



Sancton Wood Prep School



This handbook provides you with the key information about our school.

We hope you find it to be a useful guide.

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Welcome & Introduction



Principal's Welcome

Mr. Richard Settle



Dear families,

We are absolutely delighted to welcome your child to begin or continue their journey at Sancton Wood. I firmly believe that children flourish when they feel safe, supported, and valued. Our priority is to create an environment where every student can thrive and reach their full potential.

You'll find that, at Sancton Wood, we are committed to providing a warm, inclusive, and stimulating atmosphere where learning is not only about academic achievement but about growing as individuals. We want each child to feel inspired, confident, and equipped to face the future with curiosity and determination.

We aim to provide a balance of opportunity, support, and challenge, ensuring that every student's unique abilities are recognised and developed. We are excited to partner with you on this journey and work together to ensure your child has the very best experience and leaves our school ready to take on the world.

I look forward to a successful and fulfilling year ahead and to seeing all the wonderful achievements your child will make.

Warm regards,
Richard Settle



Head's Welcome

Ms Kylie Hodges



A warm welcome to Sancton Wood Prep School.

As part of the Dukes Education group, we are proud to offer our children a first-class education in a nurturing environment that feels like a second family, where they are cared for and supported every step of the way.

Over the 15 years I've been at Sancton Wood, I've seen the school grow and evolve – yet the love and care at the heart of our community remain unchanged. Our St Paul's Road site once housed all three of our schools; we now have dedicated spaces for the Nursery, Prep, and Senior School, allowing each to flourish in its own right.

It was Sancton Wood's ethos that first drew me here – and it's what inspires me to stay.

As Head of the Prep School, I'm fortunate to witness our values in action every day – through lessons, assemblies, school council meetings, drama productions, and a wide range of enriching activities. Our students thrive both in and out of the classroom, developing a broad set of skills and a lifelong love of learning.

I'm delighted that you've chosen to begin, or continue, your child's educational journey with us this September. We will care for them, support them, and ensure they have fun while they learn. I look forward to seeing them embrace everything our wonderful school has to offer.

Warm regards,
Kylie



Contacting the School



School Phone Number

Contact the office with day-to-day queries and to report pupil absences.

[01223 471703](tel:01223471703)

School Address

2 St Paul's Road, Cambridge, CB1 2EZ

office.prep@sanctonwood.co.uk

Richard Settle

Principal

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

richard.settle@sanctonwood.co.uk

Kylie Hodges

Head of Prep

Has overall responsibility for the Prep School (Reception-Year 6) and advises the Principal on the management of the Prep School and its staff.

kylie.hodges@sanctonwood.co.uk

Ellie Bullman

Financial Controller

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

ellie.bullman@sanctonwood.co.uk

Eva Smith & Alfie Deighton

Finance Assistants

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

finance@sanctonwood.co.uk

Claire Cotton

Admissions Manager

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, Designated safeguarding lead.

Is responsible for the pastoral care of our students.

hannah.settle@sanctonwood.co.uk

Contacting the School

**Ioana Bird****Data Manager and Examinations Officer**

Manages student data (timetables, reports, parents' evenings, pupil and parent portals) and organises GCSEs.

ioana.bird@sanctonwood.co.uk

Paula Collier**SEND Lead**

Is responsible for SEND at the Prep School.

paula.collier@sanctonwood.co.uk

**Alessandro Trida, Chef Manager,
Holroyd Howe**

Has responsibility for food provision across the three sites.

sanctonwood@holroydhowe.com

Paul Ludlow**Safeguarding Governor**

paul.ludlow@dukeseducation.com

Ganesh Ukkusuri**IT Technician**

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

ganesh.ukkusuri@sanctonwood.co.uk

Jane Wilson**Prep ELSA**

Is responsible for Emotional Literacy Support at the Prep School.

jane.wilson@sanctonwood.co.uk

Jonathan Cuff**Managing Director**

jonathan.cuff@dukeseducation.com

Neil Roskilly**Senior Advisor and Governor****Email Communication**

Email is the easiest and most efficient way to get in touch with us. Our school secretary and administrative team aim to respond promptly to your queries. Please note that it may take a little longer for teachers to reply, as their time during the school day is focused on working with the children. Teaching staff are expected to respond to emails within two working days.

For any urgent messages, please always call the school office directly rather than relying on email.

Contact with Staff

Class teachers take responsibility for the day-to-day academic and pastoral matters concerning your child. Your child's class teacher will be available most days before school and after school for brief matters at handover.

Where a longer discussion is needed, please arrange an appointment, either personally or by email. Staff e-mails follow the format firstname.lastname@sanctonwood.co.uk.

If you have concerns, the class teacher may decide to pass these on to their line manager, who may also consult Hannah Settle, the Assistant Principal (Pastoral).

Class teachers will contact you directly if we have any concerns regarding your child.

Term Dates 2026/27



Michaelmas Term

- 3RD September - 11TH December (12 noon finish)

Half Term

- 23RD October - 2ND November (Inclusive)

Lent Term

- 5TH January - 25TH March

Half Term

- 15TH February - 19TH February

Summer Term

- 12TH April - 2ND July (12 noon finish)

Half Term

- 31ST May - 4TH June



Appointments & Absences



Late Arrivals and Early Departures for Appointments

If your child arrives at school after the start of the teaching day or returns following an appointment, they must report to the school office to be registered.

If your child needs to leave during the school day for an appointment, they should be collected from the school office. Parents will be asked to sign their child out before departure.

Absences

If your child is absent due to illness, please contact the school before 08:30 each day of the absence. You may do this by leaving a message on the absence extension or by emailing the school office. Please include your child's name and the reason for their absence.

Parental Absence and Temporary Guardianship

If you are planning to be away during term time and your child will be in the care of a friend or guardian, you must notify the school in writing in advance. Please include:

- The dates you will be away.
- The name, address, and telephone number(s) of the appointed guardian(s), including both home and work contact details.
- A telephone number and/or email address where you can be reached in case of emergency.
- A collection password.

Severe Weather

In the unlikely event that the school needs to close due to severe weather conditions, such as heavy snow or flooding, a notice will be posted on the homepage of our website: www.sanctonwood.co.uk. We will also send a message to parents to ensure timely communication.

Requests for Leave of Absence

We strongly encourage parents not to take children out of school during term time, as it can significantly impact their learning.

If leave of absence is unavoidable, please write to or email the School Principal, copying in the Head of the Prep School, Kylie Hodges, preferably at least two weeks in advance, to request authorisation.

Please note that in line with government guidelines, leave can only be authorised by the Headteacher or Principal in exceptional circumstances.

House System, Assemblies & Councils



Griffin



Phoenix



Dragon

The House System

All children across the school are assigned to one of three houses: Dragon, Griffin, or Phoenix. House points are awarded for positive behaviour, kindness, teamwork, and conduct around the school. Healthy competition between houses is encouraged throughout the year, with events such as Sports Day and other inter-house challenges.

At the Prep School, we elect Heads of House from among our Year 6 pupils, giving students an opportunity to develop leadership skills and represent their peers.

Assemblies

Assemblies are a valued part of school life and take place each week in the Prep School. These include:

- A themed assembly, often focused on values or current topics
- A singing assembly, celebrating music and community
- A celebration assembly, where certificates and achievements are recognised.

Our Reception children begin joining assemblies after the October half term, easing gently into this important part of our school culture.

School Council

The School Council is made up of elected representatives from Year 1 to Year 6, with each form voting for their class member. In the Prep School, one pupil is elected per class.

The Council meets half-termly to discuss school matters from a student perspective. Members also assist at Open Mornings and may take part in interview panels for new staff, helping to shape the future of the school.

House System, Assemblies & Councils



Eco Council

Our Eco Council is made up of pupils who are passionate about sustainability and caring for the environment, who are elected from each class.

The Eco Council meets regularly to discuss important topics such as rubbish and recycling, energy use, and the development of our school gardens. They will work on practical projects to help make Sancton Wood a greener, cleaner place and to promote environmental awareness throughout the school community.

This is a fantastic opportunity for pupils to take responsibility, lead initiatives, and make a positive difference within and beyond our school.

Thriving Minds Enrichment Programme

Our Thriving Minds Enrichment Programme is an exciting initiative designed to complement and enhance our pupils' learning journey. While creativity, curiosity, and independent thinking are nurtured in the classroom, this programme offers a dedicated space for pupils to further explore their interests and challenge themselves through engaging, collaborative activities beyond the standard curriculum.

