



# CRANFORD

SCHOOL

Senior School Handbook 2024-25



CRANFORD  
SCHOOL

Excellence in Independent Education



*Please note: this handbook is correct at the time of going to print. However, policies and procedures may be subject to change. For the most up-to-date information, please check the school website.*

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# Welcome to Cranford School

I would like to warmly welcome you and your son or daughter to our Senior School. I am sure your son or daughter will have a very enjoyable year and make the most of the broad range of curricular and extra-curricular opportunities available across the school.

The parent-teacher partnership is extremely important to us in ensuring that your son or daughter has a happy and successful time during their school career. This handbook has been designed to help you keep abreast of the school's expectations, procedures and routines, enabling you to play a proactive part in your son or daughter's education.

The handbook aims to answer new parents' questions at the start of a new school year. However, if you have any further queries, your first point of contact is either your son or daughter's Form Tutor, their Head of Year, Head of Key Stage or Mrs Viggers (Assistant Head Pastoral - Senior) who oversees our Senior School pastoral provision. Staff contact details are to be found later in this handbook.

Throughout the coming year, there will be plenty of opportunities to meet the members of staff who teach your son or daughter at various social events, including those organised by our Parents' & Teachers' Association, at subject showcases where the children share their work with you and at Parents' Evenings. There are also a host of performances, sports fixtures, ceremonies and events which you will be invited to attend over the course of the year.

We look forward to your son or daughter joining the Cranford community and wish them a wonderful year ahead.

With best wishes

A handwritten signature in black ink, appearing to read 'J. Raymond', with a long, sweeping underline.

Dr James Raymond  
Headmaster

## School Aims & Ethos

A Cranford education is a modern education, fit for the 21st Century, but firmly based on traditional Christian values.

## Our Aims

We place the following aims at the heart of everything we do at Cranford:

- To ensure our pupils are happy, confident and motivated and that their self-belief, characterised by curiosity, resilience and a spirit of collaboration, inspires them to achieve at each stage of their individual learning journey.
- To maintain an environment where pupils aspire to achieve excellent progress across all aspects of the curriculum.
- To provide a broad and challenging curriculum which encompasses the traditional and the innovative, prioritises opportunities for enrichment and independent enquiry and establishes an enduring ethos for learning.
- To deliver teaching and learning at Cranford that is imaginative, vibrant and challenging, meeting the needs of all learners through a differentiated approach, demanding high expectations and a shared accountability for all.
- To provide a welcoming and nurturing community, which offers a dynamic, opportunity-rich education, firmly based on traditional Christian values and which draws out the natural potential of each child.

## Our Values

These aims are underpinned by the value system we use throughout the school. We have five core values:

- Happiness
- Confidence
- Motivation
- Challenge
- Generosity of Spirit

These values permeate all aspects of school life, from our teaching and learning, broad curriculum and strong pastoral care through to the respectful and supportive relationships pupils, staff and parents develop with each other.

## Our Motto

The Cranford School motto, *Per Salicem Ad Alta*, translating as 'Through the Willow to the Heights', uses the willow tree which sits at the heart of the school site to symbolise what a Cranford education is all about. It reflects our desire to motivate pupils to achieve in each and every aspect of their education. We encourage our pupils to have the happiness and confidence to challenge themselves and to seize the opportunities presented to them.



## Pastoral Care

At Cranford, we firmly believe that your child's education is a partnership between parent, pupil and teachers. We will contact you if we have any concerns at all regarding your child's life at school. Likewise, we encourage you to contact us if you have any worries or there are any changes in home circumstances that may affect your child in school.

In Year 7, we seek to ensure that there is a good mix of pupils from our own Junior School and other schools so that they all make new friends quickly. Pupils who join in later years are invited to visit for a day to develop familiarity with the school and their peers. The Heads of Year, Heads of Key Stage and Mrs Viggers (Assistant Head Pastoral– Senior School) have overall responsibility for the pastoral care of the pupils in their year groups. Form Tutors meet their Forms every morning for registration and tutor time activities.

All pupils have Personal, Social, Health, Citizenship and Economic Education (PSHCEE) lessons, these lessons are delivered by a specialist team of PSHCEE teachers. Topics covered include study skills, homework, relationships and sex education and aspects of health education and citizenship, while the lessons provide an opportunity for discussion of a variety of issues at a level appropriate to the year group. In addition, the pastoral care system promotes leadership and challenge opportunities, and we endeavour to celebrate success regularly. Pupils are supported in building emotional resilience and self-esteem through a range of activities and the school's mentoring programme helps to support pupils both emotionally and academically.

If you are concerned about any aspect of your son or daughter's life at school or you wish to talk to us about issues that are causing them concern, please do not hesitate to contact their Form Tutor in the first instance, or if the issues are more serious please contact the Head of Year. The contact details for each Form Tutor and Head of Year can be found at the back of this handbook. Please be aware that Heads of Year are likely to be teaching, rather than in their offices, if you call during the school day. If the Head of Year is not available and you need to speak to someone urgently, you may wish to contact Mrs Viggers (Assistant Head Pastoral (Senior) or Mrs Heard (Senior Assistant Head – DSL).

Your son or daughter will also be encouraged to seek the advice of staff whenever they feel they need it. Our Form Tutors and Heads of Year are very experienced in supporting pupils in an appropriate and timely manner according to each individual's needs.

# Our Code of Behaviour

As a school, we recognise that good interpersonal relationships are the key to development, progress and well-being. The school is a community in which all members should treat each other with respect at all times. We all aim to treat other people as we would wish to be treated ourselves.

## How Pupils should treat each other:

- Be aware of the feelings of others and listen to their opinions
- Be positive in their dealings with others and never put them down
- Offer support to anyone who is unhappy
- Respect the differences between people, including the protected characteristics as named in the Equality Act (2010) age, disability, gender reassignment, race, religion/belief, sex (gender) and sexual orientation.
- Be polite and courteous to every member of the community, remembering basic courtesy, such as holding doors open for the people behind
- Be considerate of all pupils and set a good example to others
- Be careful with use of phones and IT communication and not take or circulate anyone's photograph without their permission
- Be careful to use inclusive language, and avoid using language which could cause offence to others
- Respect the property of other people; to hand in lost property and not tamper with other people's work or possessions
- Respect the environment that we work in and keep it clean and pleasant
- Respect the need for peace and quiet, especially during examinations
- Allow others to learn by not disrupting lessons and thinking before asking for support with a task or activity
- Some pupils supervise others as prefects, on duty, or running activities. All pupils should respect their authority and there should be mutual politeness and respect. Pupils in supervisory roles should be reliable, punctual and remember their job description and guidelines
- Support each other in adhering to this code.

Behaviour which is against this Code should not be tolerated. Bullying, threatening behaviour, cheating, stealing, dishonesty and discrimination are serious offences and must be reported. Less obviously serious cases can be talked through with 'Big Buddy Little Buddy Mentors, Form Tutors, Heads of Year, Heads of Key Stage, Mrs Viggers or any teacher to whom you feel you can relate. Never feel that talking to a teacher is wrong.

## How Staff should treat Pupils:

- Treat all pupils equally and with respect, not picking on individuals or showing favouritism
- Be firm, fair and listen
- Be consistent in picking up offences and reporting them through the agreed practices, e.g. writing in a pupil's planner
- Be polite, courteous and approachable
- Encourage and support the pupils to achieve their potential, using praise whenever deserved
- Try to offer personal support when required and be discreet about pupils' personal problems without offering total confidentiality

- Be patient
- Take account of pupils' feelings, especially with regard to sensitive issues such as discussing examination marks, using pupil's work as examples or wording on reports
- Respect all differences between people
- Know and understand the rules and codes of the school and lead by example
- Create and maintain a pleasant environment
- Appreciate the implications for pupils of their decisions and actions
- Ensure that lessons and activities start and finish on time
- Adhere to the homework timetable
- Give appropriate feedback to the pupils about their work as soon as possible
- Remember how hard pupils work, how many deadlines they have to meet and their need for social time
- Use inclusive language, terminology and examples

### **How Pupils should treat all Staff (Teaching and Non-Teaching):**

- Be polite, courteous and respectful, which includes using title and surname when addressing staff
- Be positive and co-operative over requests and instructions
- Be pleasant but not over-familiar
- Take responsibility for their own learning
- Be well organised, bring appropriate equipment to the lesson and be ready and waiting, standing behind their chair, to start on time
- Pay attention in class and complete homework to the best of their ability
- Let the teacher know if there are problems with their work and be appreciative of extra support that is given
- Excuse themselves properly in advance if they know that they need to miss a lesson, catching up on any missed work
- Remember how hard all members of staff work and that they need breaks too
- Realise that a teacher cannot always be immediately available

### **The Wider Community:**

When travelling to and from school and when outside school on trips or other activities, pupils should aim to treat members of the public as they themselves would wish to be treated, remembering that people's opinions of the whole school will be shaped by their behaviour.

