

# **PRIMARY PHASE**

# **WELCOME**

**AN INTRODUCTORY HANDBOOK**

**FOR PARENTS  
2021/2022**

**Published June for September 2021**

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## 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  
Executive Head of Primary Phase



# Information for Parents

# Organisation

In addition our website is a source of reference [www.cavendishschool.net](http://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

**NB: These are normal school hours outside of any other arrangement due to Coronavirus.**

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 (EYFS pupils will have their break in their own outside space at the front of the school). Reception, Year 1 and Year 2 will receive fruit.

KS1 will have their break in the rear playground area.

KS2 10:45 – 11:00 in the rear playground area.

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 rear playground area. 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

E-mail:

Attendance Office [studentwelfare@cavendish.e-sussex.sch.uk](mailto:studentwelfare@cavendish.e-sussex.sch.uk)

Other matters: [office@cavendish.e-sussex.sch.uk](mailto:office@cavendish.e-sussex.sch.uk)

School website: [www.cavendishschool.net](http://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 enhaler 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, please ask your child's teacher in case the item is in the classroom. The Teacher will also with the office team. **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, PE kit and a water bottle that remains in school for the whole 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 class Teacher or the class Teaching Assistant (TA) on the gate in the morning or in the afternoon 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. For Early Years' Foundation Stage (EYFS) you will receive a mid-term Report in February and another report 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. Reception pupils and parents join the online Learning Journal Tapestry to receive news, information about forthcoming events. There will also be 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 – 6 pupils on Monday 6 September 2021. The gates open at 8.40am. Pre-School also reopens on Monday 6 September 2021.

New to Reception (EYFS) 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.

**Please note that these dates are all subject to Government Guidelines due to Coronavirus and may well change over the next few months. We will contact you accordingly.**

**Q26 *My child isn't 5 years old until June 2022. 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 2021-2022**

Please find below the Term dates for 2021-2022. As normal, the INSET days may differ from other schools.

**Term 1:** Wednesday 1, Thursday 2, Friday 3 September 2021 – INSET days  
Monday 6 September 2021 – First day of Term for pupils  
Friday 22 October 2021 – Last day of Term 1

**Term 2:** Monday 1 November 2021 – First day of Term for pupils  
Friday 17 December 2021 – Last day of Term 2

**Term 3:** Monday 3 January 2022 – Replacement Bank Holiday  
Tuesday 4 January 2022 – INSET day  
Wednesday 5 January 2022 – First day of Term for pupils  
Friday 11 February 2022 – Last day of Term 3

**Term 4:** Monday 21 February 2022 – First day of Term for pupils  
Friday 1 April 2021 – Last day of Term 4

**Term 5:** Monday 18 April 2022 – Easter Monday  
Tuesday 19 April 2022 – First day of Term for pupils  
Monday 2 May 2022 – Bank Holiday  
Friday 27 May 2022 – Last day of Term 5

**Term 6:** Monday 6 June 2022 – First day of Term for pupils  
Thursday 21 July 2022 – Last day of Term 6  
Friday 22 July 2022 – INSET day

## 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	Email: <a href="mailto:office@cavendish.e-sussex.sch.uk">office@cavendish.e-sussex.sch.uk</a>
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School website:	<a href="http://www.cavendishschool.net">www.cavendishschool.net</a>	Facebook Cavendish School 
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### 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	
MORE RADIO	107.8FM	
SEAHAVEN RADIO	96.3 FM	01323 885225 / 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](mailto: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
<b>Primary Phase Leadership Team</b>	
Executive Head of Primary Phase	Mrs K Siddall Ward Acting Executive Head at Stafford Primary School and Roselands Infant School (wef April 2020)
Interim Head of Primary Phase (wef April 2020)	Mrs D Wakelin
EYFS Leader	Mrs A Stead
KS 1 Leader	Mr M Palframan
KS 2 Leader and Assistant Headteacher	Miss E Jackson (Maternity Leave wef July 2021). Mrs S Jackson is covering the Maternity Leave.
Primary Phase SENCO & Inclusion Lead	Miss D Crossinggum
<b>EYFS Teaching Team</b>	
Reception Classes: Tiddler Class Teachers Elmer Class Teachers Tiddler Teaching Assistant Elmer Teaching Assistant	Mrs A Stead and Mrs L Reid Mrs S Harper and Miss Z Bartholomew Miss D Hardy Miss C Packard