Taking place each term, the Enrichment Programme promotes creative problem-solving, critical thinking, and teamwork. Each session is thoughtfully designed to reflect and develop the unique strengths and interests of every child. From exploring cooking through fairytales to becoming World Wonder Architects & Engineers, pupils will build intellectual skills, grow in confidence, and develop a lifelong love of learning.

2026–2027 Term Themes:

- Michaelmas Term: Explore and Express (full day session)
- Lent Term: Grow and Go Beyond (full day session)
- Summer Term: Design, Discover, Do (full day session)

In addition to timetabled enrichment sessions, pupils will have the opportunity to participate in a variety of competitions that extend thinking, celebrate achievement, and build confidence. These include the First Maths Challenge (Year 3 & Year 4) and the Primary Maths Challenge (Year 5 & Year 6). Some competitions will be held in school, while others will be external, with the school supporting entries into national and subject-based events. These experiences help pupils develop resilience, initiative, and creativity, while fostering a healthy sense of challenge. Some competitions may also be completed at home, and upcoming opportunities will be shared via the school newsletter.

Dukes Young Leaders Programme



Our Dukes Young Leaders Programme continues — an exciting initiative that empowers pupils to explore, lead, and grow beyond the classroom.

In Key Stage 1, pupils will work towards the KS1 Dukes Leader Award, presented at the end of Year 2. Across Reception, Year 1, and Year 2, children will complete ten activities from each section of their Dukes Passport.

In Key Stage 2, pupils will aim for the KS2 Dukes Leader Award, completing twenty activities from each section by the end of Year 6.

Form teachers will review Passports weekly to celebrate progress and encourage continued participation.



Reception



Reception: Hedgehog



Welcome from Mrs July Rusted & Ms Kylie Hodges

My name is Mrs Rusted, one of the Reception Class Teachers. I lead the Early Years Foundation Stage (EYFS) at the Prep School. With 18 years of teaching experience, I have had the pleasure of working with children across all year groups in EYFS and Key Stage 1, from Pre-Reception through to Year 2. Throughout my career, I have seen firsthand how important a smooth transition is for young children, and it is a genuine privilege to support them as they begin their very first year of school. I am very much looking forward to working with your children and supporting them as they start their journey with us.

My name is Ms Hodges, and I have enjoyed a varied career at Sancton Wood, teaching across the entire Prep School as well as working in the Senior School. I am excited to share in the learning journey with your child and family, supporting them as they begin their first year of school.

We have a passion for the Early Years and love the creativity and fun that the Early Years Curriculum can provide.

We work hard to ensure that your child feels safe and happy at school, and we are very lucky to be supported in class by an experienced early years practitioner, Mrs Zermane, who has worked at Sancton Wood as a Nursery Nurse for over 25 years. We are a formidable team and work closely together to support your children, identifying where each child is working in terms of their development and then carefully planning and supporting them with the next steps of their learning journey.

The children in Reception predominantly learn through play in a stimulating environment with high-quality resources and provision. We know that children learn in lots of different ways, and so we ensure that there are always opportunities for the children to work practically, developing and deepening their understanding using a wide range of learning tools and resources.

Reception: Hedgehog



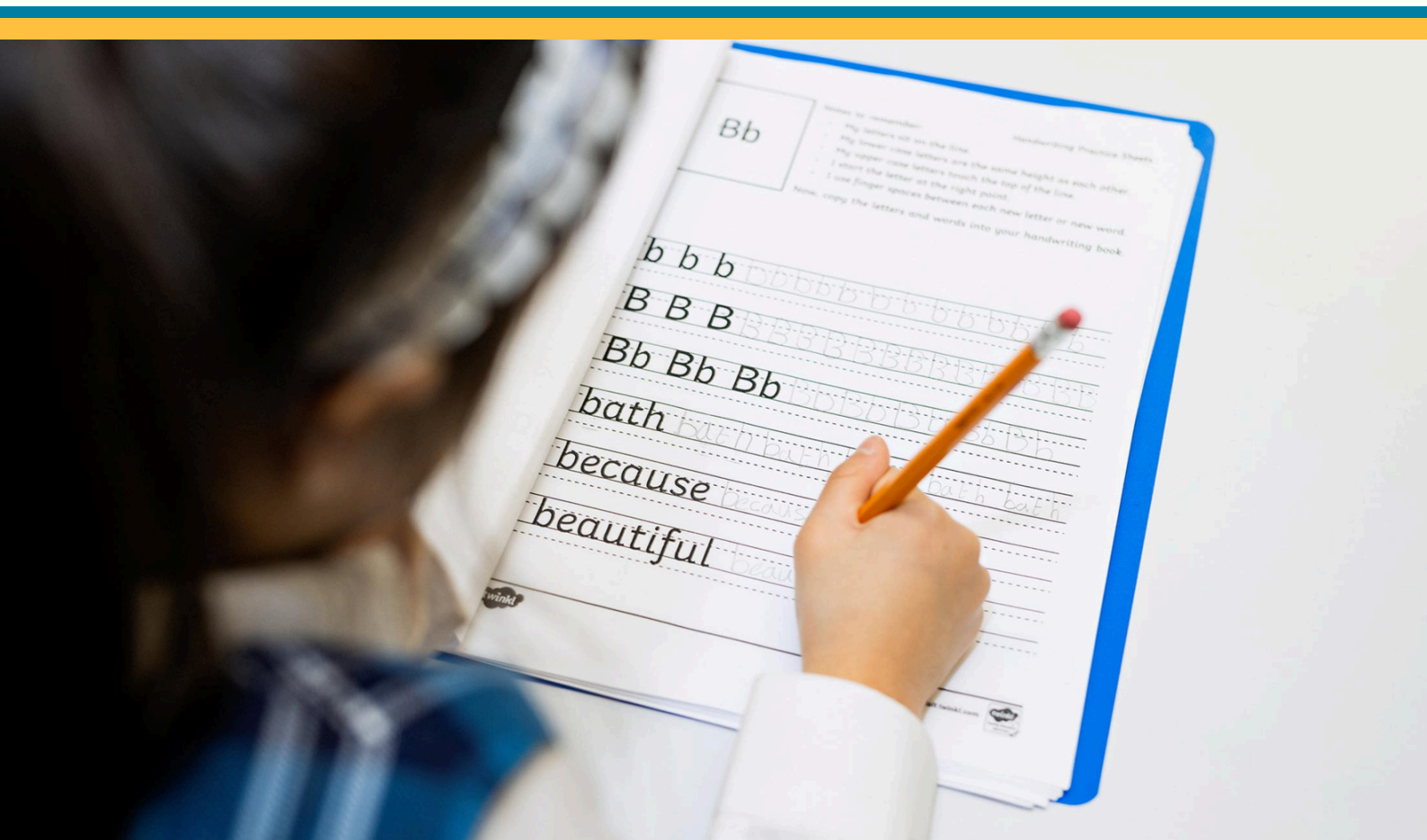
There are whole-class teaching and phonics sessions daily, alongside guided group work and one-to-one opportunities for us to support your child. In Reception, the children also have access to specialist teachers who deliver weekly lessons in Art, Music, Spanish, PE and Computing.

We believe that having these extracurricular opportunities enables the children to further extend their learning potential and helps them to become more confident as they build relationships with a wider range of staff in school.

We believe that communication between school and home is paramount. Parent partnerships are particularly important in the EYFS because they give you the chance to share information about your children and broach any concerns with someone who is working towards the same goals.

Involving you in your children's learning is the most important factor in enabling your child to be happy and successful at school. By working as a team, we can ensure the best outcomes for children.

We use an online learning journal called 'Tapestry' to keep you up to date with what your child is learning at school, and ask that you also use this platform to share with us your child's interests, hobbies and achievements from home. We look forward to meeting you and welcoming your child into Hedgehog Class in the near future.



Reception: The School Day



Arriving for the School Day

The school day begins at 08:30, and the school gates open at 08:15 each morning. Please enter through the main wooden gates on either side of the school.

If you arrive with your child before 08:30, they **must** remain under your supervision on the playground until the school day officially begins. Should you need to leave your child before the teaching staff arrive on the playground, please inform the member of staff on duty at the gate so we can ensure supervision. If your child is to attend wrap-around care, please note that this takes place at St Paul's School and you should drop them off there in the morning. Cambridge Kids Club staff will then walk them to the Prep School for 08.30.

At 08:30, class teachers will come out to the playground to greet the children and lead them into school, ready for the day ahead.

If you arrive after 08:35, please go directly to the school office, where your child will be signed in and escorted to their class.