We would like pupils to:

- Be polite and courteous at all times
- Be considerate of others by not blocking the pavement or leaving bags in inconvenient places
- Respect other people's property by not dropping litter or sitting on garden walls
- Behave in an orderly manner on the school bus and public transport
- Wear full school uniform or PE Kit in the proper way.

Above all, we want our school to be a friendly, inclusive, welcoming and happy place, where each pupil can do their best, develop a strong sense of self, and know their values, and where staff and pupils feel happy to work.

## Matron, Medication & Illness

We have an experienced Matron on site five days a week, who is able to support pupils in the event of an illness. She staffs our sick bay, assessing those children who present themselves with injuries and managing medicine on the behalf of pupils. She also provides a valuable extension of our pastoral provision for any children who need an understanding ear.

It is particularly important, that a child experiencing any illness should remain home from school in order to prevent further transmission. We respectfully request that you note the following important points:

- If a child has a sickness and diarrhoea bug, they should not return to school until a clear 48 hours have passed since the last time the child experienced a bout of one or both symptoms.
- If a child has needed to take Calpol or any analgesia early in the morning in order to prepare them for a day at school, he or she is not considered well enough to be attending that day. This is especially important as medication could be masking a high temperature which could be linked to a contagious illness.
- In the case of impetigo, a child should not return to school until the lesions have crusted over and he/she has had at least 24 hours on antibiotics.
- Pupils with chicken pox should not return to school until all the chicken pox scabs have dried or crusted over.
- Children with other infectious diseases (such as scabies, hand, foot and mouth etc.) should not return to school until their GP gives them the all clear.
- Parents are asked to inform the school if their child is away from school with any of the above or a similar illness.

For guidance on other infectious conditions and returning to school, please consult the Whole School First Aid and Medical Policy & Procedures document on our website. Please also ensure you inform the school if your son or daughter is absent due to an infectious disease.

## Absences

Please ensure you email the School Office by 8.30am on any day that your son or daughter has an unscheduled absence. It is important that you confirm their absence on each day that they are away from school. As we are required to receive notice of absence in writing, please note that if you initially inform the school by phone, you will then need to follow this up with an email or letter.

To request a planned absence, such as for a medical appointment, please email the School Office at least three days in advance. Requests for other exceptional absences should be directed in writing to Dr Raymond at least two weeks in advance. If your son or daughter is arriving late or needs to leave early for any reason, they must sign in/out at the School Office. We also require written confirmation from a parent as to why they have arrived late or left early. **School Office contact details: 01491 651218 or [office@cranfordschool.co.uk](mailto:office@cranfordschool.co.uk)**

## Daily and Weekly Routines

Our school timetable operates on a two weekly basis with pupils following a discrete timetable for either Week A or Week B. Signs are displayed around school to remind everyone which timetable week it is and this system quickly becomes second nature for pupils. Please note that drop off and pick up times are fixed. Please refer to the clubs timetable for specific club finish times.

## Pick-Up and Drop-Off Procedure

We encourage everyone to use the drop-off/pick-up system; please follow the signs. Please note that Willow Court Lane is two-way, and that our neighbours need to access the main road. Please keep to the left-hand side of the road and give them room to pass.

We kindly ask everyone to adhere to their designated drop off and pick up time as below:

Year Group	Drop off time and location	Collection time and location
Year 7	8:20am Sixth Form	4:05pm Sixth Form
Year 8	8:20am Front Field	4:05pm Front Field
Year 9	8:15am Sixth Form	4:15pm Sixth Form
Year 10	8:15am Front Field	4:15pm Front Field
Year 11	8:10am Sixth Form	4:25pm Sixth Form

## Morning Drop-Off

At peak hours, the car park operates a one-way system. The exit point is in front of Moultsford House where drivers turn left and leave via the back drive.

Drop-off takes place in designated locations. Please encourage your son or daughter to have their things ready to alight. As space is at a premium, we encourage parents to drop off as quickly as possible in order to assist those who are waiting. If safe to do so, pupils can alight at any point in the queue in front of their designated point. However, please do not let children out of the car if you have gone past the drop off area, as this will place them in the path of cars leaving the car park.

If you are using the two lane drop off at the front of the Sixth Form and Moultsford, please observe the following policy. When using the right lane, pupils must only get out of the vehicle on the right-hand side, when using the left lane, pupils must only get out of the vehicle on the left hand side and proceed to the two zebra crossings to enter the main school. Please use the correct lane to allow passengers to leave the vehicle from the correct side (we must avoid pupils leaving the front passenger seat into the middle of the two lanes.)

We would ask that you do not proceed past the turn off to the front of Moultsford House or allow your son or daughter to alight on the top corner of our drive: this can put pupils in danger.

If you visit school during playtime, the exit drive may be gated and blocked. In this instance, please turn

right and leave via Willow Court Lane. Our speed limit is 5mph; please ensure you observe this limit while on site and that you approach our zebra crossing with caution. No responsibility can be taken for any damage sustained to your car while on the school's premises. However, should an incident occur, we would encourage you to report it to the School Office, logging the time, date and registration number.

## **Minibuses**

We operate a minibus service within a wide radius of the school site for collection and drop off, before and after school. A variety of routes are encompassed, including the local stations of Goring and Cholsey. Up to date route details are available on the school website. Routes vary each year to accommodate demand and road conditions. Routes are planned at Easter for the following academic year so it is advisable to make us aware of your requirements by this date. Pupils from Year 3 upwards are eligible to use the service, although exceptions may be made for younger siblings, depending on the specific circumstances.

Travel is invoiced on a termly basis, in advance, and parents commit to using the bus for the whole academic year. Early booking is advisable as places cannot be guaranteed.

For information, please contact Mr Jamie Sear, [transport@cranfordschool.co.uk](mailto:transport@cranfordschool.co.uk) or the School Office on 01491 651218.

### **Rules for Pupils using School Minibuses**

- All pupils must use their seat belts and in the correct manner.
- Pupils must remain seated at all times when the bus is in motion.
- No one is to alight from the bus until the driver says it is safe to do so.
- All baggage must be stowed in a safe manner and no exits should be blocked.
- No doors should be attempted to be opened whilst the bus is in motion.
- Noise levels in the bus should be kept to a reasonable level and none made that may distract the driver, including playing music out loud on personal devices.
- The school behaviour policy applies to bus journeys as it would when pupils are on the school premises. All pupils on the bus must follow any instructions from the driver.

### **Guidelines for Pupils using School Minibuses**

- Any problems arising during a journey should be brought to the driver's attention as soon as it is safe to do so.
- Entry and exit should be made using the near side door of the bus whenever possible. If using the rear door, great care must be taken regarding approaching traffic. Doors on the

offside of the vehicle are for emergency exit only.

- Pupils are reminded that the school minibuses carry the school's name on the sides and any unseemly conduct on board that attracts the attention of the public is instantly highlighting which school the pupils are from.

