



Cavendish School

Primary

WELCOME

AN INTRODUCTORY HANDBOOK

FOR PARENTS

2017/2018

Published 27 June for September 2017

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Welcome to Cavendish School

I would like to take this opportunity to introduce myself and tell you how proud and privileged I feel to be Headteacher of Cavendish School. I believe the supportive, welcoming nature of the school enhances pupil outcomes by ensuring pupils feel happy and safe in a positive learning environment.

My vision for Cavendish school is to develop and prepare pupils for life in an ever changing world. I believe this can be achieved through four key aspects;

Employability: linking to outstanding results, in a school where outstanding teaching and good pupil progress are embedded.

Underpinning this would be developing **Life skills:** developing pupils' social skills and equipping them with the skills for lifelong learning.

Active members of the community: understanding the importance and taking an active role and pride within the school and wider community.

Finally, the importance of a **Positive mind and body**, ensuring pupils understand the importance of healthy lifestyle and safe behaviours.

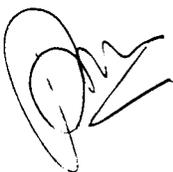
This booklet contains a lot of information to try to ensure a smooth and happy start at Cavendish School. It also asks new pupils to show respect and take pride in themselves, their new school and their environment and to give their best effort every day. I am sure they will rise to the challenge!

We believe it is important to see the new Primary Phase as part of the existing Cavendish School and not a separate entity; one which benefits from the secondary phase resources and subject specialisms and contributes primary knowledge, skills and understanding. This cross phase approach will develop us all as leaders, teachers and learners and contribute to making Cavendish School the outstanding school we all aspire for it to be

Within the context of an inclusive and creative setting, Cavendish School has developed a set of core values which will continue to underpin all the work we do. These values are supported by The Golden Model, through which we aim to:

- Enhance the child's self-image;
- Maximise the child's learning potential;
- Place emphasis on the all-round development of the child;
- Provide a happy, secure, rich and exciting learning environment, with a broad and balanced range of learning experiences;
- Encourage confidence, independence and a desire to continue learning;
- Value individual contributions and celebrate personal success;

The staff and I wish you and your child every success and we really look forward to working with you.



P J Marchant
Headteacher

Information for Parents

Organisation

In addition our website is a source of reference www.cavendishschool.net

Day-to-Day Frequently Asked Questions

Q1 *What time should my child arrive at school? What are the school hours?*

A1 The school times are as follows for each Key Stage in the Primary Phase:

Stage	Doors Open	Registration	End Time
EYFS (Reception class)	8:40am	8:50am	2:50pm
KS1 (Years 1-2)	8:40am	8:50am	2:50pm
KS2 (Years 3-6)	8:50am	9:00am	3:00pm

A “kiss and drop” system will be in place. Children will enter school through and be collected directly from their classrooms, where their teachers will welcome them at the beginning of the day and be available to speak to at the end of the day. A member of the senior leadership team will be on duty for any messages needing to be passed on to class teachers.

Q2 *What if your child needs to leave the school premises during the day?*

A2 You will need to write a permission letter and you must come to the main Reception Desk at the agreed time to collect your child.

Q3 *What happens if I my child is late for registration?*

A3 If your child arrives late to school, after 8:50am for EYFS and KS1 and after 9:00am for KS2, you should enter the school via the main Reception Desk where you will need to sign in the late book.

Q4 *What happens at break and lunch times?*

A4 Children will not have a fixed break-time in Reception as they are able to eat their snack and have a drink as part of their learning through play schedule. They will have an hour for lunch from 12:00noon – 1:00pm. At lunchtime all the children will be accompanied to the canteen for their lunch. Following this they will have supervised playtime on the playground. Y1 and Y3 children will have a mid-morning break when they will also have their snacks. YR and Y1 will receive fruit through the government scheme. Y3 and Y4 will need to bring a piece of fruit or alternative healthy snack with them.

Q5 *What happens to my child if it is raining?*

A5 If it is very wet when the children have a break-time, they will play in their classrooms and the covered outdoor play area.