The End of the School Day

School finishes at 15:40 Monday to Thursday, and at 15:20 on Fridays. Please enter the playground to collect your child, where they will be dismissed directly into your care by their class teacher.

If there is any change to the usual person collecting your child, please inform both the class teacher and the school office in advance. For safeguarding reasons, we will not release a child to anyone without prior parental consent.

Where possible, we encourage families to walk or cycle to school to help reduce congestion on surrounding roads.

School Equipment

All necessary equipment and materials are provided for children in Reception, so there is no need to bring additional items unless specifically requested.

Reception: Curriculum



Curriculum

Reception children are taught and cared for by their class teacher, with a strong focus on both academic and personal development.

Our curriculum includes a rich blend of indoor and outdoor learning, with frequent use of our outdoor space to encourage exploration, creativity, and imaginative play.

Reception pupils also take part in:

- Productions and performances
- Educational trips
- Sporting activities
- School assemblies.

In addition, they benefit from specialist teaching in:

- Spanish
- Music
- Computing
- PE
- Art.

This balanced approach ensures a stimulating and joyful start to their learning journey.

PE

In our newsletter, you'll find highlights on PE superstars, individual sporting achievements, fixture announcements, and match reports. This section will provide a comprehensive overview of your child's physical education journey, helping you stay connected and involved.

Please email adam.clarke@sanctonwood.co.uk with any sporting achievements or questions regarding PE at the Prep School.

For PE Days:

- **PE Uniform** is to be worn on PE days. Formal uniform is not required.
- **Water Bottle:** Please send in a full water bottle on PE days. This is essential for hydration.
- **Labelling:** Please label all belongings to prevent items from being lost.

Day	Michaelmas Term 1	Michaelmas Term 2	Lent Term 1	Lent Term 2	Summer Term 1	Summer Term 2
Tuesday (Indoor)	Uni Hock	Uni Hock	Basketball	Basketball	Cricket	Cricket
Thursday (Indoor)	Ball Skills	Ball SKills	Football	Football	Atheltics	Atheltics

Reception: Timetable



Wrap-around care	Cambridge Kids Club - Breakfast Club 07:30 - 08:30 Booking essential (St Paul's School)
School begins	8:30
Registration	8:35
Morning break	11:00-11:20
Lunch break	12:30 - 13:30
Afternoon break	Flexible 10-15 minutes break
End of school day	15:40 (Monday-Thursday) 15:20 (Friday)
Wrap-around care	After-School Club until 18:00 Booking essential directly with Cambridge Kids Club (At SW Prep School)

Year 1





Welcome from Miss Elanor Lark

Welcome to Year 1 at Sancton Wood. I am Miss Lark, and I have been a teacher of Nursery, Reception and Year 1 for over thirty years. This experience means that I can offer the children a broad and balanced curriculum in Year 1. The learning is fun and engaging, offering a smooth transition from Reception, with continuous provision still an integral part of their school day.

Year 1 is a busy and exciting year. The children move from the more informal and play-based curriculum in the Early Years to the National Curriculum, which they will follow throughout the rest of their education. The children are still encouraged to explore and investigate, in lessons that are active, creative and engaging.

In Year 1, I endeavour to support the children to continue developing a love of learning. I carefully plan a curriculum that is engaging and full of practical activities. I encourage the children to begin to take more ownership of their learning and develop into independent learners and thinkers.

My job as the Year 1 teacher is to facilitate opportunities for your children to flourish in a safe, calm and caring environment. The pastoral care of your children is of utmost importance to me; when children feel happy, secure and cared for, they thrive. To enable this, I believe strongly in having clear and open communication with you, as you know your child best. I very much look forward to teaching your child this year, in this next exciting step in their learning journey.

Year 1:

The School Day



Arriving for the School Day

The school day begins at 08:30, and the school gate opens at 08:15 each morning. Please enter through the main wooden gate near the staff car park.

If you arrive before 08:30, your child must remain under your supervision on the playground unless they are booked into wrap-around care. In that case, please note that this takes place at St Paul's School. Cambridge Kids staff will then walk them to the Prep School for the 08.30 start. A member of staff will be on duty at the gate from 8:15 am. Should you need to leave your child before the teaching staff arrive on the playground, please inform the member of staff on duty at the gate so we can ensure supervision.

If you arrive after 08:35, please enter through the front office, where your child will be signed in and escorted to their classroom.

The End of the School Day

The school day ends at 15:40 Monday to Thursday, and at 15:20 on Fridays. Please collect your child from the playground, where their class teacher will dismiss them directly into your care.

If there is a change to the usual person collecting your child, please inform both the class teacher and the school office in advance. For safeguarding reasons, we will only release your child to someone with prior consent.

We encourage families to walk or cycle to school wherever possible to help reduce traffic congestion near the school.

School Equipment

All necessary equipment is provided for children in Year 1, so there is no need to bring additional items unless specifically requested by the class teacher.

Year 1: Curriculum



Curriculum in Year 1

Children in Year 1 are taught and cared for by their class teacher, who delivers the core subjects within the classroom. The curriculum is broad, engaging, and designed to nurture curiosity, creativity, and confidence.

Pupils also take part in a wide range of enriching experiences, including:

- School productions
- Educational trips
- Sporting activities and fixtures
- Whole-school assemblies.

In addition, children benefit from specialist teaching in:

- Spanish
- Music
- Computing
- PE
- Art.

These lessons provide a well-rounded foundation and help to develop a love of learning from an early age.

For PE Days:

- **PE Uniform** is to be worn on PE days. Formal uniform is not required.
- **Water Bottle:** Please send in a full water bottle on PE days. This is essential for hydration.
- **Labelling:** Please label all belongings to prevent items from being lost.

Swimming:

Swimming for Year 1 will take place during the Summer Term. Details of this will be shared closer to the time.

Day	Michaelmas Term 1	Michaelmas Term 2	Lent Term 1	Lent Term 2	Summer Term 1	Summer Term 2
Monday (Indoor)	Uni Hock	Uni Hock	Basketball	Basketball	Swimming	Swimming
Thursday (Indoor)	Ball Skills	Ball Skills	Football	Football	Atheltics	Atheltics

Year 1: Timetable



Wrap-around care	Cambridge Kids Club - Breakfast Club 07:30 - 08:30 Booking essential (St Paul's School)
School begins	8:30
Registration	8:35
Morning break	11:00-11:20
Lunch break	12:30 - 13:30
Afternoon break	Flexible 10-15 minutes break
End of school day	15:40 (Monday-Thursday) 15:20 (Friday)
Wrap-around care	After-School Club until 18:00 Booking essential directly with Cambridge Kids Club (At SW Prep School)

Year 2



Year 2: Owls



Welcome from Mrs Hannah Mailes & Mrs Hannah Greig

We are delighted to introduce ourselves as the teachers for Year 2 at Sancton Wood. Mrs Mailes teaches on Monday, Tuesday and Wednesday, whilst Mrs Greig teaches on a Thursday and Friday. Drawing on our collective experiences across both Key Stage 1 and Key Stage 2, we aim to make the transition into Year 2, and later into Year 3, as smooth and positive as possible. We both firmly believe that children achieve their best when they feel safe, happy, and valued. We look forward to helping every child thrive, both academically and socially, this year.

In Year 2, we begin to encourage the children to take a little more independence and responsibility for their belongings and daily routines. The children are asked to change their reading books themselves and to ensure that they have the correct school uniform for each day. These small steps help to build confidence, organisation, and a sense of pride in their growing independence.

Year 2 is a fantastic year filled with many exciting opportunities. Throughout the year, we make the most of the wonderful resources that Cambridge has to offer through a range of educational visits, as well as enjoying a joint trip further afield with Year 1 in the Summer term. One of the highlights of the year is taking the lead in our Key Stage 1 Nativity Play, a much-loved and eagerly anticipated event at the end of the Michaelmas term.

As the final year of Key Stage 1, Year 2 is an important and rewarding stage in your child's development. We are committed to nurturing every child, celebrating their successes, and supporting them to overcome challenges with confidence and resilience. We strive to create a happy and inclusive environment where your child has every opportunity to flourish and is excited to learn.

We believe a good relationship between home and school plays a vital role in helping children thrive. If you have any questions, concerns, or information you would like to share, please do not hesitate to contact us.

We are very much looking forward to meeting you all and cannot wait to welcome your child into Year 2. It promises to be a year full of learning, laughter, growth, and lovely memories, and we are excited to begin this journey together.

