

PRIMARY PHASE

WELCOME

AN INTRODUCTORY HANDBOOK

**FOR PARENTS
2019/2020**

Published 24 June for September 2019

Contents

Headteacher's Welcome

Information for Parents - Organisation

- Day-to-Day Frequently Asked Questions
- Emergency Arrangements: Adverse Weather
- Attendance Office
- Year System
- Subject teachers
- Uniform Information

Additional Information for Parents

- Home School Agreement
- Attendance Matters
- First Aid and Health
- Homework
- Reading
- ICT Information
- School Meals – Year Reception to Year 2
- School Meals – Year 3 to Year 6

Expectations and Standards

- The Cavendish Vision and Values
- Rewards and Sanctions

Welcome to Cavendish School

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

Our vision for Cavendish School is to develop and prepare pupils for life in an ever-changing world. We 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.

We fully adhere to the school Motto of "Believing in Excellence". We expect the highest standards from all stakeholders within the school community and look forward to working in partnership to achieve the highest outcomes for all pupils within the school.

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. We are sure they will rise to the challenge!

We all wish you and your child every success and we really look forward to working with you.



Mr P J Marchant
Headteacher



Mrs K Siddall-Ward
Head of Primary Phase

June 2019



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)	8:40am	8:50am	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 and support staff 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 my child is late for registration?*

A3 If your child arrives late to school, after 8:50am, 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 have a fixed break-time as follows:

EYFS and KS1 10:30 – 10:45 KS2 10:45 – 11:00.

Children will have an hour for lunch as follows:

EYFS and KS1 11:45am – 12:45pm

Lower KS2 12:30 – 1:30

Upper KS2 12:45pm – 1:45pm

At lunchtime, all the children will be accompanied to the canteen for their lunch. Following this, they will have supervised playtime on the playground. Year 1 and 2 will receive fruit through the government scheme. Years 3 – 6 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 staff provide a range of activities to keep them entertained inside. We try, wherever possible, to get them outside for some fresh air.

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 and is available at the end of the school day. 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 or 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 to the office.

Where required a medical form will need to be completed.

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 will be required to meet with the Pastoral Lead and a Health Care Plan will be updated on our Medical Tracker System. You must ensure that your child's inhaler is clearly labelled. This will be kept in school at all times and returned at the end of the year or when it becomes out of date and a new one is required.

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 the lost property box located in the playground next to the entrance to the school building. **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 either choose 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 EYFS and KS1 – a bookbag and PE kit that remains in school for the term.
KS2 can bring in backpacks and we have a lovely Cavendish backpack available to purchase.
Your child will also be given a reading book and a reading record book, which should be brought into school each day in their book bag or backpack.
- 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 the member of support staff on the gate in the morning who will pass the message on or your class teacher in the afternoons when collecting your child.
- Q19** *Can I take my child on holiday in term time?*
A19 The Cavendish School set very high expectations of attendance and will monitor your child's attendance regularly. The school cannot authorise holidays in school time.
- 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 depending on the curriculum needs.
- 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 support them in the classroom.
- Q23** *How will I know how my child is doing?*
A23 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 weekly newsletter and termly newsletter that celebrates learning.
- Q25** *When will my child be starting school?*

- A 25 School opens for Year 1 – 5 pupils on Thursday 5 September 2019. The gates open at 8.40am. Pre-School also reopens on Thursday 5 September 2019. New to reception children will have an organized transition programme including a staggered entry into school. Full details of home visits and transition dates will be given out by Mrs Stead EYFS lead.
- Q26 *My child isn't 5 years old until June 2020. Does he have to attend school full-time?***
- A26 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. The very large majority of children are ready to start school at the age of 4 and the staff are highly trained in ensuring the school day meets the needs of every child.
- 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 Primary Phase. Breakfast Club is from 7:30am – 8:40am. There is also an After-School Club, which runs from 3:00pm – 5:45pm. Please note that this is a very popular service and there is no guarantee that places are available. Please check with front office on the costs and availability.

CAVENDISH SCHOOL TERM DATES 2019-2020

Please find below the Term dates for 2019-2020. As normal, the INSET days may differ from other schools. This will have particular effect in Term 6, which is different than the East Sussex proposed model calendar.

