

Parents' Handbook 2024/25



Sancton Wood School
Senior School

Contents

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

3 Welcome & Introduction

- 4 Principal's welcome Mr Richard Settle
- 5 Head's welcome Mr Ed Batty
- 6 Contacting the School
- 9 Term dates 2024-25
- 10 The School day
- 11 Appointments & absences
- 12 House system, assemblies & councils

13 Individual Year Group Information

- 14 Y7
- 15 Y8
- 16 Y9
- 17 Y10
- 18 Y11

19 Useful Information

- 20 Uniform
- 22 Reporting to parents
- 23 Extra-curricular activities
- 24 Enrichment & Clubs
- 25 Websites & apps for students
- 27 Websites & apps for parents
- 28 Getting to and from school
- 29 School lunches & snacks
- 30 Lost property & mobile phones

31 Values, safeguarding & welfare

- 32 Standards & core values
- 33 Rewards & promoting good behaviour
- 34 Policies
- 63 Medical welfare
- 38 Learning support & pastoral care
- 39 Additional information

Welcome & Introduction



Principal's welcome Mr Richard Settle



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

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

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

I look forward to seeing you all.

Richard

Head's welcome Mr Ed Batty



Dear families,

A warm welcome to all families, whether your child is starting their educational journey with us or continuing their time at Sancton Wood School.

Our aim is to create an environment for your child that is safe and supportive where they can thrive and grow in confidence. Our belief in kindness and compassion drives our unique approach to education that achieves excellent academic results and develops children into responsible and considerate teenagers.

We are confident that your child will not only thrive at Senior School but also enjoy their school day. We want them to make the most of all that is on offer.

I look forward to meeting you in September.

Mr Ed Batty

Contacting the School

School Phone Number and email address

01223 471703

office.seniors@sanctonwood.co.uk

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

School Address

57 Bateman Street, Cambridge CB2 1LR

office.seniors@sanctonwood.co.uk

Richard Settle, Principal

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

richard.settle@sanctonwood.co.uk

Ed Batty, Head of Seniors

has overall responsibility for the Senior School (Y7 - Y11) and advises the Principal on the management of the Senior School and its staff.

edward.batty@sanctonwood.co.uk

Suzie Tall, Deputy Head of Seniors

works closely with the Head of the Senior School to help manage all daily activities.

suzie.tall@sanctonwood.co.uk

Ellie Bullman, Bursar

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

ellie.bullman@sanctonwood.co.uk

Nathalie Holbrow, Finance Assistant

Issues fee invoices and processes supplier invoices. First port of call for financial queries.

finance@sanctonwood.co.uk

Ellie Evans, Registrar (Admissions)

administrates the admissions process.

admissions@sanctonwood.co.uk

Julia Cottam, Vice Principal (Academic)

is responsible for the overall academic development of our pupils.

julia.cottam@sanctonwood.co.uk

Hannah Settle, Vice Principal (Pastoral)

SENDCO and Designated Safeguarding Lead.

is responsible for the pastoral care of our students.

hannah.settle@sanctonwood.co.uk

Debra King, Vice Principal (Co-Curricular)

is responsible for enhancing learning beyond the academic curriculum.

debra.king@sanctonwood.co.uk

Ioana Bird, Data Manager and Examinations Officer

manages student data such as pupil personal data, timetables, reports, parents' evenings, pupil and parent portals; manages third party educational services.

ioana.bird@sanctonwood.co.uk

Matt Stollery, IT Network Manager

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

matt.stollery@sanctonwood.co.uk

Emily Manning, SEND Leader

is responsible for SEND at the Senior School.

emily.manning@sanctonwood.co.uk

Alessandro Trida, Chef Manager, Holroyd Howe

has responsibility for the food provision across the three sites.

sanctonwood@holroydhowe.com

Email

Email is the easiest way to get in touch. Our school secretary and administrative team will be able to respond to your email quickly, but it is sometimes more difficult for a teacher to reply. Staff are expected to reply to an email within two working days. Any urgent messages should always be delivered by telephone via the school offices. Staff e-mails follow the format firstname.lastname@sanctonwood.co.uk.

Contact with staff

Form tutors will contact you directly if we have any concerns regarding your child.

Please contact form tutors (Y7-11) for day-to-day pastoral matters concerning your child, such as general well-being and friendship issues. Form tutors may be contacted by email and a meeting can be arranged, if necessary. Tutors may decide to pass pastoral concerns on to the Head of Seniors or the relevant Vice Principal.

Subject specialist teachers are available to help with matters concerning their subject, or if you have an enquiry about your child's progress in a specific subject. You may also wish to contact the Head of Seniors if you feel the matter is sensitive.

