

How to find Cranborne Middle School



Cranborne County Middle School
Damerham Road
Cranborne
Wimborne

Tel: 01725 517348

Fax: 01725 517984

E-mail: office@cranbornemid.dorset.sch.uk

Website: www.cranbornemid.dorset.sch.uk

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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

DORSET COUNTY COUNCIL

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

Telephone: Cranborne (01725) 517348

www.cranbornemid.dorset.sch.uk

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HEADTEACHER

Mr C Watson

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DEPUTY HEADTEACHER

Mr R Stevens

* * *

ASSISTANT HEADTEACHER

Mrs R Cain

* * *

SENDCo

Mrs R Terzaghi

* * *

CHAIR OF GOVERNORS

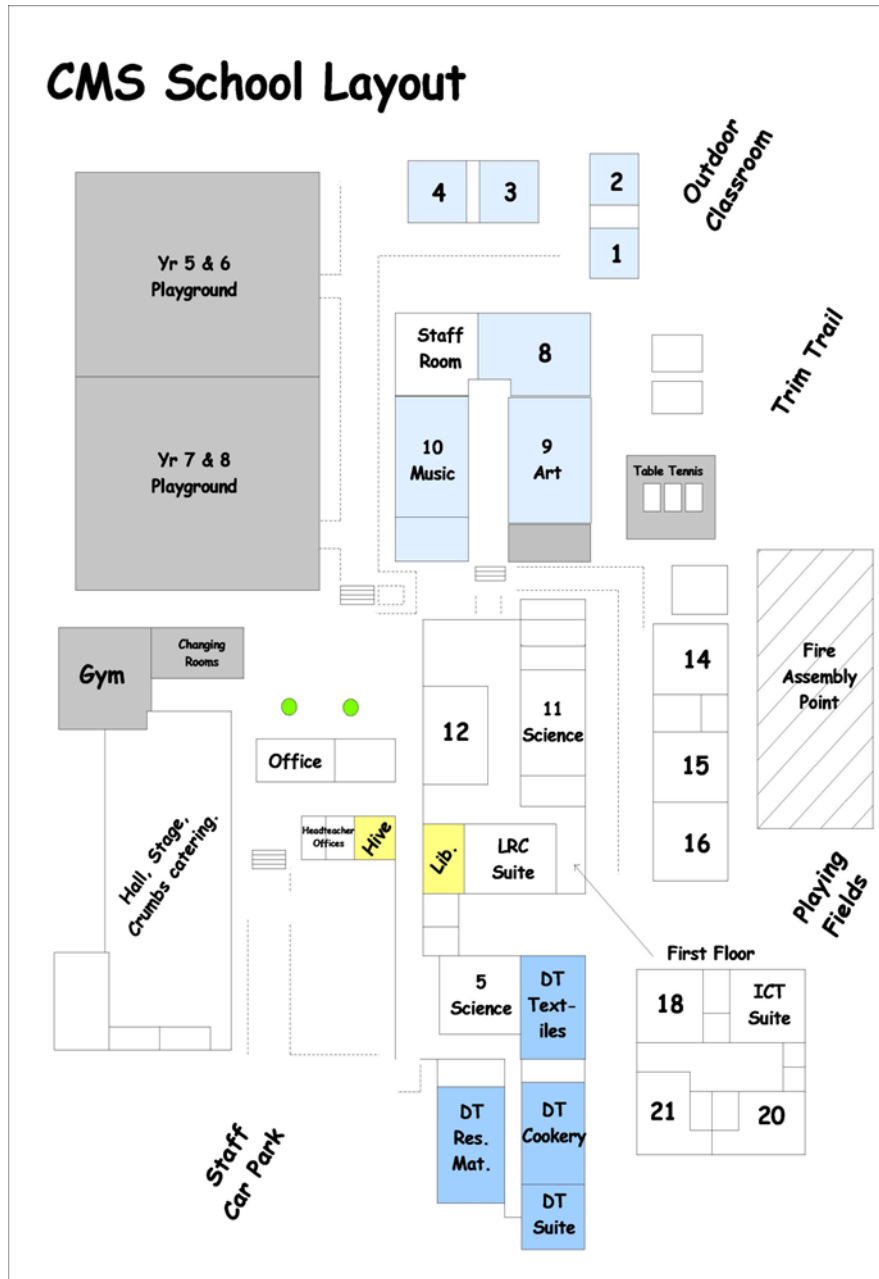
Dr S Malpas

* * *

DIRECTOR OF CHILDREN'S SERVICES

Nick Jarman
County Hall
Dorchester
Dorset
DT1 1XJ

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 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 Education Social Worker 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 let his/her tutor know by letter, requesting that your child is allowed to leave the school premises. 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 report.