Term 1: Tuesday 3, Wednesday 4 September 2019 – INSET days
Thursday 5 September 2019 – First day of Term for pupils
Friday 25 October 2019 – Last day of Term 1

Term 2: Monday 4 November 2019 – First day of Term for pupils
Friday 20 December 2019 – Last day of Term 2

Term 3: Monday 6 January 2020 – INSET day
Tuesday 7 January 2020 – First day of Term for pupils
Friday 14 February 2020 – Last day of Term 3

Term 4: Monday 24 February 2020 – First day of Term for pupils
Friday 3 April 2020 – Last day of Term 4

Term 5: Monday 20 April 2020 – First day of Term for pupils
Monday 4 May 2020 – Bank Holiday
Friday 22 May 2020 – Last day of Term 5

Term 6: Monday 1 June 2020 – First day of Term for pupils
Friday 17 July 2020 – Last day of Term 6
Monday 20, Tuesday 21 July 2020 – INSET days

Cavendish School Term and Holiday Dates 2019-2020

	SEPTEMBER '19	OCTOBER '19	NOVEMBER '19	DECEMBER '19
Monday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Tuesday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Wednesday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Thursday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Friday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Saturday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Sunday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
	JANUARY '20	FEBRUARY '20	MARCH '20	APRIL '20
Monday	6 13 20 27	3 10 17 24	2 9 16 23 30	6 13 20 27
Tuesday	7 14 21 28	4 11 18 25	3 10 17 24 31	7 14 21 28
Wednesday	1 8 15 22 29	5 12 19 26	4 11 18 25	1 8 15 22 29
Thursday	2 9 16 23 30	6 13 20 27	5 12 19 26	2 9 16 23 30
Friday	3 10 17 24 31	7 14 21 28	6 13 20 27	3 10 17 24
Saturday	4 11 18 25	1 8 15 22 29	7 14 21 28	4 11 18 25
Sunday	5 12 19 26	2 9 16 23	1 8 15 22 29	5 12 19 26
	MAY '20	JUNE '20	JULY '20	AUGUST '20
Monday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Tuesday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Wednesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Thursday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Friday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Saturday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Sunday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30

NB Two INSET days as TOIL convert into 5 two hour Twilight sessions

Bank and Public Holidays 2019-2020

Christmas Day	-	Wednesday 25 December	Easter Monday	-	Monday 13 April
Boxing Day	-	Thursday 26 December	May Day Bank Holiday	-	Monday 4 May
New Years Day	-	Wednesday 1 January	Spring Bank Holiday	-	Monday 25 May
Good Friday	-	Friday 10 April	Summer Bank Holiday	-	Monday 31 August

Key

Staff Training / INSET	
INSET DAYS as TOIL	
Start of Term for Pupils	
End of Term	
Public Holidays	
School Holidays	

Term Lengths (Days)

Term 1	3 Sept - 25 Oct	39 days
October Break		
Term 2	4 Nov - 20 Dec	35 days
Christmas Break		
Term 3	6 Jan - 14 Feb	30 days
February Break		
Term 4	24 Feb - 3 Apr	30 days
April Break		
Term 5	20 Apr - 22 May	24 days
May Break		
Term 6	1 Jun - 21 July	37 days
Summer Holiday		

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	
ARROW FM	107.8FM	
MORE RADIO	107.5 FM	033 33 446 226
SEAHAVEN RADIO	96.3 FM	01323 891424 / 888111
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

Miss Sarah Child – Attendance and Welfare Assistant

Key People

Your child will come into daily contact with their Class Teacher and Teaching Assistant but will also meet many other adults in school who will support them.

Here are some of the key adults within the Primary Phase.

Role in School	Key People
Primary Phase Leadership Team	
Head of Primary Phase	Mrs K Siddall Ward
Deputy Head of Primary Phase	Mrs D Wakelin
EYFS Leader	Mrs A Stead
KS 1 Leader	Mr M Palframan
KS 2 Leader	Mrs D Wakelin
Primary Phase SENCO & Inclusion Lead	Miss D Crossinggum
EYFS Teaching Team	
Reception Classes:	
Tiddler Class Teachers	Mrs A Stead and Mrs L Reid
Elmer Class Teachers	Mrs S Harper and Miss Z Bartholomew
Tiddler Teaching Assistant	Miss C Packard
Elmer Teaching Assistant	Miss Z Proctor

SCHOOL UNIFORM GUIDELINES

2019-2020

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. A wristwatch is allowed.
- 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 2019-2020 – Primary Phase

RECEPTION - YEAR 5

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 (with Summer Uniform)	Socks – plain grey
Plain grey tights/socks (with Winter Uniform)	
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 Pale Blue polo shirt with school badge – from school supplier	School Pale Blue polo shirt with school badge – from school supplier
Plain Black shorts – from the high street	Plain Black shorts – from the high street
Other Items	
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

- Summer school uniform may be worn during Terms 5, 6 and 1 only.