# SCHOOL UNIFORM GUIDELINES

## 2021-2022

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.**

**The School's uniform provider is:-**

**Sussex Uniforms – see page 15**

**School supplier is [SussexUniforms.co.uk](http://SussexUniforms.co.uk) (Cavendish Primary) – updated June April 2021**

<b>Compulsory Uniform</b>			
<b>Girls Reception to Year 5 Only</b>	<b>Cost</b>	<b>Boys Reception to Year 5 Only</b>	<b>Cost</b>
Navy blue sweatshirt with school badge – from school supplier	From £11.50	Navy blue sweatshirt with school badge – from school supplier	From £11.50
Navy blue sweatshirt cardigan with school badge – from school supplier	From £12.95	Navy blue sweatshirt cardigan with school badge – from school supplier	From £12.95
White polo shirt (does not need to have school badge)	From £5.95	White polo shirt (does not need to have school badge)	From £5.95
Choice of Grey skirt, grey pinafore dress or grey trousers	See website for prices	Grey trousers	See website for prices
Blue and white check summer dress in terms 1, 5 and 6	From £16.95	Grey shorts in the summer term only (term 5)	From £10.95
Socks – White	See Website	Socks – plain grey	See Website
Plain grey or black tights	See Website		
<b>Girls Year 6 Only</b>		<b>Boys Year 6 Only</b>	
Royal Blue blazer with school badge – from school supplier	From £32.95	Royal Blue blazer with school badge – from school supplier	From £32.95
White school shirt, buttoned up and tucked in	See website	White school shirt, buttoned up and tucked in	See website
Trousers, Grey – from school supplier	From £15.95	Trousers, Grey – from school supplier	From £15.95
Grey Pleated skirt (must not be lengthened or shortened) – from school supplier	Waist 22” – 40” from £16.95 Length 22”		
School Tie with school badge – from school supplier	£6.50	School Tie with school badge – from school supplier	£6.50
Black leather low heeled closed toe school shoes (trainers, including canvas or Vans style shoes, are not permitted)	From high street stores	Black leather low heeled closed toe school shoes (trainers, including canvas or Vans style shoes, are not permitted)	From high street stores
<b>PE Kit (Primary Phase)</b>			
Blue/White Sports Tshirt for PE with school badge – from school supplier	From £7.95	Blue/White Sports Tshirt for PE with school badge – from school supplier	From £7.95
School black shorts for PE with badge – from school supplier	From £7.50	School black shorts for PE with badge – from school supplier	From £7.50
<b>Other Items</b>			
Infant Plimsoles	See Website	Infant Plimsoles	See Website
Primary Hat – navy blue with school badge from school supplier	£5.95	Primary Hat – navy blue with school badge from school supplier	£5.95
Navy Blue Book Bag with school badge – from school supplier ( <b>for Reception, Year 1 and Year 2</b> )	£7.95	Navy Blue Book Bag with school badge – from school supplier ( <b>for Reception, Year 1 and Year 2</b> )	£7.95
Royal Blue Gym Sac with school badge – from school supplier	£6.95	Royal Blue Gym Sac with school badge – from school supplier	£6.95
<b>Optional Items</b>			
Blue Junior Backpack with school badge	£14.95	Blue Junior Backpack with school badge	£14.95
Wellington boots for outdoor play can be left in school	From high street stores	Wellington boots for outdoor play can be left in school	From high street stores

**Small orders delivery charge is £2.95 and £3.95 and for larger deliveries £4.95.**

**Free Returns on all Online Orders**

### **General Appearance**

Year 6 Pupils: The tie must be tied in such a way that the school badge is visible just below the knot.

### **Jewellery**

One pair of small studs in pierced ears. No facial piercings.

A wristwatch.

No bracelets or rings.

### **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.

### **Placing an order**

- Orders can be placed online at [www.sussexuniforms.co.uk](http://www.sussexuniforms.co.uk) and this link is also available on the school website.

**Email:** sales@sussexuniforms.co.uk

**Phone:** 01444 227066

**Address** of shop locations for trying on and ordering only.

#### **Haywards Heath**

Units 1&2 Bridge Road  
Business Park  
Bridge Road  
West Sussex  
RH16 1TX

#### **Hove**

40 Blatchington Road  
Hove  
East Sussex  
BN3 3YH

#### **Horsham**

8 Bishopric  
Horsham  
RH12 1QR

Parking available outside

Parking available nearby

Parking available nearby

### **Delivery Options**

- Small order Delivery Charge is £2.95 and £3.95 and for larger deliveries £4.95. Free returns on all online orders.
- Deliveries will be made within 5 working days. Orders are traceable right from placing the order to getting it in your hands. With the latest email and text messaging technology updating you what time your delivery will arrive, you can make sure you are in or easily rearrange for a more convenient time.

