

CRANBORNE MIDDLE  
SCHOOL

PARENT WELCOME  
PACK



*"Cranborne Means Success"*

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## Cranborne Middle School Policies

School Safeguarding Policy  
Special Educational Needs Policy  
Disability Awareness Scheme  
and  
Accessibility Plan

Are available on the school website

Additional policies may be obtained, by request,  
from the School Office

## **Attendance and Absence**

Regular attendance is vital for good progress at school and pupils should only be absent when it's absolutely necessary. If your child is unwell and unable to come to school, please contact us before 8.30am on each day of absence by means of an e-mail to [office@cranbornemid.dorset.sch.uk](mailto:office@cranbornemid.dorset.sch.uk) or telephone call to the school office 01725 517348 (option 1) leaving a detailed message on the absence line. Absences can also be reported via ParentMail. A member of staff will investigate any unexplained absences at the start of each school day. If an absence is left unexplained, your child's tutor or head of year will contact you and should the absence remain unexplained, we shall ask the Attendance Support Officer to make further enquiries.

Whenever possible, medical or other appointments should be made outside school hours; however, if your child does have an appointment during school time, please notify the office prior to the appointment date. You will be required to sign your child out at the office before leaving. Upon returning, you must report to the school office for your child to be signed back in.

All absences are recorded and are shown in the pupil's annual progress checks.

Schools are required to distinguish between authorised and unauthorised absences. Authorised absences include those for sickness, medical treatment and educational visits. Other absences such as annual family holidays taken during term time are strongly discouraged due to their impact on your child's progress and achievements. Following Government legislation, schools are no longer allowed to authorise family holidays during term time unless it is due to exceptional circumstances. All parents and carers with parental responsibility will be issued with a penalty notice should a holiday absence result in 10 or more sessions (5 days) absence from school.

Your child's education is of paramount importance to us and requires full attendance.

## **Contacting School**

All pastoral matters are dealt with by the tutor in the first instance and passed on to the Pastoral Officer or Phase Leader depending on the severity of the matter.

Should you wish to make contact with a member of staff, you are advised to do so either by emailing the teacher or form tutor directly or alternatively by emailing [office@cranbornemid.dorset.sch.uk](mailto:office@cranbornemid.dorset.sch.uk) Your email will then be forwarded to the appropriate member of staff.

Should you wish to speak to a teacher please telephone the school reception in the first instance and a message will be passed on for them to contact you. Please note that due to their teaching timetables, it is not always possible for staff to return your call immediately.

## **School Website:**

**[www.cranbornemid.dorset.sch.uk](http://www.cranbornemid.dorset.sch.uk)**

Information, events and news are loaded onto our website on a regular basis should you miss any information sent home. The school is also on a number of social media platforms:

Instagram: [@cranbornemiddleschool](https://www.instagram.com/cranbornemiddleschool)

X (formerly Twitter): [@CranborneMiddle](https://twitter.com/CranborneMiddle)

Facebook: Cranborne Middle School

YouTube: Cranborne Middle School

## **Friday Round Up**

Each Friday, we will send you a round up of important information and reminders of forthcoming events. This will be sent to you via ParentMail so it is important to look out for this to avoid missing notifications.

## **ParentMail**

Communicating with parents is an important part of what we do, making sure that you get the correct information about activities, events and things that really matter.

Traditionally, we have used printed letters but delivery of these can be unreliable; they are also expensive, take time to produce and are not very environmentally friendly.

ParentMail uses email and text messages to send communications. Messages will get to you reliably and on time. Emergency or important information can also be sent by text message.

School trips, residentials, music lessons, etc, can also be paid for via ParentMail, a secure online facility to make payments quickly.

It is, therefore, crucial that you include an email address and mobile telephone number on the Data Collection Sheet for each person that has parental responsibility, or who wishes to receive communications.

