be following the Early Years Foundation Stage Curriculum.**

Cranbrook Primary School follow these four guiding principles which shape our practice in Nursery and Reception.

- every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through positive relationships
- children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
- importance of learning and development. Children develop and learn at different rates.

### **The areas of learning and development**

There are seven areas of learning and development that shape education in our early years setting. All areas of learning and development are important and inter-connected.

Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

#### **These are the prime areas:**

- communication and language
- physical development
- personal, social and emotional development

There are four specific areas, through which the three prime areas are strengthened and applied.

#### **The specific areas are:**

- literacy
- mathematics
- understanding the world
- expressive arts and design

When planning and guiding what children learn, practitioners reflect on the different rates at which children are developing and adjust their practice appropriately.

#### **Three characteristics of effective teaching and learning are:**

- playing and exploring - children investigate and experience things, and 'have a go'
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

All areas will be delivered through planned, purposeful play, with a balance of adult-led and child-initiated activities.

## **Key Stage One and Key Stage Two**

Children will be taught all of the New National Primary Curriculum subjects.

- English
- Mathematics
- Science
- History
- Geography
- Design and Technology
- Art and Design
- Physical Education, including Yoga
- Music
- Computing
- Modern Foreign Language
- P4C – Philosophy for Children
- PSHE – Personal, Social, Health and Economic Education
- RE – Religious Education
- RSHE – Relationships, Sex and Health Education

### **English**

At Cranbrook School we place great emphasis on good speaking and listening skills. We aim for all of our children to become clear communicators and to achieve success as confident readers and writers. We use 'Talk for Writing' as the main teaching method for writing and give dedicated time on the timetable daily for developing children's reading skills.

Children will take book bags home and we expect each pupil to read at home regularly with their family. Each child will receive a home-school book which is a great way for teachers to communicate with you and vice-versa.

### **Mathematics**

Mathematics is a vital part of every day. We want our children to enjoy the challenge of Maths and to be able to work with numbers, measures, shapes and problem-solving in real life situations. We want children to develop the facility to have number facts at their fingertips enabling them to calculate efficiently and speedily, fostering deeper thinking opportunities. In addition, we are also developing children's reasoning skills, which they require for their future lives.

### **Science**

In Science, children have opportunities to investigate, predict, hypothesise, record and form conclusions. We want children to have practical and investigative opportunities which will provide them with the key to developing good scientific understanding.

### **Computing**

We aim to give our children the skills to explore, analyse, exchange and present information. Children will have regular access to computers and other technological tools such as digital cameras and control technology such as bee-bots.

## **Religious Education**

We follow the Redbridge (locally agreed) syllabus for Religious Education. There is an emphasis on learning about the main religions to exemplify similarities rather than differences. We also learn respect for one's own faith and for the faith of others. Our assemblies are also an important time of the school day when we come together as a community to share, reflect and celebrate.

Parents do have the right to withdraw from any aspect of collective worship. We do hope that you would give this very careful consideration beforehand.

## **PSHE & Citizenship**

We follow the non-statutory guidelines for this subject as set out in the National Curriculum. The guidance differs for Key Stages 1 and 2 as follows:

**During Early Years Foundation**, pupils learn about themselves as developing individuals and as members of their communities, building on their own experiences and on the Early Learning Goals for personal, social and emotional development. They learn the basic rules and skills for keeping themselves healthy and safe and for behaving well. They have opportunities to show they can take some responsibility for themselves and their environment. They begin to learn about their own and other people's feelings and become aware of the views, needs and rights of other children and older people. As members of a class and school community, they learn social skills such as how to share, take turns, play, help others, resolve simple arguments and challenge bullying behaviour. They begin to take an active part in the life of their school and its neighbourhood.

**During key stage 1 & 2** pupils learn about themselves as growing and changing individuals with their own experiences and ideas and as members of their communities. They become more mature, independent and self-confident. They learn about the wider world and the interdependence of communities within it. They develop their sense of social justice and moral responsibility and begin to understand that their own choices and behaviour can affect local, national or global issues and political and social institutions. They learn how to take part more fully in school and community activities. As they begin to develop into young adults, they face the changes of puberty and transfer to secondary school with support and encouragement from their school. They learn how to make confident and informed choices about their health and the environment, how to take responsibility, individually and as a group, for their own learning and how to challenge bullying behaviour.