## Daily Routine

7:30am	Before School Clubs/Study
8:10am – 8:20am	Drop off and registration Y7: 8:20am – Moultsford House Y8: 8:20am - Front Field Y9: 8:15am - Moultsford House Y10: 8:15am - Front Field Y11: 8:20am - 6 <sup>th</sup> Form Entrance 6 <sup>th</sup> Form: 8:10am - 6 <sup>th</sup> Form Entrance
8:35am	Form time/Assembly/House time
9:05am	Period 1
10:00am	Period 2
10:50am	Breaktime
11:10am	Period 3
12:05pm	Period 4
12:55pm	Senior Lunch (Senior Clubs & enrichment)
2:15pm	Period 5 (Including Registration at 2:15pm)
3:10pm	Period 6
4:00pm	End of lessons
4:05pm – 4:25pm	Senior pick-up Y7: 4:05pm - 6 <sup>th</sup> Form Entrance Y8: 4:05pm - Front Field Y9: 4:15pm - 6 <sup>th</sup> Form Entrance Y10: 4:15pm - Front Field Y11: 4:25pm - 6 <sup>th</sup> Form Entrance
4:15-5:15pm	Prep (optional), sporting fixtures or extra-curricular clubs

## Before School Study

Before School Study is open to all Senior pupils. Pupils may come in and sign into the Library from 7:30am. They should then work quietly in the Library until Registration.

## Registration

If pupils are not on time for Registration, they will be asked to register late at the School Office. If your child needs to drop off their PE kit in the Sports Hall lockers, please allow additional time in the morning.

## **Breaktime**

Years 7-10 may go to their Form Rooms, work in the Library or go outside during breaktimes. Snacks may be eaten in Form Rooms and designated spaces. Year 11 may take their break in their Common Room. The Library may be used for study or quiet reading during breaktime. There is to be no eating or drinking in the Library at any time.

At breaktime, most pupils like to bring in a snack. A piece of fruit, biscuits or a packet of crisps may be brought in, but we request that no food item containing nuts is brought into school. This is important as several of our pupils and staff members have allergies and we aim to be a nut-free site. Bottles of water are permitted, and pupils can refill them at the water machines around school, but not in the Dining Room during Junior School lunchtime. Pupils must not eat or drink during lesson times. Chewing gum is not allowed on the school premises and all litter generated at breaktimes must be put in bins.

## **Tuck Shop**

The Tuck Shop operates during Friday breaktimes. Pupils should bring in money if they wish to purchase a snack – most items cost approximately £1 each.

## **Lunchtime**

Lunch is freshly prepared in a canteen service, offering an extensive variety of hot and cold foods, with a salad bar and sandwich option, in addition to fresh fruit. A member of staff oversees the lunch areas. The lunchtime period also gives pupils the choice of free time outside, private study in the library or extra-curricular clubs and enrichment activities. If the weather is inclement, an indoor space is allocated.

Prefects supervise pupils as they enter the lunch areas.

It is expected that each pupil will:

- Talk quietly to people nearby, not raising voices to shout across to people on other tables
- Be polite to kitchen staff, saying thank you at all times
- Wait patiently to enter the Willow Restaurant, showing respect to the other pupils and staff who are supervising lunch time
- Clear their cutlery and crockery into the correct places, as directed by staff on duty.
- Clear their table and leave it clean and ready for someone else to use



## Pick-Up

Afternoon lessons finish at 4.00pm and Senior pupils can be collected by car at the designated pick up time and place for their year group (as stated above). Pupils taking the bus should make their way to the bus collection area from 4:00pm. Pupils who lift share should be picked up according to the earliest pick-up time (year group dependent). Should parents be running late, pupils will be asked to wait at their designated pick-up location until 4.30pm. If parents are running significantly late, pupils will be sent to Prep, and are to be collected, via the School Office, who will call through to the relevant location.

## Prep

Senior Prep (formerly Homework Club) is held on a daily basis after school and is supervised by a member of staff. Your child is expected to work quietly and independently. This club is run free of charge but pre-booking is required. Prep runs until 5:15pm, at which point, parents should arrange to pick up your son or daughter from outside the front of Moultsford House. If you wish to collect your child before 5.15pm, please report to the School Office who will call through to Prep.

## Communications

We endeavour to send correspondence by email wherever possible. Letters are released on a weekly basis, through the Head's Newsletter. This is sent out electronically with links to all letters and notices relevant to your son or daughter's year group. Additionally, parents may check the parent communications page which is located on the parent portal for previously released letters (which can be filtered by release date and year group) and past copies of the Head's Newsletter. There will be occasions where urgent letters are released outside of the weekly cycle of the Head's Newsletter.

## Parent Portal

The Parent Portal is an online area where parents can access a range of useful information on sports fixtures, PTA messages and information, archived letters and emails, useful documents and lunch menus. The portal is accessed via the "parent login" link on the top corner of the school website.

Before your son or daughter starts school you will be provided with the login details for accessing the portal. This is also available to view via the how-to guide below.



### How to guide to the Parent Portal

#### To access the Parent Portal:

- Visit <https://www.cranfordschool.co.uk/parent-portal>
- You will be prompted to enter your username and password as follows:

**Username: Cranfordparent**

**Password: Cranford1931**



#### ONE OF THE UK'S

### LEADING INDEPENDENT SMALL SCHOOLS

Cranford is situated on the Oxfordshire and Berkshire border in the heart of Moulsoford village. We offer a vibrant education to boys and girls aged 3-18. Rated 'Excellent' in all categories, our co-educational school specialises in academic achievement, outstanding pastoral care and extra-curricular opportunities for all.

## What's inside the Parent Portal?

- Within the Parent Portal you'll be able to access the following:

### School information

- **Parent Communications** – access to whole school and year specific parent communications via the Parent Communications Page
- **Key Dates** – A full list of key dates via the School Calendar
- **Clubs & Activities** – your child's club timetable in Evolve
- **Sports Fixtures** – a full list of Teams Fixtures and Results including where and when they will be taking place via SOCS.
- **Parents' Evening Booking System**
- **School Handbooks**
- **PTA Information** – a full list of all the PTA Year Group Representatives and their contact details.

### School Documents:

- **School Policies**
- **Healthcare Information**
- **School Fee Refund Scheme**

### Lunch Menus

- **All menus used throughout the term** (on a rotational basis)



## SCHOOL INFORMATION

### Parent Communications:

For access to whole school and year specific parent communications please click on the link below:

Parent Communications	<a href="#">click here</a>
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*Please note that some letters require a response to give parental permission e.g. school trips. Please click on the link in the letter to confirm your response.*

### Key Dates

For a full list of key dates please see the School Calendar below:

School Calendar	<a href="#">click here</a>
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### Clubs, Clinics & Regular Activities

For our extra-curricular Clubs and Activities 2022-2023 Brochure please [click here](#). To view information about your child's clubs and activities, please click on the link below:

View your child's Club Timetable in Evolve	<a href="#">click here</a>
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### How to guide to the Parent Communications Page:

#### What is the Parent Communications Page?

- The Parent Communications Page contains all of the whole school and year specific parent communications from the school and is designed to help streamline the number of emails parents receive.

#### How will I receive information from the school in the future?

- To streamline the amount of emails parents receive on a weekly basis, you will now receive all whole-school and year group specific letters on Fridays via the Head's Weekly News email. These will appear as links at the bottom of the email, categorised by year group and which will take you to the Parent Communications Page to view the relevant letters.
- Please be aware that any letters intended for specific individuals or small groups within a year group will continue to be sent via email as before.

#### To access the Parent Communications Page:

There are two ways to access letters in the Parent Communications Page:

1. **Through the links in the Head's Weekly News email** (this takes you to a specific letter in the Parent Communications Page)
2. **Through the Parent Portal on the top left of the school website where it says "parent login"** (Once on the portal, click on the Parent Communications button)



Filter by category

- ☐ Head's Newsletter
- ☐ Pre-School
- ☐ Reception
- ☐ Year 1
- ☐ Year 2
- ☐ Year 3
- ☐ Year 4
- ☐ Year 5
- ☐ Year 6
- ☐ Year 7
- ☐ Year 8
- ☐ Year 9
- ☐ Year 10
- ☐ Year 11
- ☐ Year 12
- ☐ Year 13

[Apply filters](#)

#### RECENT COMMUNICATIONS

Sorry, there are no results for your chosen filters. Please widen your search criteria, or [remove all filters](#).

## How to use the Parent Communications Page:

### Filtering letters:

- You can filter letters by year group, date or both.