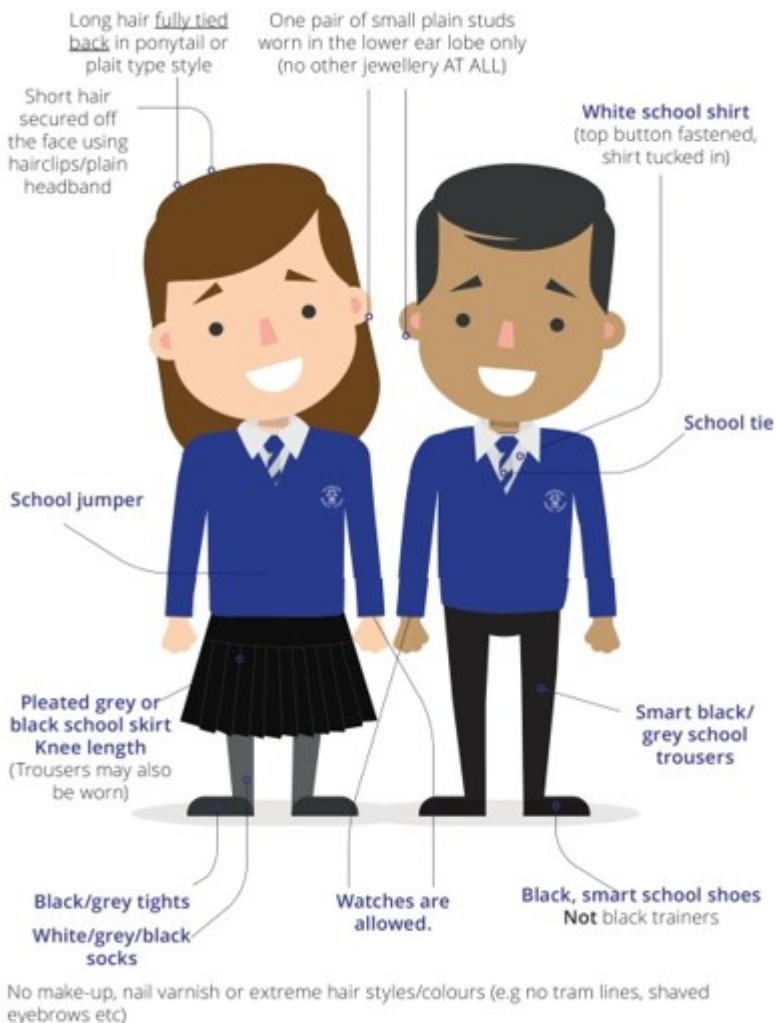
Once your child is on roll, you will receive an email or text message from ParentMail asking you to verify the account. Please click on the link in the email and follow the registration process.

## **Children's Phones**

We understand that children may bring their own mobile telephone to school in case they need to contact home after school finishes. Once in school, children must either lock their mobile in their locker or hand it in at the office, and they must not use it for any purpose whilst at school. If a pupil is found to be in possession of a mobile phone during the school day, it will be confiscated and held at the school office until it can be collected by parents. Mobiles brought to school are the responsibility of the owners; school will not accept responsibility for loss or damage to them. All incidents of cyber-bullying or other e-safety concerns are dealt with seriously, often involving the Police.