Q6 *If I need to contact the school, who do I call?*

A6 Your child’s class teacher should usually be the first person to contact either by telephone or letter. However, if it is to report an absence you should contact the Attendance Office on 01323 746508. The school will contact you by text message/e-mail or phone. **It is therefore vital that we have an e-mail address and contact number.** If you have an appointment at the school you should sign in at the main Reception Desk and collect a visitor’s badge. You may be asked to provide ID at Reception as part of our safeguarding procedure.

Q7 How can I contact the school?

A7 Telephone:
Attendance Office – 01323 746508 (8.00 am – 3.30 pm)
(Voice-mail messaging outside of these hours)
School Reception for other enquiries – 01323 731340
Fax: 01323 739572

E-mail:

Attendance Office studentwelfare@cavendish.e-sussex.sch.uk

Other matters: office@cavendish.e-sussex.sch.uk

School website: www.cavendishschool.net

It is also vital we have up-to-date email addresses and phone numbers in case we need to contact you.

Q8 Does the school need to know about my child's medical conditions?

A8 Yes. All conditions must be noted on the admission form filled in by parents. Changes in medical conditions must be passed via the class teacher to the school records.
Any medicine your child needs to take during the school day should be handed in, together with a letter from you, to the Primary Phase Office.

Q9 What happens if my child is ill and is not coming to school?

A9 You must contact the Attendance Office on 01323 746508 as early as possible and by 8:40am and give a reason at this point why your child will be absent from school.

Q10 What happens if my child feels unwell at school?

A10 In the first instance your child will be comforted and allowed to sit quietly in the hope that they may feel better and will be able to continue with the rest of the school day. If, however, your child continues to feel unwell, you will be contacted and asked to collect them.

Q11 My child is asthmatic. What do I do with their inhaler?

A11 You must ensure that your child's inhaler is clearly labelled and it is a good idea to have a spare inhaler which is given to the class teacher to be kept in school.

Q12 What if we move house?

A12 Please notify your child's class teacher immediately of any change of address, or phone numbers, or the addition of a mobile phone number (you can also e-mail the school via the website). It is vital that the school can contact parents/carers if necessary. **Please make sure we have your e-mail address.**

Q13 What happens if my child loses something?

A13 To avoid this in the first place you must make sure everything is clearly labelled with your child's name. If an item is lost, check with the Class Teacher or Reception Desk, either at the start or the end of the school day, to see if it has been handed in. **DO NOT** let your child bring valuable personal items into school as we cannot take responsibility for them.

Q14 Where does my child keep their coat, and book bag with their PE kit?

A14 Your child will have their own coat hook with their name or picture for their coat and PE kit. Book bags will be kept in the classroom.

Q15 *What will my child eat at lunchtime?*

A15 All children in Reception are entitled to a meal, free of charge, at lunchtimes. They will be able to choose either a meat, vegetarian or jacket potato hot meal option with dessert. They can also bring in their own packed lunch if they prefer. An example menu is provided for you in your Welcome Pack materials.

Q16 *What sort of equipment does my child need for school?*

A16 Every day your child should bring in their book bag. PE kit (Polo shirt, Black Shorts and Plimsolls) should be brought in every Monday and your child will bring it home every Friday for washing. Your child will also be given a reading book and a home school communication book which should be brought into school each day in their book bag.

Q17 *What if my child wants to cycle or scooter to school?*

A17 Firstly, your child should wear a safety helmet. Bicycles should be left in the bicycle/scooter shelter at the front of the school. Remember, as with any piece of your property your child brings to school, it is brought at their/your own risk and they will need a secure padlock. Scooters cannot be given to the teacher to keep securely and must be secured safely in the shelter.

Q18 *Who should I talk to if I feel my child is unhappy?*

A18 You should talk to your class teacher as soon as possible in the first instance.

Q19 *Can I take my child on holiday in term time?*

A19 The school cannot authorise holidays in school time. The higher your child's attendance, the better progress your child will make.

Q20 *How will my child get to know the school building?*

A20 Your child will spend the vast majority of their time in their Classroom. However, they will use the other facilities that the school has to offer, including such areas as the fields and playgrounds, the ICT suite, the Little Theatre and the Reading Lounge. Your child will be accompanied at all times by their class teacher and teaching assistant.