### Filtering by year group:

- If you'd like to view the letters for a particular year group, please tick the year group you'd like to view (and the date if you'd like to narrow it down further) and then press "apply filters".
- If you have more than one child and would like to view multiple year groups at once, tick all the year groups you'd like to view and then "apply filters".



Filter by category

- ☐ Head's Newsletter
- ☐ Pre-School
- ☐ Reception
- ☐ Year 1
- ☐ Year 2
- ☐ Year 3
- ☐ Year 4
- ☐ Year 5
- ☐ Year 6
- ☐ Year 7
- ☐ Year 8
- ☒ Year 9
- ☐ Year 10
- ☐ Year 11
- ☐ Year 12
- ☐ Year 13

Apply filters

### YEAR 9

- [Pre-season Sports Training \(Yrs 3 to 13\) - Friday 1 September, 2023](#)
- [Reading Canoe Club Summer Camps 2023 \(age 10 to 16\)](#)
- [Senior School Prize Giving - 14 September 2023](#)
- [Parent Terms and Conditions](#)
- [LAMDA Lessons](#)
- [Wallingford Rowing 2023](#)
- [Confirmation of Club Places for 2023/4](#)
- [Cranford Gala Concert collection arrangements](#)
- [Chais flyer](#)
- [Cranford Gala Music Concert](#)
- [Schoolblazer flyer July 2023](#)
- [Pupil Information Update Form 2023/4](#)
- [Clubs Booking Guide 2023-4](#)
- [Years 7 to 13 Club Timetable 2023-4](#)
- [Clubs and Enrichment Programme 2023-4](#)
- [Didcot Rugby Club Flyer - June 2023](#)
- [Enrichment Days - Tuesday 4 to Thursday 6 July, 2023](#)
- [Senior Sports Day - Thursday 22 June, 2023](#)

### Filtering by date:

- You can also filter your letters by date in which you received the letter.
- To do this, select the date you would like to view (and the year group if you'd like to narrow it down further) and then click "apply filters".

## Year 7 to Year 11 Uniform 2024-2025

Please ensure that all uniform and equipment is clearly named. All uniform is compulsory unless stated otherwise. Blazers must be worn on arrival to and departure from school and in between lessons when wearing school uniform.

Pupils are required to wear full formal uniform with the following exceptions when PE kit may be worn:

- If pupils have PE before break, they will be able to arrive at school in their PE kit;
- If pupils have PE or a Sports club at the end of the day, they will be able to go home in their PE kit;
- At all other times, pupils will be expected to wear the full formal uniform including for certain events, such as Carol Concerts, Open Days, Formal Assemblies and other occasions as requested.

Uniform 1 (listed under Female on School Blazer)		Uniform 2 (listed under Male on School Blazer)	
Blazer	Navy	Blazer	Navy
Coat	Plain Navy or Black (no logos)	Coat	Plain Navy or Black (no logos)
Blouse (short or long sleeve)	White	Shirt (short or long sleeve)	White
Jumper (Year 7 – 10)	Navy with Sky stripe	Jumper (Year 7-10)	Navy with Sky Stripe
Jumper (Year 11)	Navy with White stripe	Jumper (Year 11)	Navy with White Stripe
Kilt or Trousers	Tartan/Navy	Trousers	Charcoal
Socks (not trainer socks)	Navy	Socks (not trainer socks)	Grey or Black
70 or 40 Denier Tights	Navy	School tie (to be worn with shirts, not blouses)	Navy and Sky
Shoes with T bar or laces	Navy or Black	Shoes with velcro or laces	Navy or Black
<b>Sports Wear</b>			
PE Polo shirt	Navy		
House T-Shirt	St Christopher (green), St Nicholas (blue), St George (red), St Francis (yellow)		
Skort	Navy		
Shorts	Navy		
Track suit top	Navy		
Track suit pants	Navy		
Base layer leggings	Navy (optional)		
Base layer top	Navy (optional)		
Hockey socks	Navy/Sky/Yellow		
Swimsuit/Swim shorts	Navy (optional for Years 9-11)		

Swimming Hat	Orange (optional for Years 9-11)
Astro Trainers	Any (compulsory)
Studded Football boots	Any (compulsory if playing football/rugby)
Cricket whites	White (compulsory)
Other	Hockey Stick, Gum Shield, Shin pads, Tennis Racket, Towel for swimming, Cricket bat and pads
Games Bag	Navy and Sky
Other equipment	
School bag	Plain Navy or Black – no advertising/logos
School scarf	Optional
DT tabard	
Hymn Book	Hymn book – Hymns Old and New (New Anglican edition) ISB 086209 805 – available from Wallingford Bookshop or the School Office
Stationery and other equipment	HB Pencils, colour pencils, highlighter pens, pens, protractor, pair of compasses, rubber, small scissors, glue stick, 30cm ruler, Casio scientific calculator, Whitefurze Storage box for Food Technology (measuring Length 28cm Width 26cm Height 21cm).

Our uniform supplier is the online provider, School Blazer Ltd: [www.schoolblazer.co.uk](http://www.schoolblazer.co.uk)

Please note when ordering uniform:

- Blouses are available in female sizing options and shirts are available in male sizing options. Parents may decide which option they would like to choose for their own children.
- Likewise, trousers are offered as navy in female sizing and charcoal in male sizing, the same policy applies, that parents may choose the more appropriate option, the school is flexible to pupils wearing School Blazer navy or charcoal trousers.
- Kilts are only offered in the standard female sizing because of the cut, please contact school blazer if you would like to order the kilt for your son and they will advise on the best sizing option.
- The school tie is only worn with the shirt, and not the blouse, so if you are ordering a shirt please also order the tie.

## Dress Code

- A high standard of personal appearance is expected at all times.
- Hair must be a suitable length, clean and neat. It should not be dyed to any unacceptable, unnatural colour. This means that hair should not be cut to lower than a grade 2 and should be blended throughout without any major steps in length. This includes having an undercut, where hair is cut very short underneath a longer top cut. Fringes must not fall across the eyes, or must be long enough to tuck away from the face. Any hair accessories should be blue or black.
- Pupils may wear their hair loose other than at sport, during science lessons and any lessons where Health and Safety dictates the need.
- Pupils will be challenged if hair is not kept tidy at all times.
- Uniform as dictated by the school uniform list should be worn. Length of skirts, shorts and skorts should be appropriate. School kilts should be knee length.
- Tights should be plain navy with no holes or ladders. (We advise pupils to carry a spare pair in their bag in case they are laddered during the school day).
- Shoes should be plain black, laced or with a bar and flat heeled. Sling backs, trainers, peep-toe shoes, mules, boots or canvas shoes may not be worn.
- No make-up is to be worn by any pupil with the exception of Year 10 and 11, for whom a subtle amount of foundation and mascara are permitted.
- Nail varnish and false nails are not permitted whatsoever. For Sport, nails must be short.
- For years 7-10 a single pair of small studs may be worn, one in each lobe of the ear, or one single stud in one ear. Earrings in any other part of the ear are not acceptable.
- For Year 11 pupils only: one earring in each lobe or one earring in one lobe. Pupils in Year 11 also have the privilege of being allowed to also wear one stud earring in the top of the ear.
- No other piercings or jewellery are acceptable. For Sport, no jewellery is permitted whatsoever. If pupils disregard the rules regarding jewellery, they must expect to be challenged and have jewellery confiscated.
- If items of uniform are damaged, please ensure they are mended or replaced promptly.
- Blazers should be worn at all times – unless pupils are invited to remove them. Over coats should be plain black or navy and only worn outside when the weather is cold.

## Bags & Lockers

Pupils in Years 7-9 require a small black or navy rucksack suitable for carrying school books. Years 10 and 11 can use coloured bags but they must be suitable for school and should not be heavily printed with advertisements.

Pupils also require a full PE and Swimming kit in their Sports holdall on the first day. A kit inspection will take place at the start of Autumn Term. Please ensure all items are named.

Each pupil is allocated a locker by the Sports Hall for their PE kit. Locker keys are issued upon receipt of a £10 deposit. In the event that a locker key is lost, another deposit is required before a second key can be issued. Locker keys are collected at the end of each term, when all PE kit and sports equipment must be taken home. Keys are the responsibility of pupils and should be kept in a safe place at all times. Extra keys cannot be cut as spares.