# CMS School Uniform

## Uniform

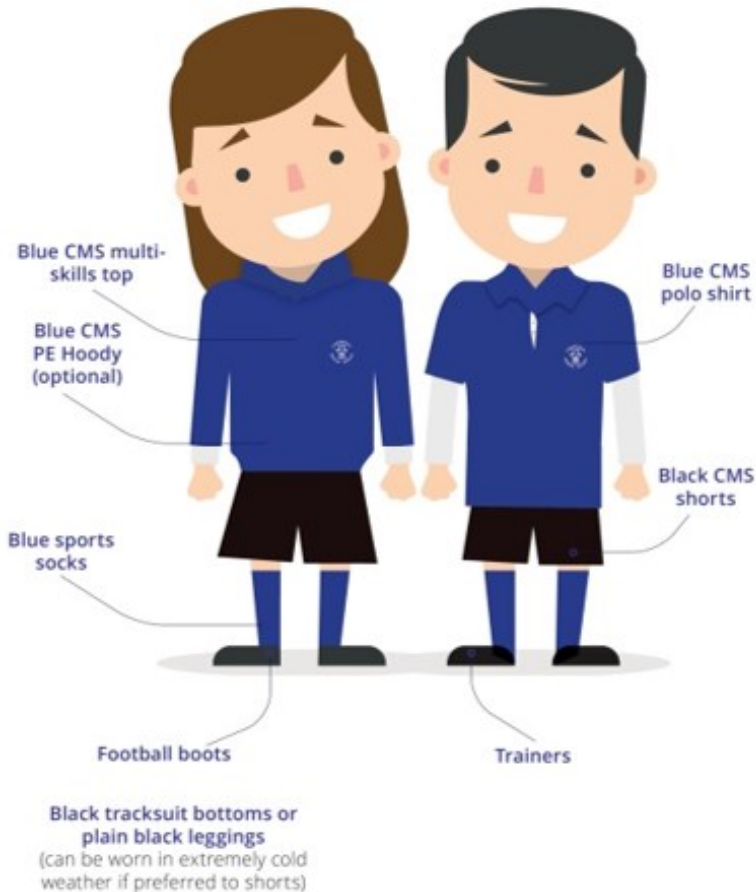


**Make sure your uniform and kit and all your property is clearly marked with your name.**

**Responsibility for personal property rests with the owner and not the school.**

# CMS PE Kit

## Uniform – PE Kit



## Useful Equipment

Water bottles

Sunhat during hot weather

Raincoat or winter coat during inclement weather

### **Lost Property**

Any watches, keys, valuables and lost money that are found are handed into the office for safe keeping. Items of lost clothing and equipment are stored in the lost property boxes which are available for children and adults to search. Children who have lost items are asked to check lost property regularly. Lost Property Monitors return all named items which are found to their owner. Please ensure that all your child's uniform, PE kit and equipment is clearly labelled with his/her name.

### **Clothing Allowance**

Parents in receipt of Income Support or Job Seekers' Allowance may be able to apply for a clothing subsidy. Further details are available from the Finance Officer.

### **Music Payment**

Payment for music tuition must be made a term in advance, unless an instalment plan has been set up by prior arrangement with our Finance Officer. This is a contractual agreement which requires half a term's notice and payment to cancel, to be given at the end of a term or half-term.

### **Pupil Lockers**

Each pupil is issued a locker in which to keep their personal belongings. Pupils will need to provide a padlock to lock their locker. We ask that the spare key for the padlock, or a note of the number combination, be given to the tutor so that we do not have to contact you if the padlock is mislaid or number forgotten.



## **Homework**

As a school, we are committed to setting homework that is of benefit and suited to our pupils' needs. There is a great deal of learning that takes place during the school day, but often there are tasks that are better completed outside of the classroom in order to make the best progress overall. As well as supporting learning, your child will also need to develop the organisational skills to complete the homework and hand it in on time. We will set clear deadlines, with a good amount of time to complete the set task. If homework is not handed in by the date set, a reminder will be given. If it is still not handed in 24 hours later, the pupil will be expected to complete it in the LRC at lunchtime. This will allow teachers, tutors and parents to identify any pupils who may need support.

## **Diaries**

Every child is issued with a diary at the start of the school year. It includes important information about life at Cranborne for children to refer to, spaces for logins and passwords, information for particular lessons and diary pages for reminders and homework. It is a good way for communicating between you and your child's teacher.

## **After School Clubs**

At CMS, we offer a variety of lunchtime and after school clubs to enrich your child's learning. At the start of each term, a clubs list will be sent home. Most clubs are free of charge with the exception of one or two which are privately run clubs. Some other clubs are heavily subsidised by the school but may require a small contribution. Written permission must be given in order for your child to attend an after school club.

## **Equipment**

In order to be ready to learn in each of the lessons, pupils will need to have the following equipment with them at school.

### **Essential:**

- A pencil case
- At least two black or blue handwriting pens
- At least two pencils
- A pencil sharpener
- A rubber
- A ruler (30cm if possible)
- Highlighters (green and pink)
- A dark green writing pen
- A reading book
- At least two whiteboard pens
- A scientific calculator (KS3 only)

### **Optional:**

- Maths equipment such as a protractor and pair of compasses
- A lanyard (to keep your locker key safe)
- A wallet/folder (to keep all your things in so they don't get lost)
- Colouring pencils

We have a well-resourced stationary shop in our LRC if pupils need to replace any of the equipment.

## **Parents' Evening and School Reports**

Progress checks will be sent home at Christmas, Easter and July. You will also be invited to parents' evenings in January and April and you are encouraged to attend and meet some of your child's teachers to discuss his/her learning. There will also be a 'meet the tutor' evening in September/October for you to see how your child is settling in.