## **Modern Foreign Language (French)**

The teaching of a modern foreign language is compulsory for KS2. In KS1, we begin to introduce this and in KS2 children are taught by a specialist teacher. They are also introduced to Spanish in Year 6 before moving onto Secondary School.

## **British Values**

At Cranbrook Primary School we ensure that through our school vision, rules, curriculum and teaching we promote British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

We believe that we have a duty to prepare our children for life in the modern world. We value the diverse ethnic backgrounds of all pupils and families and undertake a variety of events and lessons to celebrate these. We have found this approach to be enriching for all parties, as it teaches tolerance and respect for the differences in our community and the wider world. Underpinning all this, are a



range of curriculum topics which have strong links to World History and values the contributions of all races.

## **RSHE**

Following consultation with our school community and feedback from parents, carers and staff, we encourage all our children from Nursery to Year 6 to value themselves and their bodies, to form healthy and respectful relationships, to know how to seek help when they feel unsafe and develop their resilience and self-esteem to challenge peer pressure in order to develop themselves as healthy in body and mind.

We have a (age appropriate) structured approach across the school and parents can request a copy of the planned curriculum.

## **Trips, Visitors and the Charging Policy**

We enrich our curriculum through regular trips and by inviting visitors, musicians, theatre groups etc. We expect that all children will be involved in these.

The school has a charging policy. We do ask for a voluntary contribution towards the cost of visits and some school-based events. No child is excluded from any activities because of an inability to pay.

Charges also apply for Breakfast and After School Care Club, as well as for extra-curricular clubs – Please see the charging policy on our School Website.

## **Emergency Contact**

As we may need to contact you quickly in case of an emergency, it is vital that our school has an up to date telephone number for you. In case of illness in school, we always try to contact parents by telephone to arrange for your child to be collected. First aid is available at the school but in real cases of emergency we will need to contact you urgently. Hospitals generally will not administer treatment if a parent is not present. If your details change at any time please inform the school office immediately so that we can update our files.

Please also ensure you inform us if your child has an ongoing medical condition that requires regular medication and monitoring. This is very important for safety reasons. For relevant children a medical care plan will be developed by us with support from the school nurse and parents.

## School Uniform

Supplied by Rupens, 98/100 Meads Lane, Seven Kings, Ilford Essex IG3 8QN  
Tel: 020 8590 3734

At Cranbrook, we have a policy about wearing appropriate clothing in school. We believe wearing uniform helps children to develop a strong group identity and a sense of loyalty to their school, as well as encouraging pride in their appearance. We would welcome your support in providing the following:

### For Girls

Jade round neck sweatshirt with school logo, dark grey skirt, dark grey pinafore or dark grey trousers, white polo shirt (with or without the school logo with grey socks or tights. In the summer months, girls can wear a green and white striped dress with white socks, tights or leggings. **(No joggers, jeans or leggings to be worn as trousers)**

### For Boys

Jade round neck sweatshirt with school logo or grey jumper, dark grey trousers and white polo shirt (with or without the school logo). In summer, dark grey smart shorts can be worn.

### Footwear

Sensible flat **plain black** shoes or boots in the winter. Trainers, flip-flops or backless sandals or shoes are not acceptable.

### PE Kit (Reception to Year six)

A change of clothes is necessary for all PE classes

**Indoor** - T-shirt (in the colour of their class i.e. Yellow, Green, Blue or Red), black shorts and black plimsolls.

**Outdoor** - T-shirt (as above), black shorts / black tracksuit and trainers.

Children will not be able to participate in PE sessions without the appropriate footwear.

**Please make sure that every item of clothing and personal property are clearly labelled with your child's full name.**

For Years 1-6, for outdoor PE lessons, children are expected to wear astro-turf trainers for use on the pitch on the field. These can be purchased at a very reasonable cost and help us to maintain the surface of the pitch.

## Jewellery

Children should not wear or bring jewellery to school other than small ear studs and a basic watch. No other jewellery should be worn to school.

## Hair Accessories

Girls must wear conservative hair accessories in green, black or white without embellishments.

## Fruit

Children between the ages of 4-6 years are eligible for free fruit. This will be given to children during the school day. The fruit varies each day, for example, apples, pears, strawberries, tomatoes and bananas. Any spare fruit is shared out to children at lunchtime.

Older children can bring in a piece of fruit from home.