### **Payment**

Payment will be required by card if ordering online.

# Additional Information for Parents

In addition our website is a source of reference [www.cavendishschool.net](http://www.cavendishschool.net)

# Home School Agreement

Please read and share with your child the agreement which was included with your Admission Form.

This document was completed and returned.

Our Home School Agreement supports the Cavendish School Vision. This vision has a rigorous focus on consistently improving our outcomes and developing further our culture of high standards of personal discipline, expectations and aspirations.

We aim to provide the best possible education for all of our pupils, enabling teachers to teach and pupils to learn and excel in all they do at Cavendish School and beyond.

As a school, we pride ourselves on the exceptional relationships that have been fostered over time between you, our pupils' parents/carers and ourselves. This agreement is another way to strengthen this relationship. As parents/carers you have a pivotal role in your child's education, so by familiarising yourself with and signing this agreement you can further support your child day to day to achieve their ambitions at Cavendish School.

## **As a Parent/Carer (s), I/we will:**

Support my child fully to be 'ambitious for excellence' by:

- ensuring that my/our child attends school regularly, avoiding all unnecessary absences, including taking holiday in school time as required by law; striving for 100% attendance
- ensuring that my/our child attends school in the correct Cavendish School uniform as per the uniform policy; is punctual for school and every lesson and has the required compulsory equipment, so that they are ready to learn
- telephoning school before 9.00am on the first morning of my/our child's absence and each day of absence after this
- supporting all Cavendish School policies including sanctions for behaviour that adversely affects their learning and the learning of those around them
- supporting my/our child to ensure that all homework is completed to a high standard by the set deadlines and encouraging them to take advantage of any other opportunities for learning
- attending parents' evenings and discussions about my/our child's progress and attainment
- informing the school about any concerns or problems that might affect my/our child's work or behaviour
- positively encouraging my/our child to lead an active and healthy lifestyle
- keeping the school updated when personal details - especially telephone numbers, addresses and/or emails - change
- signing in at Reception when visiting Cavendish School so as to adhere to the School's safeguarding regulations
- regularly reading Cavendish School newsletters and website to ensure I am/we are aware of any important matters
- supporting Cavendish School's E-safety policy, ensuring my/our child's E-safety is monitored at home

**As a Pupil I will:**

Be 'ambitious for excellence' in all I do by:

- attending school regularly, striving for 100% attendance
- arriving at school in good time to ensure I am in my tutor base by 8.40am and arriving to lessons on time with the required, correct equipment
- wearing the correct school uniform and ensuring I am tidy in my appearance at all times
- adhering to the school's expectations concerning my work, behaviour and attendance
- respecting other pupils, staff and visitors, behaving sensibly, courteously and with tolerance at all times, including within the community whilst not in school
- completing my homework and coursework on time and to the best of my ability and taking advantage of any additional learning opportunities
- accompanying my parents/carers to parents' evenings
- making a positive contribution to school life endeavouring to participate in a range of extracurricular activities and leading an active and healthy lifestyle
- ensuring my planner is kept up to date, neat and signed weekly
- ensuring I check my online homework every day
- keeping the school free from litter, graffiti, vandalism and bad language
- abiding by the Cavendish School Online E-safety policy
- fulfilling the Cavendish School Core values through dedication and hard work to inspire and believe in one another, to achieve my ambitions and succeed in life

**As a School we will:**

Support your child fully to be 'ambitious for excellence' by:

- fulfilling our obligation to keep all pupils safe, contacting parents/carers on the first day of unauthorised absence
- monitoring achievement, attendance, punctuality, uniform and equipment, and contact parents/carers if there are concerns
- promoting high standards and monitoring pupils' behaviour, taking fair and consistent action if necessary, informing parents/carers of any concerns.
- setting, marking and monitoring regular homework and providing regular opportunities to communicate pupils' progress through consultation evenings and rigorous academic monitoring
- providing a caring, safe, purposeful and supportive environment to enable teachers to teach and pupils to learn.
- keeping parents/carers informed about school activities through newsletters, Twitter and the Cavendish School website
- promoting a responsible approach to leading an active and healthy lifestyle.
- inspiring your child to learn, believing in their ability and supporting them to achieve their ambitions by working alongside them to ensure they leave school well-prepared to fully engage and succeed in their future career

# 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.

A Cavendish School Consent form will have been completed for the pupil by every parent/carer. This form is part of the Admission forms duly completed.

# **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.

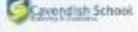


### Engagement

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.

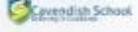


### Feedback

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.



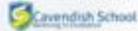
## Year 5, 6 and Secondary

### 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 you 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.