Year 2:

The School Day



Arriving for the School Day

The school day begins at 08:30, and the school gate opens at 08:15 each morning. Please enter through the main wooden gate near the staff car park.

If you arrive before 08:30, your child must remain under your supervision on the playground until the class teachers arrive. If your child is booked into wrap-around care during this time, please note this takes place at St Paul's School. Cambridge Kids Club staff will then walk them to the Prep School for the 08.30 start. A member of staff will be on duty at the gate from 8:15 am. Should you need to leave your child before the teaching staff arrive on the playground, please inform the member of staff on duty at the gate so we can ensure supervision.

Class teachers will come out to the playground at 08:30 to greet the children and begin the school day.

If you arrive after 08:35, please go to the front office, where your child will be signed in and escorted to their classroom.

The End of the School Day

The school day ends at 15:40 from Monday to Thursday, and at 15:20 on Fridays. Please come into the playground to collect your child, where they will be dismissed directly into your care by their class teacher.

If there is a change to the usual person collecting your child, please inform both the class teacher and the school office in advance. For safeguarding reasons, we will not release your child to anyone without prior consent.

Where possible, we encourage families to walk or cycle to school to help ease traffic congestion near the school entrance.

If, for any reason, there are any changes to the usual person collecting your child, please let the class teacher and office know in advance. Children's safety is paramount, and we will not therefore release your child to someone we have not been given consent for.

If it is possible, collection by foot or bicycle is encouraged to avoid congestion on the road.

School Equipment

All equipment required for learning is provided for children in Year 2. We ask that children not bring their own stationery or resources, as this can lead to loss or unnecessary upset.

Year 2:

Curriculum



Curriculum in Year 2

Children in Year 2 are cared for and taught the core subjects by their class teachers in their classroom. In addition to their day-to-day lessons, pupils participate in a wide range of enriching activities, including:

- Productions and performances
- Educational trips
- PE lessons and sporting fixtures
- Assemblies.

They also enjoy specialist teaching in:

- Spanish
- Music
- Computing
- PE
- Art
- Drama.

This well-rounded curriculum supports academic growth, creativity, confidence, and a love of learning.

For PE Days:

- **PE Uniform** is to be worn on PE days. Formal uniform is not required.
- **Water Bottle:** Please send in a full water bottle on PE days. This is essential for hydration.
- **Labelling:** Please label all belongings to prevent items from being lost.

Swimming:

Swimming for Year 2 will take place during the Summer Term. More details will follow closer to the time.

Day	Michaelmas Term 1	Michaelmas Term 2	Lent Term 1	Lent Term 2	Summer Term 1	Summer Term 2
Tuesday (Indoor)	Uni Hock	Uni Hock	Basketball	Basketball	Swimming	Swimming
Thursday (Indoor)	Ball Skills	Ball SKills	Football	Football	Atheltics	Atheltics

Year 2: Timetable



Wrap-around care	Cambridge Kids Club - Breakfast Club 07:30 - 08:30 Booking essential (St Paul's School)
School begins	8:30
Registration	8:35
Morning break	11:00-11:20
Lunch break	12:30 - 13:30
Afternoon break	Flexible 10-15 minutes break
End of school day	15:40 (Monday-Thursday) 15:20 (Friday)
Wrap-around care	After-School Club until 18:00 Booking essential directly with Cambridge Kids Club (At SW Prep School)

Year 3



Year 3: Rabbit



Welcome from Miss Marissa Ansell

I am delighted to introduce myself as the Year 3 teacher at Sancton Wood School. Moving into Year 3 is a significant milestone as children make the transition from Key Stage 1 to Key Stage 2, and I am committed to making this an exciting, positive, and successful experience for every child. My aim is to ensure that both children and parents feel supported and confident throughout this important stage of their educational journey, helping pupils embrace new challenges, grow in independence, and develop a lifelong love of learning.

The Year 3 curriculum is packed with engaging and enriching opportunities designed to inspire curiosity and creativity. In English, we explore a wide range of high-quality texts, including captivating stories, thought-provoking poetry, and informative non-fiction. Through these texts, children develop their reading, writing, speaking, and listening skills while building confidence in expressing their ideas.

Our Science curriculum encourages pupils to think like young scientists as they investigate fascinating topics such as rocks, fossils, and soils. Learning is brought to life through hands-on activities and real-world experiences, including a visit to the University of Cambridge's Sedgwick Museum, where children have the opportunity to see remarkable geological specimens and fossils first-hand.

History takes us on an exciting journey through time, from the Palaeolithic Stone Age to the Roman invasion of Britain. Pupils explore how people lived in the past, discover important historical developments, and learn about the lasting impact of these periods on our world today. To enrich our studies, we take advantage of Cambridge's outstanding cultural resources with a visit to the University's Museum of Archaeology and Anthropology, allowing children to engage directly with artefacts and evidence from the periods they are studying.

These are just a few highlights of the varied and stimulating experiences that Year 3 has to offer. Across all subjects, we encourage children to be inquisitive, resilient, and reflective learners, fostering the skills and confidence they need to thrive both academically and personally.

I am very much looking forward to welcoming your child into our Year 3 class and to working in partnership with you throughout the year. Together, we will ensure that your child enjoys a happy, rewarding, and memorable Year 3 experience filled with learning, discovery, and achievement.

Year 3:

The School Day



Arriving for the School Day

The school day begins at 08:30, and the school gate opens at 08:15 each morning. Please enter through the main wooden gate near the staff car park.

If you arrive before 08:30, your child must remain under your supervision on the playground until the class teachers arrive. If your child is booked into wrap-around care during this time, please note this takes place at St Paul's School. Cambridge Kids Club staff will then walk them to the Prep School for the 08.30 start. A member of staff will be on duty at the gate from 8:15 am. Should you need to leave your child before the teaching staff arrive on the playground, please inform the member of staff on duty at the gate so we can ensure supervision.

At 08:30, class teachers will come out to the playground to greet the children and begin the school day.

If you arrive after 08:35, please enter the building via the front office, where your child will be signed in and escorted to their class.

The End of the School Day

The school day finishes at 15:50 from Monday to Thursday and 15:30 on Fridays. Children will be dismissed directly to you by their class teacher in the playground.

If there is a change to the usual person collecting your child, please inform both the class teacher and the school office in advance. For safeguarding reasons, we will not release your child to anyone without prior consent.

We encourage travel on foot or by bicycle, where possible, to reduce congestion on surrounding roads and to promote sustainable travel habits.

Equipment

Students in Year 3 should bring a fully equipped pencil case, containing the following items: pencil, 30cm ruler, eraser, white glue stick (not coloured), colouring pencils, scissors and a pencil sharpener.

It is not necessary for students to bring their own computer unless this has been agreed in advance with the SENCo as part of individual access arrangements.

Year 3:

Curriculum



Curriculum

In Year 3, pupils are taught the core subjects by their class teacher within their classroom environment. They also benefit from specialist teaching in the following subjects:

- Music
- PE
- Drama
- Spanish.

In addition, Year 3 children participate in:

- School productions
- Educational trips
- Sporting fixtures
- Assemblies.

This rich and balanced curriculum encourages pupils to build their independence, curiosity, and confidence as they move toward the senior phase of their education.

For PE Days:

- **PE uniform** is to be worn on PE days. Formal uniform is not required.
- **Water Bottle:** Please send in a full water bottle on PE days. This is essential for hydration.
- **Labelling:** Please label all belongings to prevent items from being lost.

Swimming:

Swimming for Year 3 will take place on a Friday afternoon during the Michaelmas Term.

Day	Michaelmas Term 1	Michaelmas Term 2	Lent Term 1	Lent Term 2	Summer Term 1	Summer Term 2
Wednesday (Indoor)	Hockey	Hockey	Basketball and Netball	Basketball and Netball	Cricket	Cricket
Friday	Swimming	Swimming	Football	Football	Atheltics	Atheltics

Year 3: Timetable



Wrap-around care	Cambridge Kids Club - Breakfast Club 07:30 - 08:30 Booking essential (St Paul's School)
School begins	8:30
Registration	8:35
Morning break	10:40-10:55
Lunch break	13:00-14:00
Afternoon break	N/A
End of school day	15:50 (Monday-Thursday) 15:30 (Friday)
Wrap-around care	After-School Club until 18:00 Booking essential directly with Cambridge Kids Club (At SW Prep School)

Year 4



Year 4: Badger



Welcome from Mrs Louise Wells & Mrs Lucy Woodcock

We're pleased to introduce ourselves as the teaching team for Year 4 at Sancton Wood School. Mrs Wells teaches the class on Monday, Wednesday, Thursday and Friday, while Mrs Woodcock teaches every Tuesday. With our shared experience in lower Key Stage 2, we are committed to guiding your child through this important stage of their learning journey.