Form Teachers 24/25

Y7 MB - Michael Boorman

Y7 CK/HH - Corinne Kay and Huaining Hu

Y7 TR/DD - Thomas Reeve and Debra Digby

Y8 AC - Adam Clarke

Y8 MO - Max Ovenden

Y8 NM - Nicki Maclean

Y9 EP - Edward Payne

Y9 JI - Jason Ions

Y9 HR/SVS - Hannah Robinson and Swapna Vadasseri Sankaran

Y10 GB - George Barry

Y10 LK - Liam Kennedy

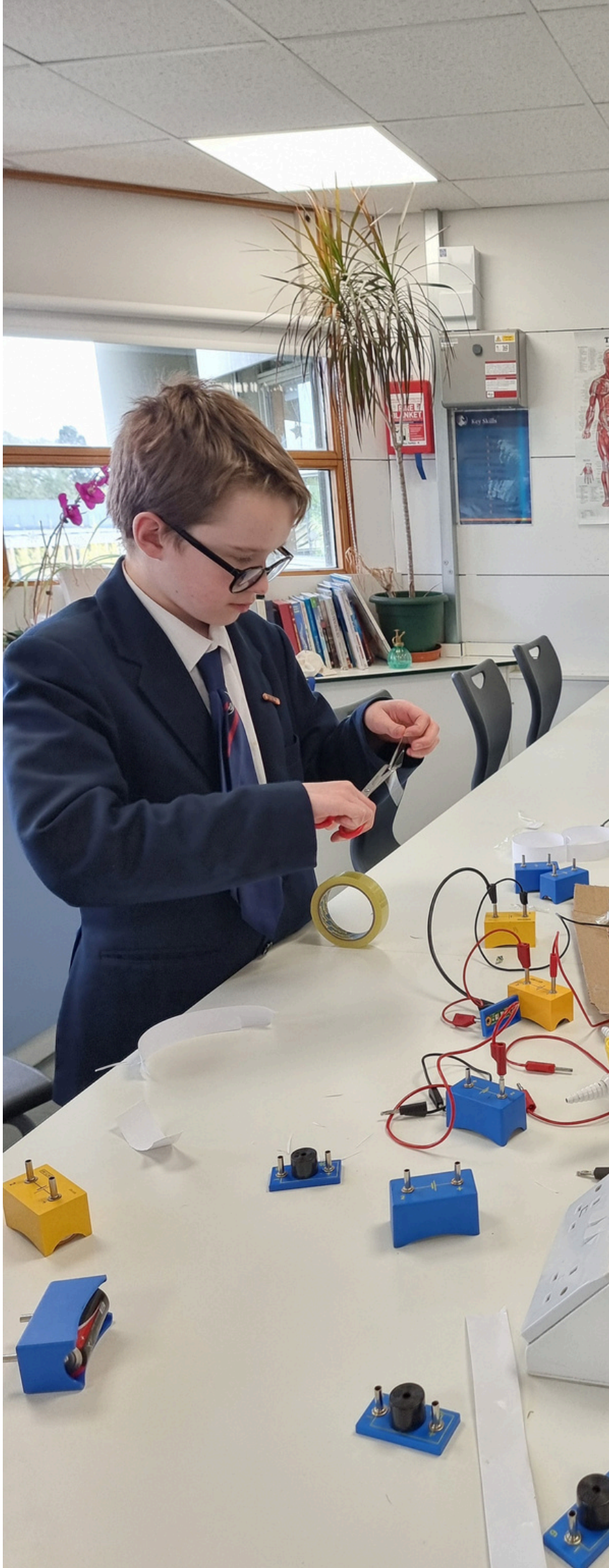
Y10 AR - Anna Robinson

Y11 HD - Hilary Davies

Y11 KL - Katherine Luc

Y11 MA - Martin Aukland

At the time of publishing, these details are correct, but may be subject to change.



Term dates

2024-25

Michaelmas Term

4th September - 11th December

Half-term

25th October - 4th November

(Inclusive)

Lent Term

7th January - 2nd April

Half-term

17th February - 21st February

(Inclusive)

Summer Term

22nd April - 4th July

Half-term

26th May - 30th May

(Inclusive)

The School Day

Arrival

Students are to begin arriving at the main school building, Bateman Street between 08:20 and 08:30 for registration. Form time begins promptly at 08.30. Subject teaching begins at 08:40. Latecomers after 08:40 must sign in at reception to receive their late registration mark.

Departure

Students are dismissed from Bateman Street at 16:00, however, on Friday they will be dismissed after celebration assembly at approximately 15:30.

Year group timetables will be available on the parents' portal to show any deviation from these times.

School Starts	08.30
Registration	08.30
Morning Break	10.40 - 11.00
Lunch Break	12.00 - 14.00 (two sittings)
End of the school day	16.00 (Monday to Thursday) 15.30 (Friday)

Appointments & absences

Late Arrivals and Early Departures for Appointments

Students arriving in school after registration has closed or returning to school after an appointment, must report and sign in at the front office. Students may leave unaccompanied during the day for an appointment if the school office has been given advance notification. Alternatively students should be collected from the reception area by a responsible adult. All students will be expected to sign out at the front desk and sign back in again upon their return.

Absences

If your child is absent through illness, please telephone and leave a message on the absence extension or email to the school office before 08:30 on each day of absence giving details is essential.

If, for any reason, children are left with friends or guardians during the term, it is essential that the school be notified of the following in writing:

- Dates of parental absence;
- Names, addresses and telephone numbers (both home and place of work) of the appointed guardians;
- Telephone/email address and address where parents can be reached in the event of an emergency.