## **School Shop/Library**

The school shop is open on Monday, Wednesday and Friday between 12.45pm until 1.00pm. Children are able to purchase essential stationery. All profits made are put back in to the library fund.

The school library is open daily from 12.45pm until 1.10pm every day for children to sit and read quietly. Chrome books are available every day for pupils to use for school or homework.

## **PTFA**

All parents are automatically members of our very active PTFA, which raises invaluable amounts of money so that we can buy extra equipment and resources for the children. We know time is precious, but we hope you will be able to actively support the work of the PTFA to help enrich your child's education. Regular newsletters are sent via ParentMail and meetings of the committee take place each term. For more information, e-mail: [allpta@cranbornemid.dorset.sch.uk](mailto:allpta@cranbornemid.dorset.sch.uk)

## **Accidents and Illness**

Accidents do occur on school premises from time to time and sometimes they are serious enough to require the advice and assistance of parents, doctors or dentists. Details of important information are kept on each child, including emergency contact telephone numbers for parents. It is essential that you complete and return the accompanying form and that the school is informed of any change in these details.

In all cases of emergency, the school will do its best to get in touch with the parents concerned, but if this is not possible we will act on the advice of the medical officer consulted.

If your child is not well enough to be in school, please do not send him/her. If a child arrives unwell, it is not fair to teachers, other children and the child, who would be more comfortable at home.

## **Medical Information**

Please supply any relevant medical information about your child on the admissions data form and write to inform your child's tutor of any subsequent changes. There are several members of staff with first aid qualifications in school at all times. The school has a medical room where minor injuries and ailments are treated.

Our school nurse visits regularly to conduct medical examinations and vaccinations as required. Parents are always given advanced notice of these visits.

## **Medicines in School**

Where possible, prescribed medicines should be administered by parents outside of the school day. If this is not possible, parents are required to complete an Authorisation for Administration Form in order for medication to be administered in school. Parents are asked to deliver medicines to school in the original container (s) ensuring that the medicine is not out of date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals

Parents must notify the school immediately (in writing) of any changes or alteration to a prescription requiring adjustment to be made to any previous arrangement about medicines for their child / young person.

It has also been agreed by our Governing body, to allow us to administer Paracetamol and Nurofen pain relief medication's that have not been prescribed by a GP in the cases of injury, accident or short term illness.

**The medication can only be administered if the following protocol is followed:**

All medication must be brought in to school by the **parent/carer** in its original packaging. It must also be accompanied by a letter giving full written details of why the medication is required and full instructions of when the medication is to be administered. The letter must also state the time at which the last dosage was taken prior to coming to school. **Please note that we are not allowed to accept any medications containing aspirin.**

## **School Transport**

If your child travels by school transport and you become aware of any problems with the school buses, either before or after school, please be aware that it is unlikely that the office will be aware of current transport issues. You are therefore advised to check the School Transport website for information: <https://www.dorsetcouncil.gov.uk/education-and-training/school-transport/updates-and-disruptions/school-transport-updates-and-disruptions.aspx>

## **Emergency School Closure**

Because of its remote location, Cranborne can be particularly affected by severe weather, making it impossible for coach firms to bring children into school. When the school has to be closed in such circumstances, parents will be notified by text message and e-mail by ParentMail and information will be broadcast on local radio stations and uploaded to the school website.

In the event of the school being closed during the course of the school day, parents will be informed by e-mail and text message via ParentMail.

## **Cycling To School**

Cycle racks are available in school for your child to use should you live locally and wish your child to cycle. We strongly encourage use of appropriate safety equipment, i.e. helmets, high visibility vests and bike lights should they be cycling in poor light.

## **Rewards and Consequences**

We want Cranborne pupils to want to work hard and uphold the 6 school values. Pupils will be rewarded and earn housepoints for demonstrating:

- Aspiration
- Resilience
- Respect
- Ownership
- Willingness
- Supportiveness

**Hot Chocolate Friday:** Every week, teachers nominate pupils who have gone above and beyond in some way. All pupils who are nominated are celebrated and earn a housepoint. One pupil is selected at random and wins a hot chocolate with Mr Stevens during Friday breaktime.

**Postcards Home:** Every week, teachers and teaching assistants can send home positive postcards to celebrate individual effort and success. Each postcard is worth five housepoints.