PUPILS IN YEAR 6 ADOPT THE SECONDARY PHASE UNIFORM POLICY. IN YEAR 6 THERE IS NO SUMMER UNIFORM

Jewellery

One small stud in each earlobe.

No facial or body piercings.

No bracelets or rings. A wristwatch is allowed.

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.

Long hair must be tied up neatly for school. Only a simple coloured band or headband is permitted.

Bows and other ornate headbands are not allowed to be worn in school.

No nail varnish is to be worn

School Uniform Supplier:

MyClothing

Order online: MyClothing.com

Telephone: 0800 0699949

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 does have a medical condition then a meeting will be arranged with Mrs Wardle, our Pastoral Lead and she will complete a Health Care Plan for your child.
- 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 all children these medicines will be kept safely by the class teacher. The location of these medicines will be the First Aid Cupboard in each classroom.
- 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 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.

Expectations and Standards

“Believing in Excellence”

Praise and Rewards

Cavendish School focuses on positive methods of behaviour management, rewarding the good choices, which the pupils make whilst making clear what unacceptable behaviour is. This will be reinforced around the school where the Golden Rules may be displayed and through PHSE, Circle Time and Assemblies. The school expectations for behaviour are underpinned by the values of respect, resilience and responsibility and these are broken down in age appropriate terms to ensure that the children understand the meaning of these and the relevance to themselves and their peers. For example, to respect means to be kind and gentle, to listen to others, and to look after property. To take responsibility means to be honest and to be helpful.

Behaviour for Learning (Primary Phase)

The Primary Phase expects young people to adhere to our school values, the 3 Rs:

RESPECT
RESILIENCE
RESPONSIBILITY

These values are embedded in our Pillars for Learning, which are progressive throughout the Primary Phase, to support the children's understanding appropriate to their age ranges:-

Pre-School and Reception



Year 1 and 2



Year 3 and 4



Challenge

We show **respect** by trying hard and getting better.

We show **resilience** by being ready to give things a go.

We take **responsibility** by checking our What Makes Good.

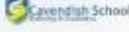


Engagement

We show **respect** by joining in and sharing ideas.

We show **resilience** by trying new things.

We take **responsibility** by being the best we can be.

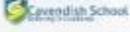


Feedback

We show **respect** by talking to others about our learning.

We show **resilience** by learning from our mistakes.

We take **responsibility** by moving forward with our learning.



Independent Learning

We show **respect** by being ready to learn.

We show **resilience** by working on our own and with others.

We take **responsibility** by learning at home.



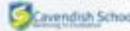
Year 5, 6 and Secondary

Challenge

We show **respect** by producing our best effort – every time.

We show **resilience** by being prepared to attempt difficult tasks.

We take **responsibility** by not asking if our work is finished, but asking if it is excellent.

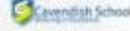


Engagement

We show **respect** by being willing to join in and share our ideas with the class.

We show **resilience** by being willing to try new ways of learning.

We take **responsibility** by making the most out of every learning opportunity.

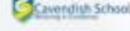


Feedback

We show **respect** by offering useful feedback to others.

We show **resilience** by learning and improving from our mistakes.

We take **responsibility** by thinking and acting on areas for improvement.



Independent Learning

We show **respect** by being well equipped and being on time for school.

We show **resilience** by being willing to learn on our own and with others.

We take **responsibility** by doing homework on time and to the best of our ability.



The school values are embedded in the Pillars for Learning and these support children to make good choices to support effective learning behaviour.

1. In the Classroom

Pupils follow the Pillars for Learning and demonstrate the school values of Respect, Resilience and Responsibility. Children are awarded Pillar Points for showing good attitudes towards learning, linked to the four Pillars.

2. On the playground

RESPECT: We are kind and we respect the right of other children to play without interference.

RESILIENCE: We engage with positive play – we try to make sure that all children are happy and that no one is left out.

RESPONSIBILITY: We take responsibility for the property of the school and respect that of other children.

3. Around the school

RESPECT: We have respect for the property of the school and other children.

RESILIENCE: We walk around quietly and sensibly, being a good role model to others.

RESPONSIBILITY: We help to keep the school environment neat and tidy and encourage others to do the same.

Please visit the school website and read The Cavendish School Behaviour for Learning Policy for more information.

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 schoolwork.

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. In addition, if your child has special dietary needs, schools will try to cater for those too – if you notify them in advance.

You will also be saving up to £400 a year!

Also, 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 do not 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/school meals](http://eastsussex.gov.uk/school%20meals)

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 that 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

The quickest and easiest way to apply for free school meals is directly online.

You can apply for free school meals online via the following link

<https://www.eastsussex.gov.uk/educationandlearning/schools/school-life/meals/free/>

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.