Severe weather

In the unlikely event that the school has to remain closed for the day due to inclement weather conditions, such as snow or floods, the school website www.sanctonwood.co.uk will carry a message on its homepage and we will send a text message to parents.

Requests for leave of absence

It is important that you do not take your child out of school during term-time. If this is unavoidable, please write to or email the School Principal (and cc the Head of Seniors) requesting authorisation, preferably two weeks in advance. Please note that we follow government guidelines in relation to students' attendance; these only permit Headteachers/Principals to authorise absence in exceptional circumstances.

House system, assemblies & councils



Griffin



Phoenix



Dragon

The House System

Students are placed in one of the three houses (Dragon, Griffin and Phoenix). House points are awarded for good behaviour, conduct around the school and team spirit. Teams and individuals compete against each other at events throughout the year and at Sports Day. At the Senior School, we elect a Head of House from the Y10 students and House Leaders in Y9.

Assemblies

At Senior School we start and finish the week together. Our Monday morning assembly is often themed and we encourage students to lead these where possible. We close on Friday with a large celebration assembly.

School Council

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

Prefects

We appoint a Head Prefect and a Deputy Head Prefect, and they organise the Prefect teams and provide support within the school where necessary. Some of our Prefects are given specific responsibilities on key committees.

Year Groups



Y7

Dr Kay and Dr Hu
Mr Reeve and Mrs Digby
Mr Boorman



Welcome to Y7 at Sancton Wood.

For all Y7s their first year in senior school is an exciting and challenging time and our pastoral care system is there to provide the right level of support to pupils so that it is as smooth a transition as possible. Y7 can also be a challenging time for parents, and we are committed to supporting everyone throughout this journey. There are several wonderful opportunities for pupils to form new friendships and make strong connections with pupils in their year group. The Y7 residential trip is on the 25th-27th of September and is planned early in the academic year to allow pupils the opportunity to make new friends and learn to work as a team. The transition program also continues throughout the school year, with a KS3 disco, a theatre trip, tutor meetings and regular Celebration Assemblies as opportunities for us to work with your child on how they are settling into school and celebrating their progress.

For parents, there is a welcome evening event on Thursday 12th September, which is a great opportunity for you to meet other parents and our pastoral team including your child's tutor. At this evening, we will give you a taste of what your child has been up to in their first few weeks of school and answer any questions you may have.

Tutors and contact details

Dr Corinne Kay and Dr Huaining Hu - corrine.kay@sanctonwood.co.uk and huaining.hu@sanctonwood.co.uk

Mr Thomas Reeve - thomas.reeve@sanctonwood.co.uk

Mr Michael Boorman - michael.boorman@sanctonwood.co.uk

Key dates

Welcome Evening: Thursday 12th September 2024 at 17:30

Residential: Wednesday 25th September – Friday 27th September 2024

Parent Consultations: Wednesday 27th and Thursday 28th November 2024

Lent Drama Performance: Monday 28th April – Wednesday 30th April 2025

Parent Consultations: Wednesday 7th May – Thursday 8th May 2025

Y8

Mr Clarke

Ms Maclean

Mr Ovenden



Welcome to Y8 at Sancton Wood.

Y8 is an important step for pupils, they are expected to consolidate and develop their skills from Y7. They will also expand their knowledge for their different subjects across KS3, as they explore new themes and concepts throughout the year. They will also be role models for the new Y7 cohort, having to lead by example. Routines and expectations will be widely known from their first year at Sancton Wood Senior, so we will look to help them settle quickly in September so they can build their confidence early on.

Tutors and contact details

Mr Adam Clarke – adam.clarke@sanctonwood.co.uk

Ms Nicki Maclean – nicola.maclean@sanctonwood.co.uk

Mr Max Ovenden – max.ovenden@sanctonwood.co.uk

Key dates

Parent Consultations: Wednesday 26th and Thursday 27th February 2025

Lent Drama Performance: Monday 28th April – Wednesday 30th April 2025

Y9

Mr Ions

Mr Payne

Ms Robinson &

Ms Vadasseri Sankaran



Welcome to Y9 at Sancton Wood.

At Sancton Wood, Y9 is a time of transition and significant personal growth. Young people become more aware of their strengths and weaknesses as well as becoming more academically focused as they work towards starting their GCSE's. It can be a challenging year as students discover who they are and who they want to be. We aim to holistically support every pupil by offering them new opportunities (such as Duke of Edinburgh), encouraging them to take an active role in our community such as taking on leaderships roles and contributing to student voice.

Your child's first major event is the Y9 residential which is taking place from Monday 30th September to Wednesday 2nd October. This will be an excellent opportunity for students and form tutors to form strong friendships and get to know each other outside of the classroom.

In Y9, students begin to make their choices for their GCSE options in the Lent term. They will attend an options presentation, where we will explain each GCSE subject and what they should consider when making their decisions.