Year 4 is a time of growing independence, curiosity, and creativity. As children begin to take more responsibility for their learning, we aim to nurture their confidence and encourage thoughtful exploration across the curriculum.

Our topics this year are engaging and varied. In Science, we investigate food chains, sound, and electricity. In Humanities, we explore the Ancient Egyptians and Anglo-Saxons, helping students connect with the past through stories, artefacts, and hands-on learning. To enrich these topics, we visit local museums in Cambridge, giving pupils a chance to deepen their understanding beyond the classroom.

In English and Maths, we focus on core skills such as spelling, punctuation, sentence structure, and times tables. A key aim of Year 4 is to help pupils grow in independence, thinking about how they learn, how to organise their ideas, and how to approach challenges with resilience and creativity.

We are committed to making this a rich, supportive, and enjoyable experience for your child. We look forward to working together to help them thrive both academically and personally.

Year 4:

The School Day



Arriving for the School Day

The school day begins at 08:30, and the school gate opens at 08:15 each morning. Please enter through the main wooden gate near the staff car park.

If you arrive before 08:30, your child must remain under your supervision on the playground until the class teachers arrive. If your child is booked into wrap-around care during this time, please note this takes place at St Paul's School. Cambridge Kids Club staff will then walk them to the Prep School for the 08.30 start. A member of staff will be on duty at the gate from 8:15 am. Should you need to leave your child before the teaching staff arrive on the playground, please inform the member of staff on duty at the gate so we can ensure supervision.

At 08:30, class teachers will come out to the playground to greet the children and begin the school day.

If you arrive after 08:35, please enter the building via the front office, where your child will be signed in and escorted to their class.

The End of the School Day

The school day finishes at 15:50 from Monday to Thursday and 15:30 on Fridays. Children will be dismissed directly to you by their class teacher in the playground.

If there is a change to the usual person collecting your child, please inform both the class teacher and the school office in advance. For safeguarding reasons, we will not release your child to anyone without prior consent.

We encourage travel on foot or by bicycle, where possible, to reduce congestion on surrounding roads and to promote sustainable travel habits.

Equipment

Students in Year 4 should bring a fully equipped pencil case, containing the following items: A pencil, a 30cm ruler, an eraser, a white glue stick (not a coloured one), colouring pencils, felt-tip pens, scissors, a pencil sharpener, a blue handwriting pen (roller ball or ink).

It is not necessary for students to bring their own computers unless this has been agreed in advance with the SENCo as part of individual access arrangements.

Year 4:

Curriculum



Curriculum

In Year 4, pupils are taught the core subjects by their class teacher within their classroom environment. They also benefit from specialist teaching in the following subjects:

- Music
- PE
- Drama
- Spanish
- ICT.

In addition, Year 4 children participate in:

- School productions
- Educational trips
- Sporting fixtures
- Assemblies.

This rich and balanced curriculum encourages pupils to build their independence, curiosity, and confidence as they move toward the senior phase of their education.

For PE Days:

- **PE Uniform** is to be worn on PE days. Formal uniform is not required.
- **Water Bottle:** Please send in a full water bottle on PE days. This is essential for hydration.
- **Labelling:** Please label all belongings to prevent items from being lost.

Swimming:

Swimming for Year 4 will take place on a Friday afternoon during the Michaelmas Term.

Day	Michaelmas Term 1	Michaelmas Term 2	Lent Term 1	Lent Term 2	Summer Term 1	Summer Term 2
Wednesday (Indoor)	Hockey	Hockey	Basketball and Netball	Basketball and Netball	Cricket	Cricket
Friday	Swimming	Swimming	Football	Football	Atheltics	Atheltics

Year 4:

Timetable



Wrap-around care	Cambridge Kids Club - Breakfast Club 07:30 - 08:30 Booking essential (St Paul's School)
School begins	8:30
Registration	8:35
Morning break	10:40-10:55
Lunch break	13:00-14:00
Afternoon break	N/A
End of school day	15:50 (Monday-Thursday) 15:30 (Friday)
Wrap-around care	After-School Club until 18:00 Booking essential directly with Cambridge Kids Club (At SW Prep School)

Year 5



Year 5: Deer



Welcome from Mr Simon Wilson & Mrs Woodcock

A very warm welcome to Year 5 from Mr Wilson and Mrs Woodcock.

Mr Wilson will be teaching the class on Mondays, Tuesdays, Thursdays and Fridays, as well as for part of Wednesday, while Mrs Woodcock will lead the class for the majority of Wednesdays. Together, we are looking forward to guiding the children through what promises to be an exciting, challenging and rewarding year.

Year 5 is a vibrant and engaging stage of a child's educational journey. Throughout the year, pupils will explore a range of fascinating topics designed to spark curiosity and deepen their understanding of the world. In History, children will delve into the achievements and influence of Ancient Greece before travelling forward in time to investigate the dramatic events and personalities of the Tudor period. These topics provide excellent opportunities for creative learning, critical thinking and lively class discussion.

Across the curriculum, children will benefit from practical, hands-on science lessons that encourage investigation and discovery, alongside modern Computing lessons that develop important digital skills and confidence with technology. We aim to provide a rich and varied learning experience that enables every child to develop academically while also nurturing their creativity, resilience and independence.

As the children move through Year 5, expectations naturally increase. We encourage pupils to take greater ownership of their learning, develop strong organisational habits and become increasingly independent thinkers. However, while expectations are high, we are committed to ensuring that learning remains enjoyable, engaging and full of opportunities for discovery. We want every child to experience the excitement of mastering new skills, exploring new ideas and achieving personal success.

Every two years, the school organises a residential visit to Grafham Water. Although this year's Year 5 cohort will not attend until they are in Year 6, they can look forward to taking part in the residential in 2028. In addition, we enrich classroom learning through a variety of educational visits and experiences. Planned activities include visits to museums in Cambridge and an immersive Tudor-themed day at Kentwell Hall in Suffolk, where children can experience history brought vividly to life.

We are excited about the year ahead and the many opportunities it will bring. We look forward to working closely with both pupils and parents to ensure that Year 5 is a productive, enjoyable and enriching experience for everyone.

Year 5:

The School Day



Arriving for the School Day

The school day begins at 08:30, and the school gate opens at 08:15 each morning. Please enter through the main wooden gate near the staff car park.

If you arrive before 08:30, your child must remain under your supervision on the playground until the class teachers arrive. If your child is booked into wrap-around care during this time, please note this takes place at St Paul's School. Cambridge Kids Club staff will then walk them to the Prep School for the 08.30 start. A member of staff will be on duty at the gate from 8:15 am. Should you need to leave your child before the teaching staff arrive on the playground, please inform the member of staff on duty at the gate so we can ensure supervision.

At 08:30, class teachers will come out to the playground to greet the children and begin the school day.

If you arrive after 08:35, please enter the building via the front office, where your child will be signed in and escorted to their class.

The End of the School Day

The school day finishes at 15:50 from Monday to Thursday and 15:30 on Fridays. Children will be dismissed directly to you by their class teacher in the playground.

If there is a change to the usual person collecting your child, please inform both the class teacher and the school office in advance. For safeguarding reasons, we will not release your child to anyone without prior consent.

We encourage travel on foot or by bicycle, where possible, to reduce congestion on surrounding roads and promote sustainable travel habits.

Equipment

Students in Year 5 should bring a fully equipped pencil case, containing the following items: a pencil, 30cm ruler, eraser, white glue stick, colouring pencils, felt-tip pens, scissors, pencil sharpener, and blue handwriting pen (rollerball or ink).

It is not necessary for students to bring their own computer unless this has been agreed in advance with the SENCo as part of individual access arrangements.

Year 5: Curriculum



Curriculum

In Year 5, pupils are taught the core subjects by their class teacher within their classroom environment. They also benefit from specialist teaching in the following subjects:

- Music
- PE
- Drama
- Languages - Spanish and French.

In addition, Year 5 children participate in:

- School productions
- Educational trips
- Sporting fixtures
- Assemblies.

This rich and balanced curriculum encourages pupils to build their independence, curiosity, and confidence as they move toward the senior phase of their education.