Q21 *Will there be fire drills?*

A21 Early in Term 1 there will be a fire drill and then at regular intervals throughout the year. Your child will be given the opportunity to rehearse what they need to do prior to the first fire drill.

Q22 *Will my child get to know the older pupils?*

A22 As an all-through school it is important that all of our children feel part of the Cavendish community so there will be organised times when your child will be with the older pupils. There will also be occasions when older pupils will be involved in activities with the Reception children, for example they may listen to them reading or take part in cross-phase Circle Times. All activities undertaken with older pupils will be thoroughly risk assessed and monitored.

Q23 *How will I know how my child is doing?*

A23 As well as opportunities to speak to your child's teacher at the end of the school day, you will be informed of key information relating to your child's progress through the home school communication book. This book will be used to record and write about the books your child will be bringing home to read too.

Formal reporting of your child's progress will take place three times a year with two parent consultation events and the Early Years' Foundation Stage Profile towards the end of the Reception year. Approximately six weeks after your child starts school you will have the opportunity to discuss how your child has settled, in a one-to-one meeting with your child's class teacher.

Q24 *How will I know about school holiday dates and the important events in the school year?*

A24 Important dates for the school year will be shared with you prior to your child starting school. Throughout the school year, you will receive news, information about forthcoming events and regular updates in our fortnightly Reception newsletter.

Q25 *When will my child be starting school?*

A 25 This year, we have staggered the starting dates for each year group. Start dates are as follows:

Key Stage 1 and Key Stage 2 (Year 1 – 4):

5 September 2017: Year 1 – 4 start of Term 1

Early Years Foundation Stage (Reception and Pre-School):

5 September 2017: Pre-School opens

19 September 2017 onwards: Summer born children in Reception Year starting full time

20 September 2017 onwards: Spring born children in Reception Year starting full time

21 September 2017 onwards: Winter born children in Reception Year starting full time and then all of the children will be in their classes.

Q26 *My child isn't 5 years old until June 2018. Does he have to attend school full-time?*

A25 The DFE states that children do not reach compulsory school age until after their fifth birthday. There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year. Alternatively, their child may attend school part-time until they reach compulsory school age. If you have any concerns about whether or not your child is ready for full-time school please discuss them with your child's teacher in the first instance.

Q27 *I need to get to work by 8:30am and I don't finish until 5:00pm. Are there breakfast and after-school clubs?*

A27 There is a Breakfast Club and After School Club in the Reception Block. Breakfast Club is from 7:30am – 8:40am. The cost of attending the club, including cereal, toast and a drink is £4.20 per session for the first child, £3.60 per session for each additional child. There is also an After-School Club which runs from 3:00pm – 5:45pm. The cost of attending this club, which includes drinks and snacks, is £8.40 per session for the first child, £7.50 per session for each additional child.

CAVENDISH SCHOOL TERM DATES 2017 -2018

Please find below the Term dates for 2017-18. We have structured the year slightly differently after the shortened Christmas break significantly impacted on pupil attendance in Term 3 during this current academic year. As normal, the INSET days may differ from other schools but this will have particular effect in Term 3. Please note, we break up a day later at the end of Term 2 than the East Sussex proposed model calendar.

Term 1: Monday 4 September 2017 – INSET day
Tuesday 5 September 2017 – First day of Term for pupils
Friday 20 October 2017 – Last day of Term 1

Term 2: Monday 30 October 2017 – First day of Term for pupils
Thursday 21 December 2017 – Last day of Term 2

Term 3: Wednesday 3, Thursday 4, Friday 5 January 2018– INSET days
Monday 8 January 2018 – First day of Term for pupils
Friday 9 February 2018 – Last day of Term for pupils

Term 4: Monday 19 February 2018 – First day of Term for pupils
Wednesday 28 March 2018 – Last day of Term for pupils
Thursday 29 March 2018 – INSET day

Term 5: Monday 16 April 2018 – First day of Term for pupils
Monday 7 May 2018 – Bank Holiday
Friday 25 May 2018 – Last day of Term for pupils

Term 6: Monday 4 June 2018 – First day of Term for pupils
Friday 20 July 2018 – Last day of Term for pupils