Tutors and contact details

Mr Jason Ions - jason.ions@sanctonwood.co.uk

Mr Ed Payne – edward.payne@sanctonwood.co.uk

Ms Hannah Robinson and Ms Swapna Vadasseri Sankaran -

hannah.robinson@sanctonwood.co.uk swapna.vadasserisankaran@sanctonwood.co.uk

Key dates

Y9 Residential Trip Monday 30th September to Wednesday 2nd October 2024

Options assembly: Friday 10th January 2025

Parent Consultations: Wednesday 22nd and Thursday 23rd January 2025

Options form released: Friday 24th January 2025

Options choices deadline: Friday 31st January 2025

Y10

Mr Kennedy

Mr Barry

Mrs Robinson



Welcome to Y10 at Sancton Wood.

Y10 and Y11 (Key Stage Four in secondary education) bring exciting change and significant challenges. As Y10 embark on their GCSE courses, they are becoming more aware of their abilities and the direction they would like their academic and career paths to take. It can be a challenging time as they adjust to their GCSE courses and step up in personal accountability. Our pastoral team, teaching and support staff will support your child throughout this period of significant growth. Y10 students are gaining a clearer vision of the impact they would like to make in the world and who they will become. Our aim is for your child to develop confidence and resilience and to also build a strong sense of responsibility, kindness and compassion.

Y10 will broaden their horizons through experiences beyond the school community. Y10 students are enrolled on the Dukes Careers School, building their careers skills in preparation for job applications through a programme of talks by industry experts, immersive careers experiences, skills tests and interview practice. Many opt to take the Duke of Edinburgh Award at Bronze Level. They can take full advantage of enrichment opportunities and other co-curricular events.

Y10 students take on greater responsibility within our school community through student leadership, involvement in school events, and as a role model to the younger students. We look forward to welcoming Y10 students and families at the Y10 information evening on 12th September when key dates and details will be shared.

Tutors and contact details

Mr Liam Kennedy - liam.kennedy@sanctonwood.co.uk

Mr George Barry - george.barry@sanctonwood.co.uk

Mrs Anna Robinson - anna.robinson@sanctonwood.co.uk

Key dates

Y10 Information Evening, Thursday 12th September 2024 at 18:15

Parent Consultations, Wednesday 26th and Thursday 27th February 2025

Y11

Mr Aukland

Ms Luc

Mrs Davies



Welcome to Y11 at Sancton Wood.

Our aim is for your child to flourish both personally and academically during their GCSE years and be prepared for the next stage of their academic career. Our belief in kindness and compassion drives our unique approach to education that achieves excellent academic results and develops children into responsible and considerate young people. As Y11 prepare to take their GCSE exams, they are becoming more aware of their abilities and the direction they would like their academic and career paths to take. At the start of the academic year, Y11 undertake a work experience placement, gaining insight into the realities of working life and a fuller understanding of who they are and the impact they want to make in the world.

Y11 can be a challenging time as they adjust to an increasing workload and greater personal accountability. Our pastoral team, teaching and support staff will support your child during this period of significant growth. Your child will receive advice and guidance on preparing their sixth form applications. They will be offered support and resources for effective revision strategies and they will undertake mock assessments in preparation for their GCSE summer exams. Our aim is for your child to reach their full potential and to leave Sancton Wood a confident, resilient young person, with a strong sense of responsibility, kindness and compassion.

Y11 students take on greater responsibility within our school community through their involvement in the school calendar, as a role model to the younger years and in their roles as student leaders.

Tutors and contact details

Mr Martin Aukland - martin.aukland@sanctonwood.co.uk

Ms Katherine Luc - katherine.luc@sanctonwood.co.uk

Mrs Hilary Davies - hilary.davies@sanctonwood.co.uk

Key dates

Y11 Information Evening and Post-16 Fair, Thursday 10th October 2024 at 18:30

HPQ submission deadline, Thursday 24th October 2024

Mock assessments, Tuesday 5th to Friday 15th November 2024

Y11 assessment period, Monday 24th February to Friday 7th March 2025

Parent consultations: Wednesday 20th and Thursday 21st March 2025

Sports Day: Friday 2nd May 2025

GCSE examinations period begins: Friday 9th May 2025

Leavers Service and Prom: Friday 20th June 2025

Useful Information



Uniform

Our students are expected to present themselves neatly, smartly and in the correct uniform.

Children should have sensible hairstyles, in natural colours, appropriate for school. Extreme hairstyles are not permitted. Hair should not impede a child's ability to study and compete on the sports field and should be kept off the face. Students may wear hair loose as long as it is tidy, and all hair must be tied back for PE and Science lessons.