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 child 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 Heads of Year 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 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

Information, events and news are loaded onto our website on a regular basis should you miss any information sent home. If you use Twitter, please follow our PE department and Arts Award Twitter feed.

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.

SUPPORT STAFF

Mrs J Allcock	Senior Lunchtime Supervisor
Mrs A Allen	Administrative Officer
Mr R Bracken	Caretaker & Gardener
Mrs J Brown	Lunchtime Supervisor
Mrs N Coates	Catering Assistant
Mrs E Collins	Teaching Assistant, Lunchtime Supervisor
Mrs J Collins	Teaching Assistant, Lunchtime Supervisor
Mrs D Donaldson	Science Technician, Office Assistant
Mrs E Foster	Design & Technology Assistant
Mrs L Holmes	Year 8 Tutor, HLTA, Pastoral Care
Mrs K Lancaster	Senior Finance Officer
Miss H Morris	Teaching Assistant, Lunchtime Supervisor
Mr P Page	Teaching Assistant, Lunchtime Supervisor
Mr T Phelps	Teaching Assistant, Lunchtime Supervisor
Mrs J Sellwood	Teaching Assistant, Lunchtime Supervisor
Mrs G Smith	Year 6 Tutor, HLTA, Librarian
Mrs S Spriggs	Year 6 Tutor, HLTA, Lunchtime Supervisor
Mrs T Steele	Cook
Mr T Treasure	Teaching Assistant, Lunchtime Supervisor
Miss D Warner	Headteacher's PA, SEND Administrator, Clerk to the Governors
Mrs B Willmott	Administrative Officer

CRANBORNE MIDDLE SCHOOL STAFF LIST

Mr C Watson - Headteacher

Mr R Stevens - Deputy Headteacher & DSL for CP

**Mrs R Cain - Assistant Headteacher, Leader of Curriculum,
Teaching & Learning**

**Mrs R Terzaghi - Achievement for All, Inclusion & Equality
Leader of Special Educational Needs**

TEACHING STAFF

Mrs R Bedford	RE Subject Leader
Miss R Capp	Years 5 & 6 Phase Leader
Miss C Cornick	Year 5 Tutor
Miss C Darville	English Teacher, Year 7 Tutor
Mrs S Eadie	KS3 English Leader
Mrs C Everett	Art Subject Leader, Year 7 Tutor
Mr M Garza	French Subject Leader, Year 8 Tutor
Mrs A Gillies	English Teacher, Year 6 Tutor
Mr S Gillott	Science Subject Leader, Assessment/Data Leader
Mr J Greetham	Humanities Subject Leader, Year 7 Tutor
Mr D Hilder	Mathematics Subject Leader
Miss N Jennings	Music Subject Leader, Year 5 Tutor
Miss M Mills	Year 5 Tutor
Miss C Ryder	Design & Technology Subject Leader, Year 8 Tutor
Mrs E Taylor	PSHCE Subject Leader, Year 6 Tutor
Miss A Travers	Science Teacher
Mrs L Trepess	Year 5 Tutor
Mrs A Williams	Year 7 & 8 Phase Leader, PE Subject Leader

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 using ParentPay, a secure online facility to make payments quickly.

It is, therefore, important 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.

Once the registration process has been completed, you will receive a form via ParentMail asking you which communications you wish to receive. Please note that, due to the new GDPR law, parents no longer automatically receive every communication. Therefore, if you do not complete the form to 'opt in', you could become out of the loop regarding many school events, pupil successes and achievements, as well as some vital communications about changes to normal routines and arrangements.

School Uniform

Make sure you are smartly dressed in school uniform.

- ✓Keep your shirt tucked in.
- ✓Make sure your tie is done up properly so the knot covers the top button of your shirt and it is a suitable length



White school shirt with school tie.

White school shirt with school tie.

School sweatshirt.

School sweatshirt.

Smart grey or black trousers.
In the summer, boys may wear black or grey school shorts.

Pleated black or grey school skirt - not clingy and worn a maximum of 5cm above or below the knee. Black or grey school trousers may be worn instead of a skirt.

Grey or black plain socks or grey/black tights.

Black, smart, sensible shoes with grey or black plain socks.