**Good Old-fashioned Praise :** Exactly what it says.

**Above and Beyond – display of pupil work:** Pupils who produce work that is exceptional will be displayed on a special board to celebrate achievement. This will be worth three housepoints for their house.

We use a range of strategies when pupils need reminding to follow the school rules for learning. These include reminders, quiet conversations to discuss what is happening, formal warnings and restorative meetings. Sometimes, it is necessary to issue behaviour points or detentions if pupils have been unable to correct their behaviours. Our Behaviour Ladder is displayed in all classrooms and in the pupil diary. The progressive system of consequences is clearly explained to pupils when they arrive at CMS.

## **Insurance**

The Authority's insurance does not extend to the personal property of teachers or pupils and the Council will not be held responsible for loss or damage to equipment. Therefore, it is sensible for the owners of property regularly brought on to school premises to make their own arrangements regarding insurance. This is particularly important for musical instruments, whether owned by the child or borrowed from the school.

## **School Meals**

Cranborne Middle School has its own cafeteria facility called 'Crumbs'. It is open at morning break and at lunchtime serving a well-balanced selection of high quality, freshly prepared healthy food. If children do not want to use the cafeteria, they are welcome to bring their own packed lunch and eat in the hall or the outside eating area. A special outside eating area is also available to cafeteria customers. We have a policy of not bringing into school any foods containing sesame seeds and nuts as we have pupils in school who suffer a severe allergic reaction to such products. Please note that children are not permitted to bring sweets or other confectionery to school.

## **ICT/Computing and E-Safety**

As a school, we aim to equip children with the tools and knowledge they need to be successful users of technology in the future, using real world situations in our teaching and applications with which they are familiar. We also believe it is critical that parents understand modern technologies, your children's use of them and measures to ensure your children stay safe online. Parents are also asked to sign a safer use policy, agreeing to encourage safer online practice at



## **Free School Meals**

Government rules mean that children, whose parent/s is/are in receipt of one of the following benefits, could qualify for free school meals:

- Income Support
- Income-based Jobseekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit. This is as long as you are not entitled to Working Tax Credit and your annual gross income isn't more than £16,190
- Working Tax Credit 'run-on' payment (paid for four weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

Please apply direct via <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/at-school/free-school-meals.aspx> .

## **Employment of Children**

Parents and pupils are reminded that the type of part-time job that pupils of compulsory school age may take are strictly controlled by law. No child may have a job before his/her thirteenth birthday. Any child who has a job must have a work permit issued by the Council, obtained from their place of work. Before granting a permit, the Council makes sure that the job will not interfere with the pupil's education or health, and that it satisfies the legal requirements. The Headteacher must sign to approve the permit.

## **Term Dates 2024/2025**

### **Autumn Term**

Tuesday 3rd September 2024 to Friday 20th December 2024

*Half Term: Monday 28th October to Friday 1st November 2024*

### **Spring Term**

Monday 6th January 2025 to Friday 4th April 2025

*Half Term: Monday 17th February to Friday 21st February 2025*

### **Summer Term**

Tuesday 22nd April 2025 to Wednesday 23rd July 2025

*Half Term: Monday 26th May to Friday 30th May 2025*

### **Inset Days 2024 – 2025**

Tuesday 3rd September 2024

Wednesday 4<sup>th</sup> September 2024

Monday 14th October 2024

Monday 6th January 2025

Tuesday 22nd April 2025

## Times for the School Day

Line Up	08:20	
Registration & Wellbeing	08:25	08:40
Lesson 1	08:45	09:30
Lesson 2	09:35	10:20
Break	10:20	10:40
Lesson 3	10:45	11:30
Lesson 4	11:35	12:20
Lunch	12:20	13:05
Tutor Time: Reading	13:10	13:30
Lesson 5	13:35	14:20
Lesson 6	14:25	15:10
End of Day	15:10	

NB: 5 minutes are allowed for transition between lessons

## **CRANBORNE MIDDLE SCHOOL STAFF LIST**

<b>Mr R Stevens</b>	<b>Headteacher,</b> Designated Safeguarding Lead (DSL) for Child Protection
<b>Mrs A Williams</b>	<b>Assistant Headteacher</b> Leader of Curriculum, Teaching & Learning, PE Leader
<b>Mr S Gillott</b>	<b>Assistant Headteacher</b> Leader of Assessment, Data & Timetabling Science Leader
<b>Mrs R Terzaghi</b>	<b>SENDCO</b> Achievement for All, Inclusion & Equality Lead Teacher for LAC, PLAC & SGO