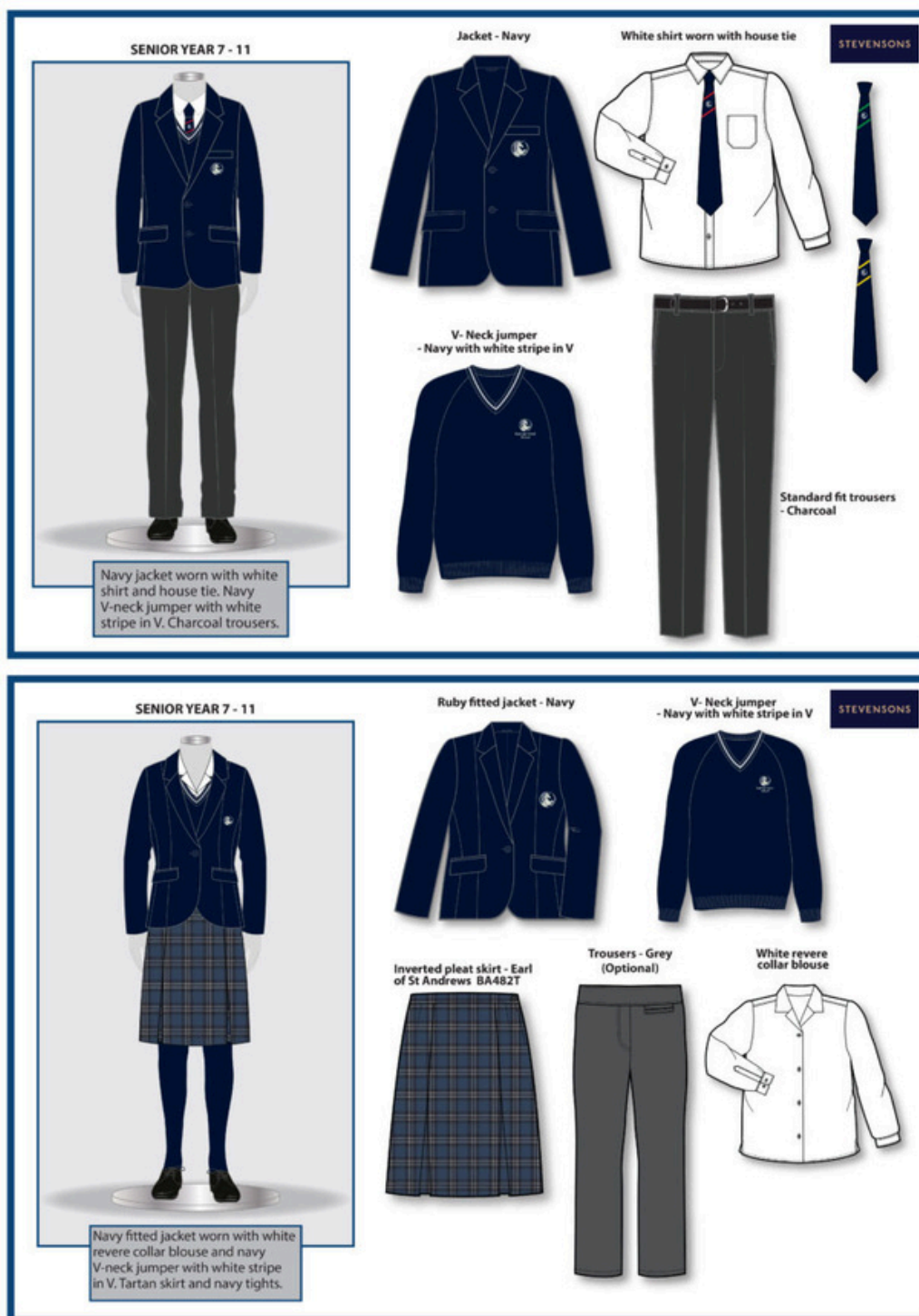
Any make-up worn for older students should be minimal and natural and nail varnish is only allowed in clear or natural tones. The only jewellery allowed is small, stud earrings, which must be removed for safety during P.E. and games lessons. Any piercings, other than ear piercings are not permitted.

Uniform List

A full uniform list is available on our website - <https://www.sanctonwood.co.uk/school-life/uniform/>

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

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



Equipment

In Y7-11 we expect students to have a pencil case complete with pencils, pen, ruler, rubber, protractor, colouring pencils, a pencil sharpener, a glue stick and high lighter pens. Students should have their own scientific calculator. Textbooks are provided to the students for most GCSE subjects. There are some subjects (English being one) where students are required to purchase their own copies of the texts (so that they can be annotated) or their own workbooks. Subject teachers will recommend GCSE revision material for students in Y10 and Y11.

Lockers – Padlocks

Each student is given a locker that has space for books and bags. Students should bring a combination padlock to keeping belongings secure and safe.