## Milk

Children up to the age of five are eligible for free milk. However, at Cranbrook we offer this for all Nursery and Reception children. They will receive milk during the school day.

## School Meals

Hot meals are provided for the school by ISS Caterhouse (which most Redbridge primary schools have as their provider).

School lunches consist of a two course meal for your child. This includes a trip to the salad bar and a drink. The menus are nutritionally balanced and the company use fresh ingredients. There are three choices of main meal, including a vegetarian option, a meat option (with Halal and non-Halal choices) and/or a fish option. For dessert, as well as the old favourites such as fruit crumbles and pies topped with custard (made using organic fresh milk), there is a selection of fresh fruit and organic yoghurts. Fresh seasonal vegetables, organic crusty wholemeal and white bread, a choice of 4-6 seasonal salads and chilled water are always available.

ISS Caterhouse choose the ingredients carefully and select them according to exacting standards. They use reputable suppliers with full traceability of ingredients from farm to fork, with hygiene and quality you can trust. All menus have been designed and analysed by a trained nutritionist.

At the time this document was written the school lunches cost **£2** per day and **£10** per week. Sample menus and current prices are available from the office.

Children may also bring in their own packed lunch from home. Please ensure that the lunch is also nutritious and balanced with no sweets, chocolates, crisps, biscuits, cakes or fizzy drinks. Water is always available to all children at lunchtimes.

We will contact you if we are concerned about the quality of your child's packed lunch. The school regularly sends out guidance to support parents and to offer healthy suggestions. We have also held healthy eating workshops for parents in the past, please tell us if this is what you would like to have.

## Confectionery and Toys

No sweets, toys or other valuable items should be brought to the school. Occasionally we will celebrate various festivals at the school and in these cases we may write to you to request party food.

## Birthdays

Your child's birthday will be acknowledged and celebrated within your child's classroom. However, we would ask that children do not bring in any food, such as sweets or cake to celebrate their birthday, because we have many children with severe allergies, who cannot have such food and therefore feel excluded, but also because it takes up valuable learning time and puts a lot of pressure on the class teachers.

PLEASE NOTE – From September 2020, all schools are required to be 'sugar free'.

## Attendance

Registers close promptly at 9.00am. Children arriving after this time will need to be taken to the school office and signed in as late. We strongly believe that regular attendance is linked to higher achievement. Arriving at school on time each day will enable your child to make the most of the rich learning and social experiences Cranbrook has to offer.

Please be punctual at home time. Children can become upset and distressed if they are kept waiting. Habits of regular attendance and good time keeping will serve your child well for the rest of his or her school career and throughout life. Through our ethos we aim to ensure that all children at Cranbrook feel valued and welcomed and that they will be missed when they are absent or late.

**"We have adopted the London Borough of Redbridge attendance strategy so leave of absence during term time will only be granted in the most exceptional circumstances. No more than 3 days will ever be authorised for the most exceptional circumstances."**

Please make sure that all absences from school are covered by a written note or telephone message. Otherwise, the absence will be recorded as unauthorised. Each year, every school is obliged by law to work out how many absences each of its pupils has had and whether these were authorised or unauthorised absences. All schools are expected to set an attendance target – ours is 97%.

In Redbridge there are sanctions for unauthorised leave of absence without permission. A Fixed Penalty Notice will be issued for unauthorised leave of absence/holiday taken without permission after the first day of absence. It will be issued by the Education Welfare Service (EWS) following discussions with the Head teacher. Your child will also be at serious risk of losing their school place and may be removed from the school roll. This would mean parents would have to re-apply for a school place to Admissions & Awards at Lynton House.

Prosecutions are brought under Section 444 of the Education Act 1996. There is no statutory right of appeal against the issuing of a Penalty Notice.

We believe that working with parents is extremely important. You can help us in our efforts to promote excellent attendance and punctuality by;

Recognising that we are always happy to talk to you about any difficulties you may be experiencing to do with attendance or punctuality. We will do our best to help.

Arranging for medical and dental appointments to take place outside the school day as much as possible. If an appointment during school hours is unavoidable, please try to ensure that your child attends immediately before and after the appointment.

Authorised absences may be due to sickness or exceptional circumstances (such as bereavement or days of religious observance). Absences cannot be authorised if your child has time off for shopping trips, birthdays, visiting relatives, looking after other people at home, or going on a day trip or holiday for which permission has not been given in advance.