Pupils from Year 8-11 also have access to a book locker in which to keep any books they may not wish to carry during the day.

With regard to Lockers, under common law powers, schools are able to search lockers and desks for any item provided the pupil agrees. If the school suspects a pupil has an item on the prohibited items list (as outlined in the Whole School Search and Confiscation Policy and Procedures) they will ask the pupil if they can search their locker. Under the same laws, schools can also make it a condition of having a locker or desk that the pupil consents to have these searched for any item whether or not the pupil is present.

If a pupil does not consent to a search (or withdraws consent having previously signed the Code of Behaviour) then it is possible to conduct a search without consent but only for the 'prohibited items' listed in the policy. Parents will be made aware that a search has taken place and the process and outcomes will be explained.

## Devices

Our aim is to take the best aspects of virtual learning and integrate this approach to teaching and learning into our existing provision across the school. Therefore, all pupils in Senior School are expected to bring in their own devices.

If you are considering purchasing a new laptop, we would suggest a Windows laptop is a sensible choice, but our systems work effectively with Apple Mac/ iPad and Chromebook. It is worth giving consideration in any purchase to battery life, weight and size of device as pupils bring these into school.

A typical configuration of laptop is:

- Windows 11
- Intel Core i5 processor
- 256GB SSD
- 8GB memory

A Microsoft Office 365 subscription is provided by school and our IT team will set up each pupil's device for Teams and provide all network passwords once they are in school. We have put into place provision to ensure effective charging spaces are available across the school should pupils forget to charge their device ahead of coming into school.

For devices over three years old there will be a requirement for PAT testing. We will arrange this in school.

We are very excited about the possibilities technology affords, particularly in how teachers can engage with their pupils in a new and stimulating way to set and collaborate on class activities. Naturally, this will be carefully blended with a variety of approaches to teaching and learning; pupils will continue to use exercise books, develop their hand-writing, use written methods in Mathematics, extended writing in English and much more besides.

How is my son or daughter using technology?

Your son or daughter will not be working on their laptop all day, however, they will need their laptop in school every day as it will be used in a variety of ways across the School curriculum. Some examples of the type of work that your son or daughter may be doing include:

- Viewing presentations or challenges set by the teacher that have been uploaded to MS Teams and completing work in OneNote or writing answers to questions in their books.
- Microsoft Teams will be used in conjunction with more traditional textbooks or printed sheets to enhance learning.
- Viewing PowerPoints and digital content shared by the teachers explaining a new function or topic or reviewing this to consolidate prior learning.
- Creating digital content to share with their teachers.

What is the benefit of using technology in the classroom?

We are acutely aware that all children learn and respond in differing ways and one style of teaching does not suit all. Incorporating technology into the curriculum affords another platform that will help learners flourish through a fun and engaging experience.

Our teaching staff can use online resources to help bring to life a particular project or subject, work can be marked online, information can be easily shared between pupils and their teacher or pupils and their peers, and essential skills that will serve our pupils throughout their academic career will be developed.

The integration of Office 365 and Microsoft Teams and the availability of pupil devices in school supports pupils and the school in developing flexibility, building resilience, and enabling a personalised approach to teaching and learning.

## **IT Code of Conduct for Senior Pupils**

Pupils must comply with the following Code of Conduct in order to ensure the safe use of IT within school. These rules apply to all use of technology within school including desktop PCs, laptops, tablets, smartphones, media players and other digital devices (whether personal or provided by school). IT facilities used in school are for educational purposes only and all use should be appropriate in this context.

Failure to comply with these rules will result in disciplinary action which may include loss of access to school IT facilities (including use during lessons), suspension and expulsion. Illegal activity will be reported to the appropriate authorities

- Pupils in the Senior School must bring an appropriate device (ideally a laptop) into school. Laptops running Windows 11 or Mac iOS with 8GB RAM minimum are recommended.
- Pupils must not allow other pupils access to their accounts or devices. Each pupil is responsible for keeping their password secure, changing it regularly, saving work regularly, organising files

and deleting unwanted files.

- Internet use within school must be appropriate to education. Pupils may not access chat rooms (other than those which may be provided by the school), social networking, video streaming (such as Netflix), gaming or shopping sites whilst in school.
- Pupils should take care when accessing web-based material. The school implements appropriate measures to restrict access to inappropriate content; however, pupils should still exercise discretion when choosing which content to access. The school does not guarantee complete security from inappropriate material. Pupils are encouraged to report any content which they find disturbing to a member of staff. Safe use of IT facilities at school is covered in Computing and PSHCEE lessons and in Assemblies.
- Pupils must not use IT (including email, digital photos and social networking) in a way likely to cause harm or offend others or which may be seen as bullying or bring the school into disrepute. Appropriate action will be taken, including informing appropriate authorities, where use of IT outside school has caused harm or offence in connection to the school, its staff or its pupils.

Pupils should inform the Network Director and/or Computing staff if:

- the virus checking software detects a virus.
- they receive any suspicious or unusual emails.
- they discover any part of the school network or other IT systems to be insecure
- they believe someone has accessed their user account(s).

Additionally:

- Pupils must not download music or video files in school.
- Pupils must not attempt to download or install software on any school digital device or using the school network. All software used on digital devices in school must be correctly licensed.
- Pupils must not take photos or use existing photos of another pupil or member of staff without their consent.
- Staff may monitor all use of IT facilities by pupils. This can include (but is not limited to): accessing files stored on the school network, logs of internet usage, logs and images of actions performed on school computers, live monitoring of pupil activity.
- Pupils must not bring other digital devices including smartphones and media players to school unless granted explicit permission by the Headmaster. Pupils using any digital device within school agree to grant access to the Network Director and Headmaster to the same level as school-provided facilities. Pupils may be required to surrender the device to a member of staff, to be retrieved from the School Office at the end of the day.

## Mobile Phones & Devices Guidelines

- Year 11 pupils are permitted mobile phones once they have signed the school's 'Bring Your Own Device Code of Conduct'.
- In Years 7-11, permitted laptops and tablets are to be used for the purpose of completing schoolwork only.
- Senior students who take the school bus or walk to school are allowed to bring a phone, but these must be handed in to the School Office on arrival at school, then collected at the end of the day.
- Any equipment brought into school must be clearly named.
- No other students are allowed to bring mobile phones into school.
- If any pupil, in Years 7-10, has their mobile phone on their person or in their school bag during the day, we will confiscate the phone and issue them with a lunch time detention. The confiscated mobile phone must be collected from the office at the end of the day.
- The same confiscation procedure applies to Year 11 students who have their mobile phone on show outside of the Common Room and lessons where they have been given express permission to use it.

Our priority in making these policies is to ensure that your children are safe and happy at school, and we believe maintaining a high standard with regard to mobile phones contributes towards this.

## E-Safety

The internet is a brilliant resource if we know how to navigate it safely and E-Safety is taken very seriously and forms part of the PSHCEE curriculum. We also have a secure firewall installed on our broadband and network that flags when concerning content is accessed or if a pupil accesses content which is banned on our server. This system allows senior staff to raise concerns with pupils and discuss any inappropriate use of the network. Pupils complete an online internet safety certificate in each Key Stage, relevant to their age. This includes modules on safe use of the internet, risks associated with internet use and how to protect themselves from these risks. Parents are also able to take the parent/carer certificate if they wish to, please contact Kath Heard if you would like to hear more about this.

Computing lessons are another place where pupils learn how to use technology to benefit their learning, gain new skills and develop their awareness of the digital world. The curriculum is designed to teach the pupils how to access online content safely and how to navigate social media, gaming and video sharing sites safely. They also learn how to report content and block things online. Furthermore, we offer parent events, hosted by a guest speaker; to help keep parents updated about internet safety so they can replicate key messages that are being delivered in school.

## Clubs & Enrichment

We are very proud of the superb breadth of extra-curricular provision available here at Cranford. All pupils are expected to take part and clubs are either held before school, over lunch or after school to ensure there is something on offer for all our pupils. Full details of our Clubs provision are sent to you separately. Please ensure you sign up for those that your child is interested in.