Reporting to parents and Homework

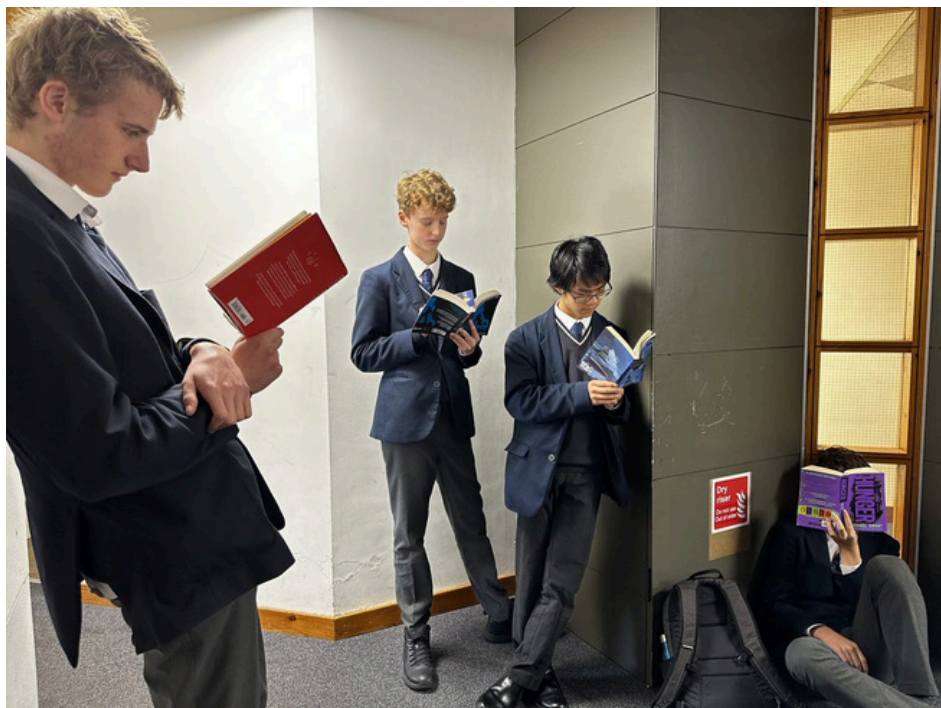
Parent Consultations and Reports

Parents are invited to one parent consultation session per year (two in Y7). There is one full written report each academic year and interim progress reports each term. Y7 parents will attend a welcome evening; Y10 parents and students are invited to attend a 'Future Steps' information evening; and Y11 parents and students are invited to a Sixth Form information evening.

Homework

A homework timetable is provided for students in Y7, Y8 and Y9 and after-school homework sessions are offered. Y10 and Y11 have homework set by their subject teachers.

Students can access all of their homework on Teams. Subject teachers use this to set homework and also to give student access to any class materials they feel may be useful. Login details are given to students at the start of term.



Extra-curricular activities



Trips and Visits

Days out are a regular feature of school life and we make particularly good use of the facilities close to us in the centre of Cambridge.

Our calendar will be populated with the trips planned for the coming year and you will be notified via email or parent portal notifications if your child is involved in one of these. Other trips and opportunities may arise throughout the year and parents will be informed of these.

Consent is required for residential trips and visits which extend outside the hours of the normal school day, and these are communicated via a system called Evolve. Parents will receive an email invoice for any trip which incurs a charge and this is required to be paid prior to their child participating. Payment can be made directly via Evolve.

All residential trips are optional, although some GCSE trips may be highly advisable. We also urge all students to attend the whole year group residential trips in Y7 and Y9 as these provide excellent team-building opportunities. Alternative activities will be provided in school for those pupils who are not going on the trip.

Enrichment and Clubs

Enrichment Opportunities

We are committed to offering students a plethora of opportunities and work towards equipping them with skills for life. A major part of this is our varied enrichment programme. All students take part in Enrichment which runs from 2pm-4pm on a Wednesday afternoon. Students attend an enrichment assembly in the first week of each term and then will sign up for their options via SOCS.

School Clubs

There are a mixture of after school sporting clubs each week and a homework club after school (on Tuesday, Wednesday and Thursday). Parents can sign up to after-school clubs via SOCS. Details of the clubs on offer will be sent out at the start of term.

Peripatetic Music Lessons

These are timetabled on a rota basis to ensure that the same academic lesson is not missed each week. Parents communicate directly with the peripatetic teacher regarding lessons and will receive an invoice from them termly.



Websites & Apps for students

Microsoft 365 Suite

<https://www.office.com/>

Each student is given a Microsoft 365 login which includes access to software and services such as Outlook (for school emails), OneDrive (for file storage and sharing), Microsoft Teams (your child will be in a Teams group for each one of their classes), Word (word processing), Excel (spreadsheets), PowerPoint (slideshow presentations).

Pupil Portal

Through the Pupil Portal students can view and print their timetable, see their teaching groups and read their own reports and assessment data. They can also see their attendance and registration information and details of rewards, house points, order marks and detentions. Students can check on their groups, calendar and events too. The portal also allows exam candidates in Y11 to see their exam entries, timetables and results.

SENECA

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

Seneca Learning is an online platform that helps students learn faster and remember topics better with smart learning algorithms. It is an engaging interactive learning and revision guide; students can pick from 1000+ KS2, KS3 and GCSE courses based on exam board specifications. Teachers can create classes and set homework for any revision topic on the study platform. Our Y9-Y11 students also have access to Seneca Premium, which contains additional courses and features to help students boost their exam grades.

Kerboodle

<https://www.kerboodle.com/users/login>

Used by our Science teachers, Kerboodle offers an extensive bank of online learning resources including videos, animations, podcasts and worksheets. Kerboodle allows students to access their Science textbooks online and includes assessment materials such as auto-marked tests, self-assessment checklists, practice papers and exam-style questions.