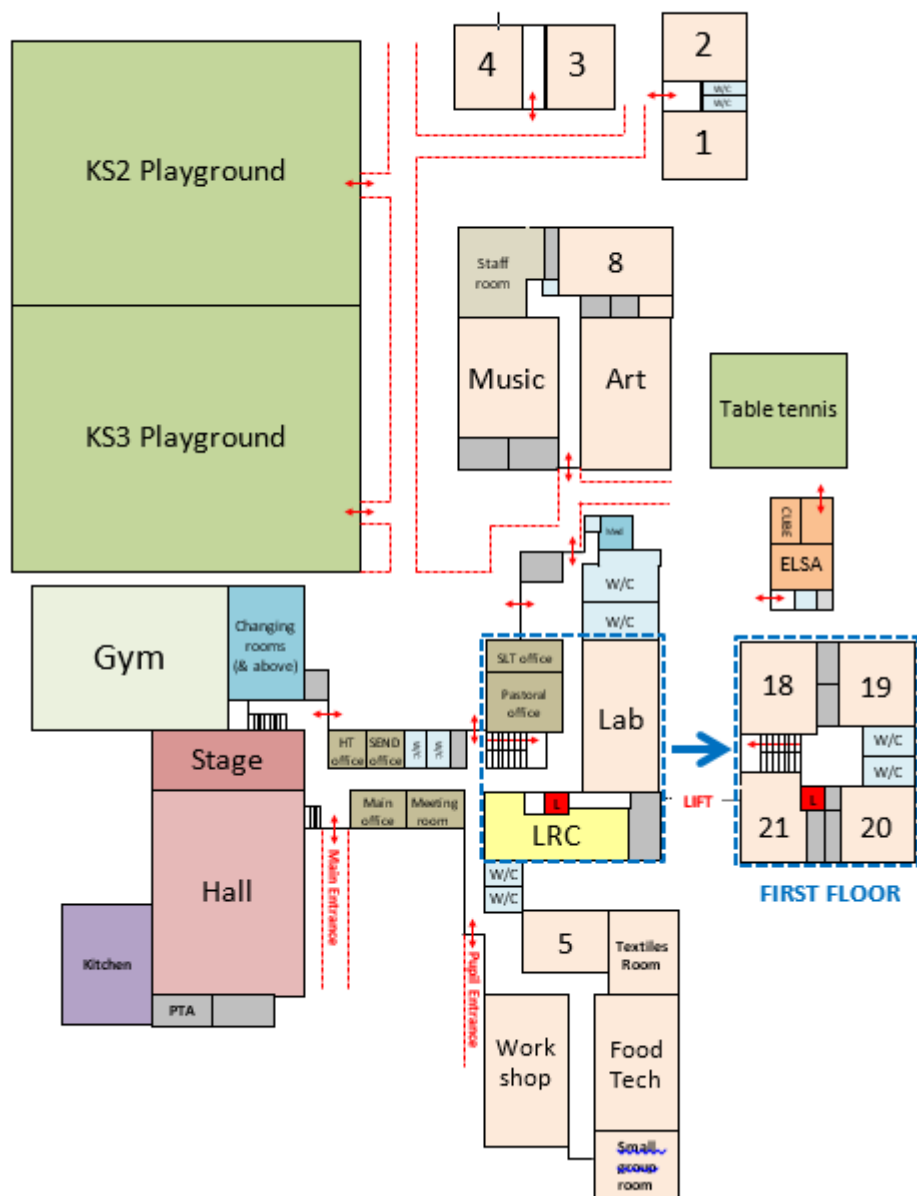
### **TEACHING STAFF:**

Miss R Bickel	Science Teacher
Miss C Darville	Humanities Leader, English Teacher
Mrs S Eadie	KS3 English Lead
Miss C Everett	Art & PHSCE Subject Leader, Anti-bullying & Wellbeing Leader
Mrs E Gaved	Maths Leader
Mrs A Gillies	KS3 Phase Leader, KS2 English Leader
Mr T Greedy	Maths Teacher
Miss N Jennings	Music Leader, English Teacher Pupil Premium Lead
Miss G Lang-Jones	Design & Technology Leader
Miss L Mills	Computing Leader, PE Teacher
Mrs L Trepess	KS2 Phase Leader, KS2 Teacher
Mrs A Wyatt	French Leader, Humanities Teacher
Mrs C Zeal-Edwards	KS2 Teacher