Terms and Holiday Dates for Cavendish School 2017-2018

	SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
Monday	4	11	18	25		2	9	16	23	30		6	13	20	27	4	11	18	25	
Tuesday	5	12	19	26		3	10	17	24	31		7	14	21	28	5	12	19	26	
Wednesday	6	13	20	27		4	11	18	25		1	8	15	22	29	6	13	20	27	
Thursday	7	14	21	28		5	12	19	26		2	9	16	23	30	7	14	21	28	
Friday	1	8	15	22	29	6	13	20	27		3	10	17	24		1	8	15	22	29
Saturday	2	9	16	23	30	7	14	21	28		4	11	18	25		2	9	16	23	30
Sunday	3	10	17	24		1	8	15	22	29		5	12	19	26	3	10	17	24	31
	JANUARY					FEBRUARY					MARCH					APRIL				
Monday	1	8	15	22	29	5	12	19	26		5	12	19	26		2	9	16	23	30
Tuesday	2	9	16	23	30	6	13	20	27		6	13	20	27		3	10	17	24	
Wednesday	3	10	17	24	31	7	14	21	28		7	14	21	28		4	11	18	25	
Thursday	4	11	18	25		1	8	15	22		1	8	15	22	29	5	12	19	26	
Friday	5	12	19	26		2	9	16	23		2	9	16	23	30	6	13	20	27	
Saturday	6	13	20	27		3	10	17	24		3	10	17	24	31	7	14	21	28	
Sunday	7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29
	MAY					JUNE					JULY					AUGUST				
Monday		7	14	21	28	4	11	18	25		2	9	16	23	30	6	13	20	27	
Tuesday	1	8	15	22	29	5	12	19	26		3	10	17	24	31	7	14	21	28	
Wednesday	2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29
Thursday	3	10	17	24	31	7	14	21	28		5	12	19	26		2	9	16	23	30
Friday	4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	31
Saturday	5	12	19	26		2	9	16	23	30	7	14	21	28		4	11	18	25	
Sunday	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26	
											INSET days					INSET days as TOIL				
	Holiday Dates					Bank Holidays					Pupils' term starts					Pupils' term ends				
Term 1 = 35 school days with 1 INSET					Term 3 = 28 school days with 3 INSET					Term 5 = 29 school days with 0 INSET										
Term 2 = 39 school days with 0 INSET					Term 4 = 29 School days with 1 INSET					Term 6 = 35 school days with 0 INSET										
NB Three INSET days as TOIL convert into 15 Twilight sessions																				

EMERGENCY ARRANGEMENTS: Adverse Weather Conditions and Other Emergencies

In recent years there have been occasions when severe weather conditions have prompted the decision to close the school early. If this situation should arise, we will contact parents directly. If parents cannot be contacted, staff will remain with the children until the end of the normal school day.

Severe weather conditions, structural damage creating danger to children and staff, breakdown in energy services, or other emergencies may necessitate a decision not to open the school. In these circumstances our procedure is to notify parents through an announcement on the local radio stations on the school website and in the first instance by text or e-mail via Call Parent. Out of school office hours, the school answer phone message will also give details.

Contact information is as follows:

School office/ answerphone:	01323 731340	
School website:	www.cavendishschool.net	Facebook Cavendish School 

EMERGENCY SCHOOL CLOSURE-RADIO STATION DETAILS

THESE RADIO STATIONS HAVE SIGNED UP TO BE CONTACTED BY ESCC IN THE EVENT OF AN EMERGENCY SCHOOL CLOSURE;

BBC RADIO SUSSEX	104.5FM,104.8FM	01273 320402
ARROW FM	107.8FM	01424 461177
SOVEREIGN RADIO	107.5 FM	01323 442700
HEART FM	102.4,103.5	0345 6051062
SEAHAVEN RADIO	96.3 FM	01323 899226
UCKFIELD FM	105.FM	01825 891105

ATTENDANCE MATTERS

At The Cavendish School we are justifiably proud of our high attendance rates. This has been achieved by the strong partnership between school, parents/carers and pupils. You will be given a separate attendance booklet which includes a declaration for you to sign and return to school.