Pearson ActiveLearn

<https://www.pearsonactivelearn.com/app/Home>

Pearson ActiveLearn is an online platform used by our Modern Foreign Languages teachers. It offers many differentiated activities that help students progress at their own pace and level. ActiveLearn offers on-screen hints and instant targeted feedback that motivate learners to work independently, work out where they have gone wrong, try again and discover what to try next.

Morrisby – Careers Planning

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

Morrisby uses a combination of psychometric assessments and questionnaires to give students an idea of where their strengths and preferences lie. After analysing students' results, Morrisby offer impartial recommendations for careers and subjects that match their abilities and interests. Using the Morrisby interactive careers tool, students can then research careers, search for courses and add their own ideas into the mix.

SOCS Co-Curricular

<https://www.socscms.com/login/25495/pupil>

Used termly for booking Enrichment choices and after school-clubs.

Dr Frost - Maths

<https://www.dr frostmaths.com/login.php>

An online platform used by our Maths department for students to practise questions and complete set work. Dr Frost includes a bank of over 1000 questions, known as Key Skills, and 40000+ exam questions for broader practice.

Websites & Apps for parents

Parent Portal

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

ClassList

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

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

SOCS Co-Curricular

www.socscms.com

Used termly for booking after-school clubs and enrichment choices.

SOCS Sport

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

Used for sports fixtures.

School Cloud

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

Used for booking and holding parent consultations.

Evolve

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

Tooled-Up

www.tooledupeducation.com

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

Getting to and from school

Cycling

Many of our students cycle independently to school. Students should dismount their bikes at the front of the school and walk them down the side ramp and into the locked bike cage at the rear of the building. Bicycles should be placed in one of the bicycle racks and locked. It is strongly recommended that cyclists wear helmets and high visibility clothing.

Bus/Park and Ride

Students may wish to come to school by bus. The bus stops by the Raspberry Pi building on Hills Road - bus numbers 1 ,3, 7, 13, 13A, 13X – are the most convenient for senior school.

Car

There is very limited paid-for parking in Bateman Street and we politely request that parents are mindful of our residential neighbours' spots. Please do not use the disabled parking spot unless you are registered to do so.

Train

The train station is less then ten minutes walk from Bateman Street. Many of our students choose to travel by train.



School lunches & snacks

Lunch and snacks

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

Please let the office and form teacher know of any changes to allergies or food requirements. Complete the form here with any changes;
<https://forms.office.com/e/T4qTgN1X8c>

Snacks and Drinks

Senior School students should bring a water bottle with them to refill during the day.

Fruit and biscuits are provided as a snack.

Please note that Sancton Wood is a nut-free school



Lost property & mobile phones

Possessions

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

Mobile Phones

The increasing sophistication of mobile phone technology presents issues for schools, particularly with regard to the students' safety and well-being. The integration of cameras into phones and the accessibility of internet technology, for example, can lead to potential child protection and data protection issues. We recognise however, that some students may need mobile phones when travelling unaccompanied to and from school.

Mobile phones should be switched off on arrival and should remain so throughout the day. The Senior School is a mobile-free zone, with students handing in their phones at the start of day at the front office and collecting it at the end of the day. If a student needs to use their phone whilst on the school site they must seek permission from a member of staff and be supervised whilst using it.

If a student needs to contact their parents in an emergency, they may use the telephone in the school office. If, at the end of the day, a pupil needs to contact their parent to discuss collection, they should do so close to any of the main school exit gates, inside the school grounds, but not in the main body of the school. Any child found with their phone at any point in the school day will have it confiscated and be referred to our behaviour policy.

Values, safeguarding & welfare



Standards & Core Values

The broad and deep worth of every person

We respect ourselves and the cultures and beliefs of others.

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

Intellectual curiosity

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

Practical kindness

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

Personal pride and dignity

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

A community of fun and energy

We enjoy learning together to create and achieve at school.

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

Rewards & promoting good behaviour

Rewards

Children in Y7-11 are awarded merits for outstanding effort, presentation and quality of their work. The merits are recorded on our school system and students are awarded bronze, silver and gold badges. We reward students at weekly assemblies with Star of the Week. We continue with the house-point system for competitions and good work carried out in the school community.

The merits also convert to house-points, allowing students to also contribute to their house success.

Sanctions

Teachers use 'order marks'. Three order marks in a half term result in a detention and parents will be notified through iSAMS. On some occasions a detention is warranted after an incident that is considered serious. This decision is made with a member of the Senior Leadership Team (SLT) and again parents are notified through iSAMS. Failure to turn up to a detention will result in parents being informed and the possibility of a parent meeting. Detentions are also given to pupils who are late to school on 3 occasions over one week.

Policies

Policies

Policies that guide the day-to-day running of the school are available on the website.

Statutory policies include the following:

- Accessibility Policy
- Admissions Policy
- Anti-bullying Policy
- Equal Opportunities Policy
- Learning Support Policy
- Parental Concerns Policy (Complaints Procedure)
- Promoting Good Behaviour
- Safeguarding Children Policy
- Attendance Policy

Safeguarding and Child Protection

All school staff have a legal duty to identify children who are suffering, or are likely to suffer, significant harm. Staff undergo safeguarding training when they join the school and this is refreshed annually. Where there are grounds for concern, staff must take appropriate action and work with other services if required: this may include involving the Designated Safeguarding Lead. Safeguarding is both a sensitive and essential area of our work. Designated Safeguarding Leads act in good faith and in the best interests of all children.