For PE Days:

- **PE Uniform** is to be worn. Formal uniform is not required on PE days.
- **Water Bottle:** Essential for hydration.
- **Labelling:** Label all belongings to prevent items from being lost.

Swimming:

Swimming for Year 5 will take place on a Friday afternoon during the Lent Term.

Day	Michaelmas Term 1	Michaelmas Term 2	Lent Term 1	Lent Term 2	Summer Term 1	Summer Term 2
Wednesday (Indoor)	Hockey	Hockey	Basketball and Netball	Basketball and Netball	Cricket	Cricket
Friday	Football	Football	Swimming	Swimming	Atheltics	Atheltics

Year 5: Timetable



Wrap-around care	Cambridge Kids Club - Breakfast Club 07:30 - 08:30 Booking essential (St Paul's School)
School begins	8:30
Registration	8:35
Morning break	10:40-10:55
Lunch break	13:00-14:00
Afternoon break	N/A
End of school day	15:50 (Monday-Thursday) 15:30 (Friday)
Wrap-around care	After-School Club until 18:00 Booking essential directly with Cambridge Kids Club (At SW Prep School)

Year 6



Year 6: Magpie



Welcome from Miss Chloe O'Donnell

I am delighted to welcome you and your child to Year 6 at Sancton Wood School. As the final year of the Prep School, Year 6 is a particularly significant and memorable stage in your child's education. It is a year filled with academic challenge, personal growth and exciting opportunities as the children prepare for their transition to Year 7.

Year 6 offers a range of leadership roles. Children can apply to be House Captains, Librarians and Playground Monitors, giving them opportunities to contribute to the school community and develop a sense of responsibility. We will also introduce the Merit System. Merits are awarded for outstanding work, effort and conduct, and the children work towards badges and awards as they collect them.

Throughout the year, we will go out of school on several visits. A trip to Cambridge Central Mosque reinforces our learning about Islam. We will visit the Museum of Archaeology and Anthropology to explore ancient Maya culture. A trip to Bletchley Park will support our learning about World War II.

We get ready for the move to the Senior School with several visits, both social and academic. Year 6 children will experience lessons in a range of subjects with Senior School teachers, eat lunch in the Senior dining hall and be invited to afternoon tea with the Head of Senior School and the Prefect team. There will be other activities arranged for them throughout the year, all designed to ensure your child enters our Senior School feeling secure and confident.

I am looking forward to a positive and productive year. My aim is to support your child so they finish their time in the Prep School feeling proud of what they have achieved and ready for the next stage of their education.

Year 6:

The School Day



Arriving for the School Day

The school day begins at 08:30, and the school gate opens at 08:15 each morning. Please enter through the main wooden gate near the staff car park.

If you arrive before 08:30, your child must remain under your supervision on the playground until the class teachers arrive. If your child is booked into wrap-around care during this time, please note this takes place at St Paul's School. Cambridge Kids Club staff will then walk them to the Prep School for the 08.30 start. A member of staff will be on duty at the gate from 8:15 am. Should you need to leave your child before the teaching staff arrive on the playground, please inform the member of staff on duty at the gate so we can ensure supervision.

Class teachers will meet children in the playground at 08:30, ready to begin the school day.

If you arrive after 08:35, please enter the building via the front office, where your child will be signed in and escorted to their class.

The End of the School Day

The school day ends at 15:50 Monday–Thursday and 15:30 on Fridays. Please collect your child from the playground, where they will be dismissed directly into your care by their class teacher.

If someone other than the usual adult is collecting your child, please notify both the class teacher and the office in advance. For safeguarding reasons, we cannot release children to anyone without prior written consent.

If your child is permitted to leave independently, please inform the school in writing. Whenever possible, we encourage travel by foot, bicycle, or public transport to reduce road congestion and promote an understanding of sustainable living.

Equipment

Students in Year 6 should bring a fully equipped pencil case, containing the following items: a pencil, 30cm ruler, eraser, white glue stick, colouring pencils, felt-tip pens, scissors, pencil sharpener, blue handwriting pen (rollerball or ink).

Children should not bring personal laptops or tablets unless this has been agreed in advance with the SENCo as part of individual access arrangements.

Year 6:

Curriculum



Curriculum

In Year 6, children are taught the core subjects by their class teacher within their own classroom. They also benefit from specialist teaching in:

- Computing
- Music
- Science
- PE
- Drama
- Languages – Spanish and French.

Year 6 also participates in:

- School productions
- Educational trips
- Sporting fixtures
- Leadership roles across the Prep School.

This broad and balanced curriculum helps prepare pupils for the transition to Senior School while offering rich opportunities to grow both academically and personally.

For PE Days:

- **PE Uniform** is to be worn on PE days. Formal uniform is not required.
- **Water Bottle:** Please send in a full water bottle on PE days. This is essential for hydration.
- **Labelling:** Please label all belongings to prevent items from being lost.

Swimming:

Swimming for Year 6 will take place on a Friday afternoon during the Lent Term.

Day	Michaelmas Term 1	Michaelmas Term 2	Lent Term 1	Lent Term 2	Summer Term 1	Summer Term 2
Wednesday (Indoor)	Hockey	Hockey	Basketball and Netball	Basketball and Netball	Cricket	Cricket
Friday	Football	Football	Swimming	Swimming	Athletics	Athletics

Year 6: Timetable



Wrap-around care	Cambridge Kids Club - Breakfast Club 07:30 - 08:30 Booking essential (St Paul's School)
School begins	8:30
Registration	8:35
Morning break	10:40-10:55
Lunch break	13:00-14:00
Afternoon break	N/A
End of school day	15:50 (Monday-Thursday) 15:30 (Friday)
Wrap-around care	After-School Club until 18:00 Booking essential directly with Cambridge Kids Club (At SW Prep School)

Useful Information





Students are expected to present themselves neatly, smartly, and in full school uniform at all times.

Hairstyles should be sensible and of a natural colour, appropriate for a school environment. Extreme styles are not permitted. In the Prep School, shoulder-length or longer hair must be tied back using small accessories in school colours. Hair should not obstruct a student's vision or interfere with their ability to study, play, or participate in sports.

Make-up and nail varnish are not allowed in school. The only permitted jewellery is a pair of small stud earrings (silver or gold in colour), which must be removed for PE and games lessons for safety reasons. Wristwatches may be worn; however, smartwatches are not permitted.

Glasses required only part-time should be kept in a clearly labelled case that can remain at school.

Uniform List

A full uniform list is available on our website - sanctonwood.co.uk/school-life/uniform/

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

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

Uniform:

Reception - Year 2



RECEPTION - YEAR 2

STEVENSONS

Jacket - Navy

White shirt worn with house tie

Trousers - Charcoal

V- Neck jumper - Teal

Navy jacket. White shirt and house tie. Teal V- neck jumper worn with charcoal trousers.

RECEPTION - YEAR 2

STEVENSONS

Ruby fitted jacket - Navy

White blouse worn with house tie

Tartan Tunic - Earl of St Andrews BA482T

Trousers - Grey (Optional)

V- Neck jumper - Teal

Navy fitted jacket worn with white blouse and house tie. Teal V- neck jumper. Tartan tunic and navy tights.

Uniform:

Year 3 - Year 6



PREP YEAR 3 - 6

Jacket - Navy

White shirt worn with house tie

STEVENSONS

V- Neck jumper - Teal

Trousers - Charcoal

Navy jacket. White shirt and house tie. Teal V- neck jumper worn with charcoal trousers.

PREP YEAR 3 - 6

Ruby fitted jacket - Navy

White blouse worn with house tie

STEVENSONS

Mock kilt- Earl of St Andrews BA482T

Trousers - Grey (Optional)

V- Neck jumper - Teal

Navy fitted jacket worn with white blouse and house tie. Teal V-neck jumper. Tartan mock kilt and navy tights.

PE Equipment



Uni Hock Equipment List

Item	Required/Optional	Notes
Gum Shield	Optional	Recommended for player safety during hockey activities.
Shin Pads	Required	Must be worn for safety.
Trainers	Required	Clean, non-marking indoor trainers.
PE Kit	Required	Comfortable clothing suitable for physical activity.
Water bottle	Required	Clearly labelled with Pupil's name.

Hockey Equipment List

Item	Required/Optional	Notes
Gum Shield	Required	Must be worn during hockey activities for player safety.
Shin Pads	Required	Must be worn for safety.
Trainers	Required	Clean, non-marking indoor trainers.
PE Kit	Required	Comfortable clothing suitable for physical activity.
Water bottle	Required	Clearly labelled with Pupil's name.