By working together, we can succeed in your child's educational achievement, development and well-being.

Travel Abroad during the Pandemic – Please note, if parents have chosen to travel abroad and remain out of school for 20 days or more, their child will be removed from the school roll. Therefore, please do not risk your child's school place.

## **School Behaviour Expectations and Procedures**

### **Our Expectations**

1. We are proud of Cranbrook Primary School.
2. We are always kind and considerate and look after each other.
3. We respect our school and look after our school and each other's property.
4. We listen carefully to each other and respond using our best manners and body language.
5. We show respect to one another.
6. We all have the right to feel safe and to tell someone if we need help.
7. We understand how our behaviour can impact on our own and others learning.

### **Cranbrook Values**

Through our daily work, we promote our school values:

Respect

Equality

Resilience

Kindness

### **Reward Systems**

#### **Praise**

When children follow the school expectations and behave well they will receive positive and specific feedback about this from any member of school staff.

#### **Merit certificates**

From Reception up to Year 6, children will be invited to nominate each other for a green merit certificate. Each day five children will be nominated from each class.

When each child has collected 5 green merit certificates he/she will receive a blue merit certificate. The child will get a special mention in celebration assembly.

When each child collects 25 green merit certificates = 5 blue merit certificates she/he will receive a gold merit certificate from the Headteacher. The gold certificate will be presented to the child in celebration assembly. Each child who is awarded will choose a prize from our lucky dip box.

Children can take their merit certificates home. However, lost merit certificates cannot be replaced so please encourage your child to look after them with care.

### **Writer and Mathlete of the Week**

One child from each class will be nominated every week by the class teacher. Children will be chosen specifically for their achievement, attitude to learning, effort, independence and persistence either for their writing or for their maths work. Each week their work will be displayed outside the classroom. In addition, pupils will share their work in celebration assembly and their names will be recorded in the newsletter.

### **Headteacher Awards**

Children will be sent to the Headteacher by their class teacher when children have made a personal significant achievement at school, this could be around their learning (for example, learning to count up to 50), or it could be around their social achievement (for example, learning always to use good manners or share well). The child will receive a special Headteacher's sticker to wear immediately and his/her name will be announced in the newsletter.

### **House Points**

Red, Green, Yellow or Blue – Points are given by all adults for children displaying the school values and the highest attaining house per term is rewarded.

### **Attendance**

There is a best class attendance certificate given out on a weekly basis in Celebration assembly. The best class will also receive the Cranbrook special attendance cup that they can keep for the week following their success. Each best year group will receive an attendance certificate as well. The highest attending class at the end of each month will receive a £10 note to spend on something for the class.

Every child with 100% attendance will be given a certificate at the end of the year and each month, the Class with the highest attendance gets £10 to spend on something for all the children, as well as a non-uniform day. Each half-term, the children with 100% attendance are invited to a short movie afternoon.

We have adopted the London Borough of Redbridge attendance strategy so leave of absence during term time will only be granted in the most exceptional circumstances.

## Our Sanctions

We expect all parents to fully support the school when working with a child who is behaving inappropriately or having difficulty managing their anger. If necessary, children will be sent on a timeout and given a detention or be excluded for serious breaches of our behaviour policy (see policy for more information and overleaf).

The school has graduated to addressing inappropriate behaviour approach. When a child is not following our behaviour expectations and if there is little or no improvement, children will find themselves going through each stage very quickly – this is very serious.

The following list is an outline of the stages that will usually be used when disciplining a child:

1. The class teacher will give the child eye contact and communicate the appropriate message calmly, firmly and clearly.
2. The class teacher will give the child a firm reminder about the school behaviour expectations.
3. If the child persists with the behaviour the child will be given a verbal warning of consequence. At this stage children choose the next step (i.e. the appropriate one or not).
4. The child will be sent to “time out” in their own class for up to five minutes reflection.
5. If the behaviour continues the child will be sent to a parallel class for “time out” for up to ten minutes reflection.
6. If the behaviour continues after the child returns to their own class, he or she will be sent to a neighbouring class for the remainder of the lesson. They will take their work with them. At lunch time a similar system will be in place but a yellow card will be used to indicate a ‘time out’. The yellow card will then be passed on to the class teacher as part of the child’s behaviour record. In addition ‘well done’ and ‘oh no!’ cards are also used to inform teachers of the pupils behaviour.