Black smart shoes or boots with a thick heel of no more than 25mm & soles with decent grip.

In the summer, girls may wear a blue and white striped or checked dress and the boys may wear black or grey school shorts.

TIMES OF THE SCHOOL DAY

Start of Day	08:25	08:30
Registration	08:30	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
Lesson 5	13:10	13:55
Lesson 6	14:00	14:45
Assembly/Tutor Time	14:50	15:10

Term Dates 2018/2019

Autumn Term

Monday 3 September 2018 to Friday 21 December 2018
Half Term: Monday 22 October to Friday 26 October 2018

Spring Term

Wednesday 7 January 2019 to Friday 5 April 2019
Half Term: Monday 18 February to Friday 22 February 2019

Summer Term

Tuesday 23 April 2019 to Tuesday 23 July 2019
Half Term: Monday 27 May to Friday 31 May 2019

Inset Days 2018 - 2019

Monday 3 September 2018
Tuesday 4 September 2018
Monday 29 October 2018
Monday 22 July 2019
Tuesday 23 July 2019

Sports Kits for Boys and Girls

White polo shirt	Blue shorts
White socks	Blue Multi-skills top
Sports jumper (optional)	Sports raincoat (optional)
Football boots for field sports	Trainers for other activities
Mouth guard (rugby/hockey)	Shin pads (football/hockey)

Jewellery and Hair

One pair of small, plain ear-studs may be worn and you may wear a watch but no other jewellery is allowed. Hair must be worn away from the face with a plain hairband or grips. In some activities, your hair may need to be tied back. Make-up, nail varnish and extreme hair styles (very short cuts, tramlines, etc.) and colours are not permitted.

Recommended

Towel and spare underwear in case of wet weather

Names in Clothing

Please ensure that all clothing and other items of personal equipment clearly show your child's name in permanent ink or by the use of named labels.

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

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 Support Services and Finance Manager.

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 Support Services and Finance Manager. 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. There is a one-off £5.00 non-refundable charge which covers the locker rental for the duration of children's time at Cranborne. This will be payable via ParentMail once the term begins. Payments can also be made at the office. Replacements for any lost keys will be charged at an additional £5.00 each.

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 www.dorsetforyou.gov.uk/free-school-meals.

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 County 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.

Insurance

The Authority's insurance does not extend to the personal property of teachers or pupils and the County 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.

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 noted in your child's diary. 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 stamps and sanctions, 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 and we expect parents to check and sign children's diaries each week.

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. All clubs are offered free of charge with the exception of Tae Kwon Do, which is a privately run club. Written permission must be given in order for your child to attend an after school club.

Rewards and Sanctions

The main means of rewarding children for outstanding work, a positive growth mindset and an excellent attitude to school is through 'stamps': teachers will initial the chart in children's diaries and twenty stamps equate to one House Point. Throughout the year, certificates are presented to pupils by their House Captains for the House Points they earn. Additionally, the children from each year with the most stamps at the end of the year receives a prestigious Governors' Award. The Headteacher's award is also presented at the end of the year to the child in each year group who made the most progress across a range of subjects.

Our behaviour policy allows for children to be given reminders about their behaviour in classrooms; however, if a child's behaviour in a lesson is persistently inappropriate and disruptive he/she will be issued with a sanction. This is recorded in his/her diary and usually results in seeing the teacher at break or lunchtime. Sanctions can also be issued instantly for serious breaches of our behaviour expectations (e.g. aggression, fighting, theft, damaging property, bullying and rudeness to staff. Sometimes such incidents result in longer detentions, internal exclusion (isolation from peers for a fixed period) or external exclusion from school. You would be notified of any such incident.

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. Mobiles that are used at school will be confiscated and held at the school office until they 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.

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 home when children use their own devices.

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:

www.dorsetforyou.com/school-transport/school-transport-updates

Please note that all Verwood bus queries should be directed to Solent Coaches as this is a privately operated bus route. They can be contacted on 01425 473188 where a member of their staff can give you an update on the situation.

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.

Parents' Evening and School Reports

Progress checks will be sent home at Christmas and Easter and a fuller annual report is sent home in July. You will also be invited to parents' evenings in October and February and you are encouraged to attend and meet some of your child's teachers to discuss his/her learning.

School Shop/Library

The school shop is open two days per week from 1pm until 1.30pm. 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 1pm until 1.30pm for children to sit and read quietly.

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: pta@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.**