Football Equipment List

Item	Required/Optional	Notes
Football Trainers	Required	Suitable footwear for the playing surface.
Shin Pads	Required	Must be worn for safety.
Long Socks	Required	Recommended for covering shin pads.
PE Kit	Required	Comfortable clothing suitable for physical activity.
Water bottle	Required	Clearly labelled with Pupil's name.

Cricket Equipment List

Item	Required/Optional	Notes
PE Kit	Required	Comfortable clothing suitable for physical activity.
Trainers	Required	Suitable sports footwear for running and movement.
Sun Hat	Recommended	Provides protection during sunny weather.
Sunscreen	Recommended	Applied before session where appropriate
Water bottle	Required	Clearly labelled with Pupil's name.

PE Equipment



Athletics Equipment List

Item	Required/Optional	Notes
Trainers	Required	Suitable sports footwear for running and movement.
PE Kit	Required	Comfortable clothing suitable for physical activity.
Sun Hat	Recommended	Provides protection during sunny weather.
Sunscreen	Recommended	Applied before the session where appropriate.
Water bottle	Required	Clearly labelled with Pupil's name.

Basketball Equipment List

Item	Required/Optional	Notes
Trainers	Required	Clean sports trainers suitable for indoor or outdoor use.
PE Kit	Required	Comfortable clothing suitable for physical activity.
Water bottle	Required	Clearly labelled with Pupil's name.

Netball Equipment List

Item	Required/Optional	Notes
Trainers	Required	Clean sports trainers suitable for indoor or outdoor use.
PE Kit	Required	Comfortable clothing suitable for physical activity.
Water bottle	Required	Clearly labelled with Pupil's name.

Swimming Equipment List

Item	Required/Optional	Notes
Swimming Costume/Trunks	Required	Appropriate swimwear for pool use.
Towel	Required	For drying off after session.
Swim Hat	Required	Required in accordance with pool regulations.
Goggles	Recommended	May be worn if preferred.
Poolside Footwear	Recommended	Flip-flops or sandals for use around the pool.
Water bottle	Required	Clearly labelled with Pupil's name.

Reporting to Parents



Reception

Parents are invited to attend two consultation meetings during the academic year, in October and March, to discuss their child's academic and social development. A written report is provided at the end of the Summer Term, summarising progress throughout the year.

In the Early Years Foundation Stage (EYFS), children's developmental milestones and learning achievements are regularly shared via Tapestry, our home-school communication platform.

We welcome open and ongoing communication. If you would like a longer discussion with your child's teacher, please don't hesitate to contact us to arrange an appointment.

Year 1-Year 6

Parents are invited to attend two consultation meetings, held in October and March. Progress report cards are issued at the end of the Michaelmas and Lent terms. A comprehensive end-of-year report is sent home during the final week of the academic year.



Homework



We recognise that many of our pupils have full days, so homework is kept manageable.

All pupils are expected to:

- Read at home for 20–30 minutes daily.
- Practise and revise times tables for 10–15 minutes daily in Year 2-Year 6.
- Complete Maths homework Practice book in Year 1-Year 6.
- Learn Weekly spellings in Year 2-Year 6.

In addition:

- Occasionally, additional tasks such as science investigations or research projects may be set to complement in-class learning.
- Children will complete their Dukes Young Leaders booklet throughout the year.



Extracurricular Activities



Trips and Visits

Educational trips are a regular and enriching part of school life. We take full advantage of the opportunities available to us in and around Cambridge.

All planned trips for the year will be included in the school calendar. Parents will be notified via email or the Parent Portal if their child is involved. Additional opportunities may arise during the year, and parents will be informed accordingly.

Consent is required for residential trips and those that take place outside the normal school day. These are communicated through Evolve, our school trip platform.

Any associated costs will be invoiced via Evolve and must be paid in advance of participation.

Residential trips are optional. Pupils not attending will take part in an alternative programme, usually joining another class for the duration.

Peripatetic Music Lessons

We offer instrumental tuition in:

- Drums
- Flute
- Guitar
- Piano
- Violin
- Voice

Parents liaise directly with the peripatetic music teachers regarding lesson arrangements. Invoices are issued by the teacher on a termly basis. We encourage all pupils to take advantage of the opportunity to learn an instrument. It will be the parents' responsibility to communicate with the music teacher if your child is absent due to illness or on a school trip.



Websites & Apps for Parents



My School Portal

<https://sancton-wood-school.stryver.net/login>

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

Once you log into My School Portal, your dashboard will also include direct links to the following websites and services.

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.

Websites & Apps for Students



Word shark (for named pupils only)

<https://onwordshark.com/sanctonwood/login>

WordShark is an adaptable online games-based program used to support and improve spelling and reading by overlearning phonics and spelling patterns. The programme is aimed at students aged 5-15 years old and recommended use is three times a week for 10-15 minutes.

Typing Club (for named pupils only)

www.sanctonwoodschool.typingclub.com

An online touch typing teaching tool to improve students' typing skills through lessons and retelling stories.

Accelerated Reader

[Renaissance Learning Login](#)

Accelerated Reader aims to develop reading comprehension, as well as to motivate children to read more. After reading a book, they can log on to their account and take a quiz on the book they've just finished. Most books in the school library have quizzes. Children should be reading for 20-30 minutes each day, with the aim of completing a book per week, or per fortnight.



Clubs & Wrap-around Care



After-school clubs

We offer after-school clubs Monday – Thursday until 5 pm, run by school staff and/or external providers. These clubs are available for R – Year 6 children. All clubs are run on a first-come, first-served basis and details of clubs and how to sign up will be sent to you during the first term.

Wrap-around Care

We have partnered with an established and highly respected wrap-around care provider, Cambridge Kids Club (www.cambridgekidsclub.com), who currently operates successfully at St Paul's CE Primary School and St Alban's Catholic School in Cambridge and various other local settings.

Breakfast

The Breakfast Club provision will be at St Paul's School. Sancton Wood Children should be dropped off at St Paul's School (on Coronation Street) and will be walked to Sancton Wood ready for the start of the day by Cambridge Kids Club.

After-School

The after-school provision will continue to take place at Sancton Wood School, and children will be picked up as usual from our basement door. We would like to inform you that we will also be hosting pupils from St Alban's Catholic School at this club.

Please book directly with Cambridge Kids Club.

<https://ckc.kidsclubhq.co.uk/>

A step-by-step guide on how to make a booking can be found here

<https://ckc.kidsclubhq.co.uk/rdr?u=contract-guide>.

Delayed Collection Arrangements

Please make the Prep School Office aware of any changes to your collection arrangements. We will look after your child in the school office until you arrive.

Changes to Collection Arrangements

If someone different is collecting your child, please notify both the class teacher and the office in advance. For safeguarding reasons, we cannot release children to anyone for whom we have not received prior consent.

Getting to & from School



Cycling

Cycling is not permitted within school grounds for safety reasons. Bicycles should be parked in the designated racks and securely locked. We strongly recommend that all cyclists wear helmets and high-visibility clothing. All Year 6 pupils participate in a Safer Cycling programme.

Bus/Park and Ride

Older children may travel to school by bus. The nearest stop to the Prep School is by the Raspberry Pi building on Hills Road. Buses serving this stop include the 1, 3, 7, 13, 13A, and 13X.

Car

On-street parking is available outside the Prep School on St Paul's Road and nearby on Gresham Road. Parking is free before 9:00 am and pay-and-display from 9:00 am–5:00 pm. Please avoid designated residents' bays to prevent fines, and please always be mindful of our neighbours.



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 lunch is included in your school fee. Catering is provided by Holroyd Howe.

Please let the office and class 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

In Prep, children must bring water to drink in their own bottles. Bottles should contain only water. Milk will be offered to children aged 5 and under. This will be provided by the school, free of charge. Fruit and biscuits are provided as a snack.

Please note that Sancton Wood is a nut-free school.



Lost Property & Mobile Phones



Lost Property

All personal items must be clearly named. If your child loses something, please contact the school office and class teacher. Named items will be returned via the class teacher. Unclaimed items 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 children's safety and well-being. To safeguard pupils and protect their privacy, mobile phones are not generally permitted.

We recognise, however, that some children may feel the need for mobile phones when travelling unaccompanied to and from school. With this in mind, children in Year 5 and 6 are allowed to have a phone in school for travelling purposes.

Mobile phones must be switched off on arrival and should remain so throughout the day.

Year 5 and 6 pupils will hand in their switched-off phone at the start of the day and it will be returned at the end of the day.