Parents should be aware that, as part of their safeguarding responsibilities, staff may log incidents of concern. Parents are asked to inform the school at the first opportunity of the circumstances surrounding any accidental injury suffered by children.

It is particularly important that parents inform their child's teacher of any significant events in their child's life, for example bereavement, divorce, or a difficult experience with which they may have had to cope. This information will be shared with other staff as necessary.

Security

We have a number of procedures in place to ensure the security of the school, the children and staff. This includes the regulation of visitors onto the site during the school day. Parents who wish to visit between 08.30 and 16.00 (except for dropping off and picking up children) will be required to pre-arrange a meeting and book in at the school office. They will be expected to wear a 'Visitor' badge whilst on site.

Equal Opportunities

Sancton Wood School is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief.

The Equal Opportunities Policy can be found on our website.

Curriculum Policy

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

The Curriculum Policy supports the school's mission statement which promotes the importance of self-esteem, and respect and consideration for others, to enable pupils to foster a love of learning, through interesting teaching of a diverse curriculum.

We aim to provide pupils of all ages and abilities with a broad, balanced and engaging curriculum which will encourage all pupils to excel. This is set in the context of generous time for PE, extra-curricular activities, and opportunities for pupils to develop their social education.

The requirements of the Early Years' Foundation Stage and the National Curriculum are covered, and teachers work hard to go above and beyond for each pupil.

Medical welfare

First Aid

Staff have basic First Aid training, and several members of staff have a H.A.B.C. (Level 2) Paediatric First Aid (QCF) qualification. In the event of illness or accidents requiring more than first aid treatment, wherever possible parents will be informed by the school. It is essential that the school is kept up to date with parents' current daytime telephone numbers for this purpose.

It is important that parents keep the school informed of any medical conditions which have developed or conditions that have required admission to hospital since joining the school.

If your child has prescribed medicines that require administration during the school day, please hand them to the office staff. They will be stored safely and administered at the appropriate times.

If, for any reason, you have felt it necessary to give your child a dose of medicine such as Calpol before school, your child's class teacher and office staff should be informed.

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

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

Vomiting and Diarrhoea

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

Raised Temperature

If your child has a raised temperature, they should not attend school. In children, a temperature over 37.8° C is a fever (Ref: NHS Choices).

For the safety of all the other members of the community, please inform the school immediately if your child has developed one of the notifiable infectious diseases: Chickenpox, Diphtheria, German Measles (Rubella), Measles, Mumps, Scarlet Fever, Whooping Cough.

Asthma

Students who have prescribed inhalers should keep them in their pockets, as it is important that they have immediate access to them when needed. Inhalers must be in date and clearly named. If there are any changes to your child's asthma medication, please inform the school.

Food allergies

If your child has a food allergy confirmed by a Doctor or Hospital Allergy Clinic, please inform the school.

Severe allergies

All children with a known severe allergy and who have a prescribed Adrenaline Injector will have a protocol specific to their needs. You should complete an allergy form and return to the school to inform the caterers. Adrenaline Injector kits for your child should be with your child at all times.

We ask all parents of children that require an Adrenaline Injector to provide the school with two labelled Adrenaline Injectors, so that one always remains with the child whilst the other is stored in the first aid bag and will travel with the child off-site. Parents are responsible for ensuring that their child's medicines, inhalers and Adrenaline Injectors kept in school are in date.

Health and Safety on School Trips / Sports fixtures

We always complete a risk assessment for trips away from school and keep these records in school.

Learning support & pastoral care

Learning Support/ SEND/ EAL

Hannah Settle coordinates all support intervention and will contact parents individually regarding their child's needs. Details will be released at the start of the year once the children are settled in their new classes. EAL (English as an additional Language) support is available at an additional cost.

At Sancton Wood we aim to help identify any individual needs early on in a child's school life. These will include those with specific learning difficulties and others who just need a boost in some areas of learning. Following consultation with parents, teachers may refer pupils to the SENDCo for various types of assessment, which may result in additional support being required or further advice for parents.

Pastoral Care

Hannah Settle is the Vice Principal (pastoral) with responsibility for the pastoral support of all children. If you have any pastoral care concerns, the form tutor is the first point of contact. You may of course also contact the Head of School. Hannah is available for matters beyond that.

Form Teachers

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

Additional information

Governors

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

Parental Involvement

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

Parent Representatives group

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

Parents Association (SWPA)

The other half is a body of parents who organise fundraising events for the school in order to provide additional enrichment opportunities for our children. We are always keen to recruit new families into the SWPA team. Any parent wishing to become involved should contact the school secretary via email office.seniors@sanctonwood.co.uk or SWPA via email swpa@sanctonwood.co.uk

Charities

Several whole-school fundraising events take place throughout the year, supporting a variety of charities and there are regular non-uniform days to raise money for good causes. The school has special relationships with both global and local charities.