ABSENCE ARRANGEMENTS

You **must** ring the Attendance Office if your child is going to be absent from school, or if your child has a medical appointment. The office is open every day between 8:00am and 3:30pm. There is also a voice-mail messaging system 01323 746508 so you can leave a message at any time. You can also email the Attendance Office

studentwelfare@cavendish.e-sussex.sch.uk

The Attendance Team will inform your child's class teacher of your child's absence.

Attendance Team

Mrs Shirley Bennett – Education Welfare Officer

Mrs Genevieve Cording – Attendance Admin Assistant

Ms Lynsey Keep – Attendance and Welfare Assistant

Key People

Your child will come into daily contact with their Class Teacher and Teaching Assistant.

After your child's first week at school ask them if they can name the classes and people in the table below.

The Reception Classes are called	
The Reception Teachers are called	
The Teaching Assistants are called	
My new friends are called	

SCHOOL UNIFORM GUIDELINES

RECEPTION, YEAR 1, YEAR 2, YEAR 3 & YEAR 4 2017-2018

To promote safety, inclusion and engagement with the school community, Reception children will be required to wear uniform items for day-to-day wear as well as in PE.

Uniform Guidance

- School uniform must be worn each day, and on school trips unless informed otherwise.
- The decision to vary school uniform in the light of weather changes lies at the discretion of the Headteacher.
- All pupils must keep their hair tidy and long hair should be tied back. Hair should not be exceptionally short or long. Hair dyed in unnatural or varied colours is not permitted, nor are extravagant hairstyles.
- Nail varnish is not permitted.
- No jewellery should be worn, apart from one plain stud or small ring in one or both ear lobes. No bracelets or necklaces.
- The school will operate a hardship fund to help pay for uniform in cases of need in line with the school Financial Support Policy.
- Uniform requirements will be monitored by all staff.
- Uniform for any individual may be modified in the light of cultural or disability issues or special needs, at the discretion of the Headteacher.
- PE kit is also a requirement.
- Coats and hoodies should not be worn inside the school building.

All items of school uniform and PE Kit must be clearly marked with your child's name.

Uniform Details 2017-2018 – Primary Phase

Compulsory Uniform	
Girls	Boys
Navy blue sweatshirt with embroidered school badge – from school supplier	Navy blue sweatshirt with embroidered school badge – from school supplier
Navy blue sweatshirt cardigan with embroidered school badge – from school supplier	Navy blue sweatshirt cardigan with embroidered school badge – from school supplier
Plain white polo shirt	Plain white polo shirt
Charcoal grey skirt, charcoal grey pinafore dress or charcoal grey trousers - from the high street	Charcoal grey trousers – from the high street
Blue and White check summer dress in the summer term – from the high street	Charcoal grey shorts in the summer term – from the high street
Socks - White	Socks – plain grey
Plain grey tights	
Black closed toe school shoes (not trainers or canvas type footwear)	Black closed toe school shoes (not trainers or canvas type footwear)
Compulsory PE Kit	
School sports T-shirt with school badge – from school supplier	School sports T-shirt with school badge – from school supplier
School black shorts with school badge – from school supplier	School black shorts with school badge – from school supplier
Other Items	
Sun Hat – navy blue with school badge – from school supplier	Sun Hat – navy blue with school badge – from school supplier
Navy Blue Book Bag with school badge – from school supplier	Navy Blue Book Bag with school badge – from school supplier
Navy Blue Gym Sac with school badge – from school supplier	Navy Blue Gym Sac with school badge – from school supplier
Optional Items	
Wellington boots for outdoor play can be left in school	Wellington boots for outdoor play can be left in school

Jewellery

One small stud in each earlobe.

No facial piercings.

No bracelets or rings.

A wristwatch.

Hairstyles

Extreme hairstyles are not permitted in the School. “Carved/cut designs” are not permitted. Both boys and girls should not have any bright coloured hair dye added to their natural colour.