## Pupil voice and initiatives

There are a number of ways pupil voice is sought, but it is primarily through the pupil elected School Council. Every tutor group in the senior school has a School Council representative. They are responsible for gathering feedback on specific areas of school life, sharing ideas and propositions from the school council and representing the voice of their tutor group in meetings.

A number of pupils are also involved in the Pupil Inclusion Committee (Thrive), which meets to discuss how we can become a truly inclusive community. They lead charity events for various different organisations, run activities in support of commemoration or awareness days/months, for example competitions during Black History Month or LGBT+ History Month.

Big Buddy Little Buddy was an initiative born out a suggestion from a pupil who wanted to see relationships grown between upper and lower year groups. All pupils are in BBLB groups with pupils from different tutor groups and year groups. They meet during one form time per cycle as a group to talk about a whole host of events, issues and ideas.

## Equity, Diversity and Inclusion

We are committed to ensuring every member of our community feels accepted for who they are, and to growing our knowledge and understanding of EDI to ensure that everyone is celebrated in our community for their unique and defining qualities, skills and gifts.

**At Cranford School we define equity as giving every member of your community the tools and skills they need to achieve their very best. This doesn't mean giving every member equal treatment, rather giving individuals support, resources and treatment according to their different needs.**

We define *inclusion* as where people's differences are valued and used to enable everyone to thrive. An inclusive environment is one in which everyone feels that they belong without having to conform, that their contribution matters and they are able to perform to their full potential, no matter their background, identity or circumstances.

*Diversity* is about recognising, understanding and celebrating difference. It's acknowledging the benefit of having a range of perspectives, ideas and backgrounds contributing into the community.

There are a number of ways that pupils and staff are working towards our EDI vision and aims. Pupils and staff are invited to join our EDI committees to help shape our vision and strategy as a community. All staff and pupils, in Year 5 upwards, have received EDI training from Diverse Educators. Pupils in the upper senior school volunteer as Inclusion Ambassadors to support younger pupils.

# The House System

There are four Houses in the Senior School:

- St Christopher (green)
- St Nicholas (blue)
- St George (red)
- St Francis (yellow)

House members are split across the years and each pupil will be allocated to a House before they start at Cranford House.

The Houses accrue points throughout the year through House sports matches music, poetry and drama competitions, house quizzes and a wide range of competitive games/events and activities happening on a weekly basis. Individual House Points, which are awarded for both effort and achievement are also calculated into the final house point totals. This culminates in our keenly anticipated House Awards, at the end of academic year. The House with the highest number of points are rewarded with a trip out of school for one day in the summer term. Pupils are recognised not just for outstanding academic work or sporting achievements, but for having demonstrated exemplary leadership, initiative, citizenship or the Cranford values as well.

House Leaders are chosen from pupils at the top end of the school who complete an application letter and interview for the position. The post is held for a year, starting in the Autumn Term. House Leaders act as a figurehead to the other pupils in their house, encouraging them and inspiring them along the way. The House System plays an important role in our pastoral provision and weekly House meetings provide a valued opportunity to bring pupils together across the year groups in a shared spirit of belonging and support. House Leaders are supported by a member of staff who takes on the role Head of House. The staff facilitate the house events, supporting the pupil leaders in the background.

Included on the uniform list is a House T-shirt which should be purchased in the colours of your child's House once this has been allocated.

## Positions of Responsibility

Positions of Responsibility play a vital part in the life of our Senior School. Pupils in all year groups are encouraged to take on positions of responsibility within their Form Groups, from Form Captains, to Digital Leaders, Learning Leaders, School Council representatives and Eco Captains. Our most senior Positions of Responsibility are also important in allowing our Year 11 and 6th Form pupils to embrace leadership roles and to be aspirational role models to the younger pupils. These positions are keenly contested, involving a process that includes letters of application, shortlisting and interviews. This application process provides pupils with excellent practice for life beyond Cranford.

# Sport

Every student at Cranford is encouraged to make sport and physical activity part of their daily routine and to reach their full potential, build and sustain a life-long love of physical activity. A wide range of sports is available from hockey, football, netball, rugby and tennis to gymnastics, swimming, rowing, sailing and much more – we strive to provide opportunities for every student to enjoy participating in sporting activities. The pupils enjoy all aspects including competition, skill development and recreation. There are many opportunities for students to play in matches and perform in competitions, both within school and through fixtures and local, regional and national tournaments. We pride ourselves that we offer competitive sport for all levels of abilities, with our top teams competing at the highest level on a pathway to excellence.

## Heads of Sport:

Hockey – Boys: Mr Blakey – [cblakey@cranfordschool.co.uk](mailto:cblakey@cranfordschool.co.uk)

Hockey – Girls: Miss Dawson- [edawson@cranfordschool.co.uk](mailto:edawson@cranfordschool.co.uk)

Netball – Mrs Sear - [ssear@cranfordschool.co.uk](mailto:ssear@cranfordschool.co.uk)

Cricket – Mr Eaglesham- [jeaglesham@cranfordschool.co.uk](mailto:jeaglesham@cranfordschool.co.uk)

Football – Mr Miller – [gmiller@cranfordschool.co.uk](mailto:gmillar@cranfordschool.co.uk)

Swimming – Mrs Graham – [bgraham@cranfordschool.co.uk](mailto:bgraham@cranfordschool.co.uk)

If you have any specific or further queries about Sport at Cranford please contact our Director of Sport, Sam Sear [ssear@cranfordschool.co.uk](mailto:ssear@cranfordschool.co.uk)

The main curriculum-based sports in Senior School at Cranford are:

Autumn term:

- Girls: Hockey
- Boys: Football

Spring Term:

- Girls: Netball/Football
- Boys: Hockey

Summer term:

- Girls/Boys: Tennis/Athletics/Cricket

Other major sports run alongside these during the year and include Badminton/Cross Country/Swimming.

## Fixtures / Inter House Matches

Our Philosophy is to provide an inclusive and fun environment that allows an excellent opportunity for all our pupils to take part in competitive match play. We offer a programme of Fixtures and Inter-House matches which parents are welcome to attend.

## SOCS

In order to keep up to date with fixtures you will need to can log into our specialist Sports Website system, SOCS and track the live fixture list. You will be able to have access to all fixtures, team sheets and relevant information and can access SOCS through the main school website, via the information tab and then by selecting fixtures or directly at: <http://sport.cranfordschool.co.uk>.

We aim to announce team selections at least 48 hours before the fixture. These will be uploaded on to this website and then emailed to you by a member of Sport Staff, with a link to all information for that fixture. In the unfortunate event that a fixture is cancelled, this information will be communicated via SOCS and by email.

Further information on how to use this system and individual passwords will be shared at the start of term by our Director of Sport, Sam Sear [ssear@cranfordhouse.net](mailto:ssear@cranfordhouse.net)

### Team Selection Process

Team selection is based on the attendance at the trial at the beginning of the season, regular attendance at the weekly practice sessions and a committed and positive approach to the team.

We also offer a programme of Inter-House matches which provide an excellent opportunity for all of our pupils to take part in competitive match play. Our inclusive ethos enables all pupils to take part in and enjoy a range of sports in both a competitive and friendly environment.

## Individual Music & Drama Lessons

A huge number of pupils at Cranford take individual Music and Drama lessons at school and we are extremely proud of the exceptional standard of both teaching and performance.

Music and Drama: Individual vocal or instrumental lessons, or LAMDA lessons can be arranged by contacting the Music Administrator, Mrs L Sonn ([lsonn@cranfordschool.co.uk](mailto:lsonn@cranfordschool.co.uk))

All individual lessons are chargeable.



## Homework & Teams

Your son or daughter will be given a Planner/Homework Diary by their Form Tutor on their first day. This diary is an important piece of organisational equipment that each pupil will need to keep with them at all times. It is used to record all homework and provides the opportunity for dialogue between parents and the Form Tutor. The Form Tutor will sign and check the Planner/Diary weekly, and we ask that parents do the same. This supplements the recording and communication of homework remotely to both pupils and parents via the Satchel One App, information and access to which will be supplied separately.