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



Reception - Year 2

Pupils in Reception to Year 2 are rewarded through our house point system. Effort, achievement and positive behaviour are recognised throughout the day. Points contribute to each child's house total and are celebrated in weekly assemblies.

Children who show exceptional effort or kindness may be nominated for the Golden Book of Greatness, a special recognition shared during assembly, along with a golden sticker.

Year 3 - Year 5

Pupils earn Green Cards for effort, progress and behaviour. Cards are collected and celebrated weekly in our assembly, where certificates and Star of the Week awards are presented.

Year 6

Pupils receive Merits for outstanding work, effort and conduct. These are tracked towards the following awards:

- Bronze, Silver, Gold, Diamond and Platinum badges.
- Pupils who exceed the Platinum threshold receive a gift voucher in recognition.

House Points are awarded across all year groups and contribute to a weekly house total, announced in our Friday Celebration Assembly.

Prep School

We use positive reinforcement to guide behaviour, especially in the younger years. When reminders are needed:

- Reception – Year 2: We may invite a child for a 'Time-In' with an adult (3–5 minutes) to reflect on their choices.
- Year 3 – Year 6: A yellow card (warning) may be issued, followed by a red card (lunchtime detention) if behaviour continues.
- In some instances, parents may be invited in for a meeting to discuss a shared approach to supporting their child's behaviour.



Policies

Our school policies guide everyday practice and ensure a safe, inclusive, and supportive environment. The following statutory policies are available on our website:

- Safeguarding and Child Protection
- Promoting Good Behaviour
- Anti-Bullying
- Equal Opportunities
- Learning Support
- Attendance
- Accessibility
- Admissions
- Parental Concerns (Complaints Procedure)

Equal Opportunities

Sancton Wood is committed to equality and inclusivity. No member of our community will be discriminated against based on gender, race, religion, sexual orientation, disability, or background.

Curriculum Policy

(Our curriculum is designed to foster self-esteem, curiosity and a love of learning. It is broad, balanced and enriched with sport, creative arts, and extra-curricular activities.

The Early Years Foundation Stage and the National Curriculum form the core of our programme.

Teachers work hard to personalise learning, ensuring all pupils feel challenged and supported.

All of our policies can be viewed on our website:
www.sanctonwood.co.uk/school-policies



Safeguarding and Child Protection

All staff are trained in safeguarding procedures and we refresh this training annually. If there are concerns about a child's welfare, staff are legally obliged to act and may involve the Designated Safeguarding Lead (DSL). We prioritise the safety and best interests of every child.

Parents are asked to inform the school promptly of:

- Accidental injuries
- Significant life events (e.g. bereavement, family changes)
- Anything that may affect their child's well-being

Safeguarding and Child Protection Statement

Sancton Wood School is committed to safeguarding and promoting the welfare of all children and young people. We aim to provide a safe and welcoming environment where pupils are respected and valued. The school is alert to signs of abuse and neglect and follows the procedures set out by the Cambridgeshire and Peterborough Safeguarding Children Partnership Board.

We ensure that all staff receive regular safeguarding training and understand their responsibilities under current legislation, including Keeping Children Safe in Education. Our Designated Safeguarding Lead (DSL) and Deputy DSLs are trained to respond to concerns and work closely with external agencies to ensure children receive appropriate support and protection.

Information about safeguarding concerns may be shared with relevant services when necessary and proportionate, in line with the Data Protection Act 2018. Parents and carers are informed of our safeguarding responsibilities and procedures, and we strive to maintain open and transparent communication.

Safeguarding is everyone's responsibility, and we expect all staff, volunteers, and visitors to uphold our commitment to keeping children safe.

Security

To maintain a secure environment:

- All visitors during the school day (08:30–16:00) must report to the school office.
- Visitors will be signed in and issued a visitor badge.

Medical Welfare



First Aid

Most of our staff hold a Level 2 Paediatric First Aid qualification. If your child is unwell or sustains an injury requiring more than basic first aid, we will contact you as soon as possible.

Please ensure we always have up-to-date daytime contact numbers.

Please inform the school of:

- Any medical conditions or hospital admissions since joining.
- Any updates to asthma or allergy treatment plans.

If your child needs prescribed medication during the school day:

- Hand it in to the school office or class teacher.
- Complete a *Permission to Administer Medication* form.
- Medicines will be stored securely and administered as required.

If you have given your child medicine (e.g. Calpol) before school, please inform both the class teacher and the office.

When to Keep Your Child Home

Please consider the following:

- Is your child well enough to participate in school activities?
- Could they pass an illness on to others?





Common Illnesses

- **Vomiting or diarrhoea:** Keep your child at home for 48 hours after the last symptom (Public Health England guidance).
- **Fever:** Children with a temperature over 37.8°C should not attend school.
- **Notifiable Illnesses:** Please inform the school immediately if your child is diagnosed with Chickenpox, Diphtheria, German Measles (Rubella), Measles, Mumps, Scarlet Fever, or Whooping Cough.

Asthma & Allergies

- Inhalers are stored in a designated, easily accessible place in your child's classroom.
- For severe allergies, we require two labelled Adrenaline Injectors (one kept with the child, one for off-site use).
- Parents are responsible for ensuring all medical supplies remain in date.
- Please complete an allergy form if your child has a diagnosed allergy. This helps us ensure safe meal planning and emergency procedures.

Health & Safety on Trips

All off-site trips and sporting events are risk-assessed in advance to ensure the highest standards of safety.

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 it to the school to inform the caterers. Adrenaline Injector kits for your child are stored in labelled first aid containers/bags in the child's classroom.

We ask all parents of children who require an Adrenaline Injector to provide the school with two labelled Adrenaline Injectors, so that one always remains with the child in their classroom, 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.

Learning Support & Pastoral Care



Learning Support/ SEND/ EAL

We aim to identify and support individual needs as early as possible.

Support may include:

- Small group sessions in English and Maths.
- 1:1 support from a specialist teacher for SpLD (Specific Learning Difficulties) or EAL (English as an Additional Language), available at additional cost.
- Ongoing communication and planning with parents.

Ms Paula Collier coordinates our SEND provision, and Mrs Liz Harrison coordinates our EAL provision. Parents will be contacted directly if additional support is recommended. Termly reviews ensure interventions are effective and tailored to evolving needs.

Pastoral Care

We place great emphasis on the personal development and well-being of each child.

- Form/Class Teachers are the first point of contact for any concerns.
- Hannah Settle, Assistant Principal, oversees the school's pastoral provision.
- The Head of School is also available to support with wider concerns.

All children participate in PSHCE (Personal, Social, Health and Citizenship Education) lessons to support emotional literacy, self-awareness, and healthy relationships.

Emotional Literacy Support (ELSA)

Our school is proud to offer support from a trained Emotional Literacy Support Assistant (ELSA). ELSAs work with children to develop emotional understanding and resilience. They help pupils manage their feelings, build self-esteem, develop positive friendships, and cope with challenges such as change or loss.

ELSA sessions involve carefully planned, engaging activities in a safe and supportive environment. These sessions are usually delivered over a period of 6 or 12 weeks, depending on the needs of the child.

If you would like further information or would like to discuss whether ELSA support may benefit your child, please feel free to contact your child's class teacher or Jane Wilson directly at jane.wilson@sanctonwood.co.uk.

Fidgets

Although they can help support focus, they can also distract from learning and sometimes cause upset if lost or broken. At Sancton Wood, we support the use of small, quiet fidgets to help pupils with focus and regulation. These are tools, not toys. An example is a worry stone. If you feel your child would benefit, please speak to their class teacher or the SEND Lead. Where appropriate, parents will be asked to provide a quiet, school-approved fidget from home. Thank you for your support.

Additional Information



Parental Involvement

We value the strong partnership between school and home. Parent involvement at Sancton Wood is vibrant and community-focused.

Parent Representatives Group

Each year group has a Parent Rep who works as a liaison between families and the Senior Leadership Team (SLT). The group meets half-termly with the SLT to raise general concerns, share feedback and contribute to school development.

Sancton Wood Parents' Association (SWPA)

The SWPA organises a wide range of fundraising and community events to enhance school life. New members are always welcome!

To get involved, please contact:

School Office: office.prep@sanctonwood.co.uk

SWPA: swpa@sanctonwood.co.uk

Charity Work

Throughout the year, the school supports both local and international charities through fundraising initiatives and non-uniform days. These experiences help foster empathy and social responsibility in our pupils.





Sancton Wood Prep School



We look forward to
welcoming you in September!