No nail varnish is to be worn

School Uniform Supplier:

Clothing at Tesco

Tesco

Order online: tesco.com/ues

Telephone: 0800 3234050

Calling from a Mobile: 0330 123 4050

Additional Information for Parents

In addition our website is a source of reference www.cavendishschool.net

Home School Agreement

Please read and share with your child the agreement which is included in your Welcome Information documents. During the first week in September you will be asked to sign and return a copy of this Agreement.

First Aid and Health in School

This information is designed to help answer some of the questions parents may have concerning health and First Aid procedures in school.

- First Aid is literally just that. It is designed to help people who are suddenly unwell or who have had an accident. Our First Aiders all hold current certificates to cover the practice of First Aid in emergencies.
- If your child has an illness or complex medical needs that could affect them in school, we need to know about it. Please make sure that the school is informed and kept up to date so that our records can reflect your child's needs. This can be crucial if a child has a problem in school and is being dealt with by someone who does not know them personally. Information should include any allergies that the child may have, particularly if he/she receives medication for it or is likely to have a severe reaction
- If your child is receiving medication on a regular basis and needs to take it in school time we are happy to keep a supply in a locked cupboard in the Attendance Office, provided that the parent/carer fills in and signs a consent form giving details of the medication and amounts to be administered. The medication must be in the original packaging, showing the correct dosage.
- For safety reasons the only medicines pupils should carry with them are inhalers, epipens and diabetes medication. However, for Reception children these medicines will be kept safely by the class teacher. The location of these medicines will be known in case they are needed when the class teacher is absent.
- When the weather is sunny and hot, children should wear sunscreen and hats for outdoor activities. However, we cannot take responsibility for providing these items. It is up to parents/carers to supply them and encourage their use.
- It is also important that children remember to drink water regularly in hot weather. Children are allowed bottles of water in class. These should be clear with sports bottle tops. Children will also be able to access drinking water in the classroom.

Emergency Procedures

When a child feels unwell in school he/she should tell their class teacher. A First Aider will assess the child and decide if the child is able to remain in school or if the situation requires that the child either goes home or to hospital.

If the incident is minor in nature and the child is to remain in school, he/she will receive appropriate treatment and return to class.

Parents will ONLY be contacted in this case if the child has an ongoing medical problem that parents are monitoring, or if the child insists he/she feels well but the First Aider suspects otherwise.

If the situation requires further medical investigation but it is non-urgent, the first person listed as contact on the child's record will be contacted and asked to collect the child from school. If this contact is unavailable, the next contact will be called.

It is absolutely vital that you inform us when you change address, telephone numbers (including mobiles), or job, otherwise we may be unable to contact you. It is surprising how few children actually know where their parents/carers work. First Aiders may recommend that the child sees a doctor or goes to hospital and it is up to the parent/carer which action they take.

If you or the emergency contacts listed are unavailable, the child will stay in school until you become available. First Aiders will monitor the child's condition. Members of staff are not freely available to escort pupils to hospital and wait for the length of time usually required in order for the child to be treated. The hospital does not allow us to send children under 16 for treatment unless he/she is accompanied by an adult.

If the First Aider judges that the incident is serious, an ambulance will be called. In this case a member of staff will accompany the child to hospital to wait until that child's parents/carers arrive. Parents/carers will be contacted as soon as possible and the child's basic details and medical information will be printed out and given to the ambulance staff.

Please note: Due to changes at the Eastbourne DGH, ambulances now take children to the Conquest Hospital in St Leonards on Sea.

If accidents happen out of school hours, it may not be possible to follow the normal procedure, but we will endeavour to see that the child receives the best care possible in those circumstances.

Signing Out

Reception children who leave school when they are unwell need their Parent/Carer to sign out in the signing out book at the Primary Phase Office. The child will still need to bring in a note on their return, explaining the length of the absence.

Medical Appointments

Of course, all of us at some time need to make an appointment to see the doctor, dentist or orthodontist. Please can we ask that these appointments be made outside of school hours or in the school holidays.