Parents are asked to help their son or daughter with their homework by providing them with their own space and making time available for them to work in a focused way. If a pupil is experiencing considerable difficulty with set tasks, parents are encouraged to contact the teacher via the Homework Diary or in person, as soon as possible.

Below is a guide to the suggested amount of time that the school expects to be spent on each subject. If a pupil is inspired and enthused by a particular homework topic, they should be encouraged to persist, even if more than the recommended time is spent. However, if a pupil is struggling, it is preferable to contact the teacher for support (as mentioned above), rather than insist on spending the allocated time unproductively. However, it is also worth noting that struggle and failure are both essential for effective learning and growth, so we ask parents to encourage attempts at difficult and challenging tasks, rather than always aiming for a 100% success rate.

<b>Year</b>	<b>Approximate time pupil expected to spend per subject</b>	<b>Maximum number of subjects per night</b>
7	20 minutes	2
8	25 minutes	2
9	30 minutes	2
10 & 11	40 minutes	2

## Marking & Feedback

Marking is about responding appropriately to children's work and this feedback is an integral part of teaching and learning which encourages pupils to become independent learners. Work will often be discussed in class and verbal feedback will be given then. In your son or daughter's books you will see a variety of types of marking and feedback, including:

- Ticks
- Comments
- Strengths and Developments (The teacher will both comment on positive aspects of the work and highlight areas for further development).
- Targets
- Traffic Lighting (this allows your child to show how they feel about the work to help both them and their teacher recognise any difficulties and find ways of overcoming them).
- Self-Marking (pupils mark their own work according to criteria given to them by the teacher).
- Peer Marking (a partner has marked your child's work and may have discussed it with them and the teacher. This informs the teacher about both pupils' learning and understanding).

## Assessments & Reporting

Using an annual cycle of assessment and reporting, we will be working with parents to monitor and report on your son or daughter's progress and development across the whole curriculum.

Reporting to parents takes a range of different forms, depending on your son or daughter's year group:

- Mid-term grade cards
- End-of-term written reports
- Parents' information meetings
- Parents' Evenings
- Individual interim progress meetings with teachers, Form Tutors, Heads of Year or Deputy Head (Academic) and SENCo, as appropriate, at intervals during the year.

Reporting to parents is informed by a robust cycle of both formative and summative, informal and formal assessment and monitoring throughout each year. Evidence of progress will be evaluated in a number of different ways:

- By learners themselves
- By peers (other pupils)
- By teachers and other professionals

Formative and summative assessments are incorporated into the planning process to ensure learning remains tailored to individual need. Learning intentions and success criteria are shared with pupils during lessons, so that pupils know what they are learning and how to assess whether they have made progress. By working with their peers, a shared understanding of learning intentions and outcomes will develop. Pupils gain a sense of ownership of their learning and develop important thinking skills, such as evaluative and analytical skills, through this process.

A typical annual assessment cycle will include:

- Informal assessment at the start of a topic to assess existing knowledge and understanding in order to target learning appropriately and meet individual learning needs.
- Informal assessment at intervals during the on-going teaching of a topic.
- Constructive, diagnostic written comments on pieces of work.
- Peer assessment.
- Self-assessment.
- Teacher assessment at least once per term in all subjects, generating standardised comparative progress data which enables you to track your child's progress across the year and allows the school to identify the need for intervention, support or additional challenge, in order to ensure your son or daughter makes the best possible progress.
- End-of-year examinations.
- Annual MidYIS tests in Year 7 and 9.
- Mock GCSE Examinations in Year 11.
- Mock A Level Examinations in Year 13.

## **Parents' Evenings & Reports**

Cranford School recognises the importance of having the chance to meet and discuss your son or daughter's progress. Parents' Evenings are designed to give you the opportunity to discuss your son or daughter's progress with each specialist teacher. You will be notified of the dates of Parents' Evenings in due course. We encourage your son or daughter to be present with you.

Parents' Evenings are necessarily busy affairs. If you have any specific concerns about your son or daughter, please do raise them with us as they occur, rather than waiting for Parents' Evening, by contacting your son or daughter's Form Tutor or Head of Year. Parents' Evening consultations are normally organised in five-minute slots. If you predict that you will need longer, or this becomes apparent during your consultation, please make an appointment for another date.

We are constantly evaluating our reporting processes to ensure that we provide the most thorough reports possible. We encourage you to discuss these reports with your son or daughter.

## **Parents' & Teachers' Association**

The Cranford School Parents' & Teachers' Association is comprised of a group of committed parents. The committee organise opportunities for parents to meet socially and raise funds to pay for the extra resources which enhance the all-round educational experience of pupils at school. This is achieved through a selection of exciting events for both parents and children held throughout the school year.

The team of parents who make up the committee meet twice a term to discuss fundraising ideas, events, and spending plans. Once a year in September they hold an AGM to present how much they have raised, the allocation of funds and any changes to the committee. Everyone is very welcome to attend.

In addition, each year group in the school has two Form Reps who act as a conduit for information and ideas between the year groups and the committee, as well as co-ordinating assistance with events. Many also choose to put together individual social events for year group parents. You will be contacted by your Form Rep shortly before or after the start of term.

If you are new to Cranford House, please make contact with your form reps before the start of term to share your details and ensure you are included on the distribution list for your son or daughter's form.

## Year 7 Induction

When joining the Senior School in Year 7, students can expect:

- A day spent with their new Form, involving team building, orientation and getting to know each other.
- A day geared towards encouraging the pupils to work together, solve problems and interact socially with their new year group.

## Policies and Procedure Documents Available for Viewing

Key policies are available for parents to access via the school website:

<https://www.cranfordhouse.net/information/policies-1>

Also available:

- Examination results for the previous academic year
- Staff list and qualifications

Please ask in the School Office if you wish to view or receive printed copies of any of these or similar documents.

## Policies and Procedure

All Cranford School policies are available for you to view on our website, for ease the direct link is here:

<https://www.cranfordhouse.net/information/policies>

### Safeguarding

Cranford School is committed to safeguarding and promoting the welfare of children. All pupils have the right to be protected from all types of harm and abuse. The school's 'Safeguarding and Child Protection Policy' forms a fundamental part of our approach to providing excellent pastoral care to all pupils, including young people who may be over the age of 18 years.

### Bullying

Bullying, harassment and victimisation will not be tolerated in school. An anti-bullying policy exists to encourage staff and pupils to create a climate of respect and tolerance. This policy is posted on the school website and school notice boards and is reviewed regularly and discussed in PSHCEE sessions.

### Relationships and Sex Education Policy (SRE)

Our Relationships and Sex Education Policy includes emphasis on good health, the value of self-esteem in making choices and judgements and in the relationship with others and knowledge of how the body works. This is within the context of moral issues and values. Parents have the right to withdraw their child from this part of the PSHCEE programme if they inform the Headmaster in writing. Full details of the Relationships and Sex Education Policy programme are available on request.

**Fire**

In the event of a fire or fire drill, pupils must immediately evacuate the buildings calmly and in silence, before assembling in the designated place. There are regular fire practices.

**Tidiness**

Pupils are expected to maintain levels of tidiness in school and must not drop litter. They should leave property (including books and rucksacks) either in lockers or where it does not cause obstruction. Classrooms must be kept tidy and furniture neatly arranged.

**Insurance for Personal Belongings**

Pupils' personal property is not covered by the school's insurance. The school cannot accept responsibility for loss or damage to a pupil's property on the school premises or on school visits.

**Changes in Circumstance**

Parents should notify the school in writing of any relevant changes in circumstances. These include change of address, details of court orders, family ill health, financial difficulties or change in family circumstance. These will be treated in confidence. We are committed to working closely with parents in their child's interests and to providing appropriate levels of pastoral care.

**Comments and Complaints Procedures**

We are keen to provide parents and pupils with high standards of service and would like to hear your comments, suggestions or complaints so that improvements can be made. If your complaint is not resolved to your satisfaction through the appropriate channels within the school, you should complain in writing to the Headmaster as soon as possible. He will then investigate the complaint and respond within seven school days. The complaint will be dealt with in accordance with the school's publicised procedure, a copy of which can be obtained from the school website. Advice on who to contact in the first instance with problems is given in the Pastoral Care section of this handbook.