In addition to this, dinner hall sanctions (duty). During play and lunch time, there is a three step graduated approach to dealing with inappropriate behaviour:

- Step 1: Time out
- Step 2: Dinner hall sanction
- Step 3: Yellow Card

A Yellow Card will contain information regarding an incident deemed necessary for the class teacher to be aware of.

For a child who is involved in a serious incident or is displaying very inappropriate behaviour or not responding to the stages described above:

1. The child will miss part of their playtime. They will be supervised by their teacher. The teacher will discuss this behaviour with the child (and the consequences if this continues). The discussion will relate to the school values they have not displayed.

2. If the child does not improve she/he will be sent to the Year Group Leader who will review the situation and may choose to give the child a detention of up to 20 minutes (during lunchtime).
3. If behaviour persists, the child will have a detention with a member of the Senior Leadership Team.
4. If there is no improvement the child's parents will then meet with the Deputy Headteacher and the class teacher to discuss further strategies and options.

In extreme circumstances a child could be temporarily or permanently excluded – only the Headteacher is authorised to do this.

## **School Complaints Procedure**

The Education Reform Act of 1988 sets out an established procedure for parents who find it necessary to make a formal complaint.

If you are unhappy about anything at our school you must speak to the class teacher in the first instance. If the problem is unresolved you may speak to a senior member of staff. Most problems can be sorted out quickly by discussing the matter at school level. If you are not satisfied with the response of the school, you have the right to take the matter further. In this case, please ask the office for a copy of the complaints procedure for curriculum or non-curriculum issues.

## **Governors and their role**

The full governing body meets once each school term and has a strategic role in the management of the school. There are two sub-committees: School Organisation and Resources and Standards and Curriculum. These committees meet once during each school term. Some of the most important areas in which they have to be active are:

- Standards – ensuring a strategic and systematic approach to promoting high standards of education and achievement.
- Targets – setting appropriate targets for pupil achievement across the school to set targets for authorised and unauthorised absences.
- Curriculum – ensuring the curriculum is balanced and broadly based, and that the New National Curriculum and Religious Education are taught.
- Reporting results – reporting on assessments, so that parents know how their child is doing compare to others nationally.
- Policies – deciding how, in broad strategic terms the school should be run and ensuring that the school is compliant in all statutory policies.
- Finance – determining how to spend the budget allocated to the school in order to ensure that school provision is evidenced by good outcomes.
- Staffing – deciding the number of staff, the pay policy and making decisions on staff pay.
- Appointments – appointing the head teacher and deputy head teacher and other senior staff.
- Discipline – agreeing procedures for staff and pupil conduct and discipline.
- Inspection follow-up – drawing up an action plan after inspection.



## **OFSTED Inspection - Key Issues**

Our previous Ofsted inspection was in May 2022 with an overall judgement of 'Good'.

## **Calendar for the School term and holiday dates 2022–23**

### **Autumn term 2022**

Starts Thursday 1st September to Tuesday 20<sup>th</sup> December 2022

Half term break from Monday 24<sup>th</sup> October to Friday 28<sup>th</sup> October 2022

### **Spring term 2023**

Starts from Thursday 5<sup>th</sup> January to Friday 31<sup>st</sup> March 2023

Half term break Monday 13<sup>th</sup> February to Friday 17<sup>th</sup> February 2023

### **Summer term 2023**

Starts from Monday 17<sup>th</sup> April to Friday 21<sup>st</sup> July 2023

Half term break Monday 29<sup>th</sup> May to Friday 2 June 2023

### **Bank holidays**

Please note the following are Bank Holidays:

- Monday 26<sup>th</sup> December 2022 (Boxing Day)
- Monday 2<sup>nd</sup> January 2023 (in lieu of New Year's Day)
- Friday 7<sup>th</sup> April 2023 (Good Friday)
- Monday 10<sup>th</sup> April 2023 (Easter Monday)
- Monday 1<sup>st</sup> May 2023 (May Day)
- Monday 29<sup>th</sup> May 2023 (Spring Back Holiday)
- Monday 28<sup>th</sup> August 2023 (Summer Bank Holiday)
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### **School Training Days (school closed to pupils):**

Thursday 1<sup>st</sup> September 2022

Friday 2<sup>nd</sup> September 2022

Monday 20<sup>th</sup> February 2023

Monday 5<sup>th</sup> June 2023

Friday 30<sup>th</sup> June 2023