Use of digital and video images

The development of digital imaging technologies has created significant benefits, allowing users instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents and pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will raise awareness about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should raise awareness among pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Written permission from parents or carers will be obtained to allow images to be taken of their children and also allowing their use for legitimate activities or for publicity that reasonably celebrates success and promotes the work of the school.
- Parents / carers are allowed to take digital / video images of their children at school special events within the guidelines contained in the Parents / Carers Permission Form in the Supporting Policies.
- Staff and volunteers are allowed to take digital / video images, where appropriate, but must follow the school policies concerning the sharing, distribution and publication of those images. Those images should be taken, where possible, on the organisation's equipment, not the personal equipment of staff and volunteers.
- Care should be taken when taking digital / video images that young people are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- If photos are taken, their storage and use must not cause risk or embarrassment.
- Photographs published on the website or elsewhere that include children and young people will be selected carefully and will comply with good practice guidance on the use of such images.
- The full names of children and young people will not be used anywhere on a website, blog, or published article, particularly in association with photographs. Consideration should be given to media coverage and journalists should be made aware of this policy.

NB: Parents and carers will be asked to sign a document confirming they have read and understood the policies, further details of which can be found on the school website.

Reading at Cavendish School

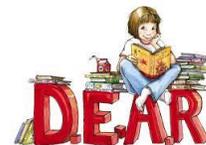
We are passionate about reading at Cavendish School and encourage all children to read widely throughout their time at school. If children read for pleasure they have more academic and social success in later life. Below are some of the ways that we promote reading at Cavendish School:

Home Reading

All children will bring home books to read, share and discuss with you on a regular basis. Please spend time with your child everyday looking at and discussing their books and supporting them in developing their reading and comprehension skills. This time spent at home is invaluable in helping children develop a love of reading. Look out for our new Reading Challenge being introduced in September throughout the school.

Drop Everything and Read

At Cavendish School we all (staff and pupils) take part in Drop Everything and Read (DEAR). This is where for twice a week for twenty minutes everyone in the whole school stops what they're doing, no matter what they're doing, picks up their book and reads. The DEAR timetable changes every half term so that no one area of the curriculum loses too much curriculum time. It is a brilliant initiative that has encouraged the whole school to read on a regular basis. During this time, our primary pupils are provided with reading buddies from the secondary phase to support their development.



Accelerated Reader

Our pupils in the Secondary Phase are encouraged to participate in our Accelerated Reader Programme, where pupils choose a book from the LRC (Learning Resources Centre) or their classroom, take an online quiz and receive feedback on how well they have understood the book. This is a competitive programme, where pupils are rewarded for the amount they have read and how well they have understood the text. Furthermore, it allows teachers to monitor their progression and provide extra support when needed. This is already a successful programme in the secondary phase and this will be used in the Primary Phase for some year groups from September.

Reading Lounge

Each class will visit our Reading Lounge every week and will be able to select reference books for research purposes or fiction and non-fiction books to bring home for their leisure reading. These are books which may be more appropriate for you to read to them or to share as they may be above their reading ages.

Volunteers

We welcome volunteers from our community to read with the children on a regular basis. All our volunteers go through the school's safeguarding checks and must have an up to date enhanced DBS certificate.

Reading events

Throughout the year we will hold exciting reading events to keep reading high profile across the school. Author visits, library visits, book fairs and World Book Day dressing-up fun are just a few of the ideas we have planned.

Expectations and Standards

“Believing in Excellence”

Praise and Rewards

We will be following The Golden Model and Quality Circle Time and have a separate Behaviour Policy and detailed Guidelines for your information.

In brief, we use praise to support and encourage each child to progress in their learning. We try to ensure that the children understand behaviour for learning and have the ability to recognise achievements and progress. For this to happen we need to nurture and help develop each child's self-worth so that they feel proud, positive and valued. This will be achieved through high levels of praise. When praise is given it is important that you refer to the school rules or to an attribute of good behaviour for learning rather than merely commenting that they have been 'good' or being told 'well done'. This enables them to know what they did and can go on to do it again and so make progress.

Rewards such as stickers, star of the day, golden tickets etc. will be used at the teacher's discretion. When appropriate, individual classes can have their own class target and reward.

Certificates

Certificates of Merit, Celebration and Good Learning Behaviour will be given out weekly in a Celebration Assembly.

Showing Work

We will celebrate the achievements of the children as a school community, so when a child has shown very good learning behaviour or very good progress they may share it with another class teacher or teaching assistant in their year group.