Details of fees, absence, withdrawal, continuity of education, welfare, court orders and data protection are included in the Terms and Conditions given to all parents.

# Sanctions

As we have high expectations of our pupils, behaviour issues are rarely a problem at Cranford. However, in cases when sanctions are required, our policy is as follows:

## **Cranford School Senior School Sanctions Policy**

All members of staff are responsible for the behaviour and discipline of pupils in their charge and should use appropriate strategies and sanctions to maintain an orderly framework within which effective learning can take place. Our expectations are high and the key to positive behaviour. In the case of bad behaviour, bullying or other misdemeanour, a structured sanctions system will be operated, with progressively more serious sanctions being applied.

### **1. Writing in a Pupil's Homework Planner**

This is used to inform parents of instances of poor behaviour in lessons or when a pupil is given a lunchtime detention. Comments are written in red.

### **2. Recording incidents on SIMS**

This online system is used for recording infringements of the School rules, allowing running totals to be kept and monitored by the pastoral team. Persistent infringements are referred to the Assistant Head Pastoral – Senior, and result in the removal of free time.

### **3. Break or Lunchtime Detention**

These are given if a pupil's poor behaviour in a lesson persists or if a pupil breaks the Code or Rules on a number of occasions, particularly in light of work-related issues. A break or lunchtime detention would also be set for two missed pieces of homework in the same subject or three missed homework's across all subjects. Mitigating circumstances will be taken into consideration.

### **4. After-School Detention**

Members of our Senior Leadership Team may give a formal after-school detention. A communication is sent to parents informing them of the reason for the detention, as well as the time and date.

# Rewards

At Cranford School we aim to reward as many of our pupils' achievements as possible.

To this end, our Rewards system ranges from verbal congratulations to the awarding of House Points, Headmaster's Awards, Commendation Postcards and a range of awards, trophies and colours at both our Awards Assemblies and Annual Prize Giving Ceremony.

## Term dates

The last day of each term is a full school day, so normal pick-up times apply.

### **Autumn Term 2024**

Term starts	Wednesday 4 September
Half Term	Monday 21 October – Friday 1 November
Term ends	Friday 13 December

### **Spring Term 2025**

Term starts	Tuesday 7 January
Half Term	Monday 17 February – Friday 21 February
Term ends	Thursday 27 March

### **Summer Term 2025**

Term starts	Wednesday 23 April
Half Term	Monday 26 May – Friday 30 May
Term ends	Friday 4 July



## Staff Contact Details

### Senior Leadership Team:

Headmaster	Dr Raymond	<a href="mailto:jraymond@cranfordschool.co.uk">jraymond@cranfordschool.co.uk</a>
Senior Assistant Head (DSL)	Mrs Heard	<a href="mailto:kheard@cranfordschool.co.uk">kheard@cranfordschool.co.uk</a>
Deputy Head (Academic)	Mrs Clarence	<a href="mailto:aclarance@cranfordschool.co.uk">aclarance@cranfordschool.co.uk</a>
Deputy Head (Whole School SENCO )	Miss Hudson	<a href="mailto:rhudson@cranfordschool.co.uk">rhudson@cranfordschool.co.uk</a>
Director of Studies	Mrs Mir	<a href="mailto:amir@cranfordschool.co.uk">amir@cranfordschool.co.uk</a>
Assistant Head (Senior School Pastoral)	Mrs Viggers	<a href="mailto:cviggers@cranfordschool.co.uk">cviggers@cranfordschool.co.uk</a>

### Head of Year Team and SENCo:

Head of Year 7		<a href="mailto:HOY7@cranfordschool.co.uk">HOY7@cranfordschool.co.uk</a>
Head of Year 8		<a href="mailto:HOY8@cranfordschool.co.uk">HOY8@cranfordschool.co.uk</a>
Head of Year 9		<a href="mailto:HOY9@cranfordschool.co.uk">HOY9@cranfordschool.co.uk</a>
Head of Year 10		<a href="mailto:HOY10@cranfordschool.co.uk">HOY10@cranfordschool.co.uk</a>
Head of Year 11		<a href="mailto:HOY11@cranfordschool.co.uk">HOY11@cranfordschool.co.uk</a>
Directors of Sixth Form		<a href="mailto:HOSF@cranfordschool.co.uk">HOSF@cranfordschool.co.uk</a>
SENCo – Senior School	Mr Wike	<a href="mailto:Swike@cranfordscholl.co.uk">Swike@cranfordscholl.co.uk</a>

### Senior Form Tutors

Your son or daughter's Form Tutor will be the first port of call for any concerns or queries. Please see the school website for contact details for members of staff: [www.cranfordhouse.net](http://www.cranfordhouse.net)

## Who do I contact if...

I would like to talk about my son/daughter's progress	Form Tutor
I am worried about the amount of homework being set	Form Tutor
I believe my son/daughter is being bullied	Head of Year and DSL <a href="mailto:kheard@cranfordschool.co.uk">kheard@cranfordschool.co.uk</a>
I would like to book my son/daughter into a club	<a href="mailto:clubs@cranfordschool.co.uk">clubs@cranfordschool.co.uk</a>
I have a question about uniform	Mrs C Viggers <a href="mailto:cviggers@cranfordschool.co.uk">cviggers@cranfordschool.co.uk</a>
I have a question about music/LAMDA lessons	Mrs L Sonn <a href="mailto:lsonn@cranfordschool.co.uk">lsonn@cranfordschool.co.uk</a>
What do I do if I have a question about sport, fixtures or teams	Mrs S Sear <a href="mailto:ssear@cranfordschool.co.uk">ssear@cranfordschool.co.uk</a>
I would like a tour around the new Sixth Form	Mrs K French <a href="mailto:kfrench@cranfordschool.co.uk">kfrench@cranfordschool.co.uk</a>
My son/daughter is unhappy	Form Tutor
My son/daughter has left equipment/kit at home	Main School Office
My child is unwell	Main School Office and Form Tutor
I would like a place on a bus for my child	Mr J Sear <a href="mailto:jsear@cranfordschool.co.uk">jsear@cranfordschool.co.uk</a>
I would like to speak to the chair of Governors	Mr S Wallis <a href="mailto:governors@cranfordschool.co.uk">governors@cranfordschool.co.uk</a>



# CRANFORD

— SCHOOL —

## Cranford - Contact Information 2024 / 2025

Moulsford, Wallingford, Oxfordshire, OX10 9HT 01491 651218  
office@cranfordschool.co.uk www.cranfordschool.co.uk

### Headmaster

**Dr James Raymond**

jraymond@cranfordschool.co.uk  
01491 651218

### Senior Assistant Head DSL

**Mrs Kath Heard**

kheard@cranfordschool.co.uk  
01491 651218

### Senior SENCO

**Mr Steve Wike**

swike@cranfordschool.co.uk  
01491 651218

### Deputy Head

**(Junior Academic & Whole School SenCo)**

**Miss Rachel Hudson**

rhudson@cranfordschool.co.uk  
01491 651218

### Deputy Head Academic

**Mrs Annabel Clarence**

aclarance@cranfordschool.co.uk  
01491 651218

### Chair of Governors

**Mr Stuart Wallis**

**c/o Cranford School**

governors@cranfordschool.co.uk  
01491 651218

### Director of Admissions

**Mrs Katie French**

kfrench@cranfordschool.co.uk  
01491 659872

### Assistant Head

**(Director of Music and Head of Co-Curricular)**

**Mrs Jane Powell**

jkpowell@cranfordschool.co.uk  
01491 651218

### Assistant Head (Senior Pastoral)

**Mrs Clare Viggers**

cviggers@cranfordschool.co.uk

See the school website for policies and further information including the School Aims and Ethos.  
At Cranford, School Governors, Staff and Parents have a shared commitment to safeguarding  
and to promoting the welfare of all pupils.



**CRANFORD**  
— SCHOOL —

Moulsford, Wallingford, Oxfordshire OX10 9HT

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