## **SUPPORT STAFF:**

Mrs S Ainley	Administrative Officer
Mrs J Allcock	Senior Lunchtime Supervisor
Mr R Belbin	Pastoral Support Officer
Mr R Bracken	Site Manager & Gardener
Mrs N Carden	Kitchen Assistant
Miss H Durrant	Administrative Officer
Mrs E Foster	Design & Technology Assistant
Miss L Hennell	Teaching Assistant, Lunchtime Supervisor
Mrs N Knight	Teaching Assistant, Lunchtime Supervisor
Mrs K Lancaster	Senior Finance Officer
Mrs J McHugh	Headteacher's PA, SEND Administrator, Clerk to the Governors
Mrs C Morris	Teaching Assistant, Lunchtime Supervisor, ELSA
Mrs H Muspratt	Teaching Assistant, Lunchtime Supervisor, ELSA
Mrs K Neame	Kitchen Assistant
Mr T Palmer	Teaching Assistant, Lunchtime Supervisor
Mr T Phelps	Cover Supervisor, Teaching Assistant, Lunchtime Supervisor
Mrs J Shead	Teaching Assistant, Lunchtime Supervisor
Mrs N Simmons	Teaching Assistant, Lunchtime Supervisor
Mrs K Weightman	Lunchtime Supervisor
Miss V Wild	Cover Supervisor, Teaching Assistant, Lunchtime Supervisor

# Cranborne Middle School



**DORSET COUNTY COUNCIL**

CRANBORNE COUNTY MIDDLE SCHOOL  
CRANBORNE, WIMBORNE, DORSET BH21 5RP

Telephone: Cranborne (01725) 517348

[www.cranbornemid.dorset.sch.uk](http://www.cranbornemid.dorset.sch.uk)

\* \* \*

HEADTEACHER

Mr R Stevens

\* \* \*

ASSISTANT HEADTEACHERS

Mrs A Williams

Mr S Gillott

\* \* \*

SENDCo

Mrs R Terzaghi

\* \* \*

CHAIR OF GOVERNORS

Mrs R Tong

\* \* \*

DIRECTOR OF CHILDREN'S SERVICES

Theresa Leavy

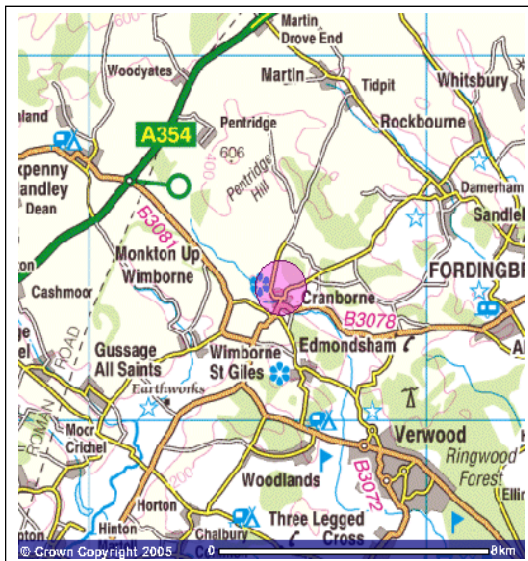
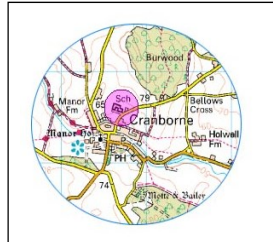
County Hall

Dorchester

Dorset

DT1 1XJ

# How to find Cranborne Middle School



Cranborne County Middle School  
Damerham Road  
Cranborne  
Wimborne  
Dorset BH21 5RP

Tel: 01725 517348

E-mail: [office@cranbornemid.dorset.sch.uk](mailto:office@cranbornemid.dorset.sch.uk)

Website: [www.cranbornemid.dorset.sch.uk](http://www.cranbornemid.dorset.sch.uk)

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