When a child has produced especially good work they may show it to the Head of Primary Phase or Headteacher who will reward them with a special award sticker. Sharing work should be done frequently and form part of our everyday school life.

Celebration Assembly

Each week three children will be chosen to celebrate their work. This will be done in class using lolly sticks. These children can choose any work that they feel proud of. They will take this to the celebration assembly and share why they have chosen their work and what they had to do to be successful. Parents/Carers will be invited to celebrate their child's work by attending Celebration Assemblies each week.

Our System of Sanctions

There may be times when children do not make good choices relating to their behaviour for learning and therefore a system of sanctions needs to be followed. The Golden Model Policy and Guidelines contain detailed information about rewards and sanctions and the ethos behind them. One of our workshops in September will focus on The Golden Model where you will be able to hear and ask questions about this.

School Meals

Year Reception, Year 1 and Year 2

Currently schools are offering all children in Reception, Year 1 and Year 2 a hot nutritious meal every day during the school term – for FREE.

Improving your child's performance at school

The government have introduced Infant Free School Meals following an independent review of school food which found that where all children had been given a free school meal they were months ahead of their peers in their school work.

Helping to reduce obesity

There was also evidence that a balanced school meal at lunchtime will mean your child is more likely to eat vegetables and less likely to eat unhealthy options, such as crisps, which will encourage better eating habits and help them avoid obesity.

Offering quality and choice

Schools will be following guidance set out by the government which means quality ingredients and a meat and vegetarian option. And, if your child has special dietary needs, schools will try to cater for those too – if you notify them in advance.

You'll also be saving up to £400 a year!

And reduce the time and effort you spend assembling lunch boxes.

Can my child still bring a packed lunch from home?

Yes, but don't forget that research tells us that just 1% of packed lunches are nutritionally balanced. You will probably find that your child is happier to eat schools meals if their friends are eating them too.

What do I do?

You don't have to do anything. Your child will be able to enjoy free school meals from the start of the Autumn term.

If you have any questions please talk to your school or go to eastsussex.gov.uk/schoolmeals

School Meals

Year 3 to Year 6

All school meals are cooked freshly every day. The daily menu offers a number of choices including a vegetarian meal and is published on our website.

Pupils joining from Year 3 onwards are no longer entitled to the Universal Infant Free School Meal scheme. If you wish your child to have a school meal parents/carers will need to pay in advance for the school meals.

To help remove cash and cheques from school and to allow parents to pay in advance for school meal we run a cashless system that provides a much faster and efficient method of payment in the school canteen. This saves time taken to serve each pupil and prevents cash being lost by pupils.

This is undertaken online using a secure website called ParentPay:

<https://www.cavendishschool.net/information/catering/>

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available.

You will be given a secure activation code for your ParentPay account. This will allow you to make payments for lunches as well as a range of activities throughout the year. This code will remain the same for each pupil for their lifetime at The Cavendish School.

Making a payment is straightforward and no card details are stored in any part of the system. Once you have activated your account you can make online payments. ParentPay is a free service for you to use.

You can merge your ParentPay accounts for children across the school. If you already have an account you can log into the account which you wish to use as the main log in account, then go to 'Add a Child'.

Please note that if your account goes into debt any future meals could be cancelled until the debt is cleared. If you are paying online to clear a debt, please ensure you also top up enough money to cover future meals. If you require any further assistance please contact the Chartwells East Sussex parents helpline on 01435 868410 (school hours – Monday to Friday).

<http://www.eastsussex.gov.uk/educationandlearning/schools/meals/default.htm>

Free School Meals - Pupils entitled to free school meals will have their account credited with the relevant daily spend allowance.

Refunds will only be given in certain circumstances i.e if a pupil leaves the school. You must fill in the "Application for a refund" form and take it to the Canteen Manager. Please give a minimum of one day's notice for this.

Free school meals are available to any Key Stage 2 child whose parents receive any of the following:

- Income support
- Income based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Seekers Act 1999
- Child Tax Credit, providing you are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Parents may wish to provide children with a healthy packed lunch. These are eaten in the school canteen hall and should be brought in to school in a suitable named lunchbox.