

# PARENT INFORMATION PACK

## 2023-2024



## CONTENTS (in alphabetical order)

1.	ATTENDANCE AND ABSENCE PROCEDURE .....	3
2.	BEHAVIOUR .....	4
3.	CHILDCARE PROVISION .....	4
4.	CFS PTA.....	4
5.	CO-CURRICULAR ACTIVITIES AND EXTENDED DAY PROGRAMME .....	4
6.	COMMUNICATION .....	5
7.	COMMUNICATION TABLE - WHO SHOULD I CONTACT IF...? .....	6
8.	EQUIPMENT .....	7
9.	HOME SCHOOL AGREEMENT & PUPIL CODE OF CONDUCT .....	7
10.	HOUSE SYSTEM .....	7
11.	LUNCH PROVISION .....	8
12.	MAKE A DONATION.....	9
13.	MEDICAL PROVISION AND PROCEDURES.....	9
14.	MOBILE PHONES IN SCHOOL .....	10
15.	MUSIC PROVISION.....	10
16.	PARENT AMBASSADORS .....	11
17.	PARENTPAY .....	11
18.	PHOTO PERMISSION AND LOCAL VISITS .....	11
19.	PRAISE .....	12
20.	PUPIL LEADERSHIP .....	12
21.	RHYTHM OF THE YEAR (ROY) .....	12
22.	SECONDARY PASTORAL MODEL AND TUTOR GROUPS.....	13
23.	SCHOOL DAY.....	14
24.	SEND AND LEARNING SUPPORT.....	14
25.	SPRAYS .....	15
26.	TECHNOLOGY .....	15
27.	TERM DATES 2023/2024 .....	16
28.	TRAVEL PLAN, TRANSPORT PROVISION & PROCEDURES.....	17
29.	UNIFORM & PURCHASING PROCEDURE .....	17
30.	VALUABLES.....	17
31.	WHO'S WHO?.....	18

## 1. ATTENDANCE AND ABSENCE PROCEDURE

Excellent attendance at school is the best way to ensure uninterrupted progress for your child and an excellent education. All children should be in the School ready to register at the relevant registration time for their year group:

**Years 7 – 11: 0820**

**Years 1 – 6: 0830-0845**

**Reception: 0845**

The Primary School playground for Years 1-6 is open from 0810, with pupils welcome into class from 0815. Supervised access to the Secondary School grounds and dining hall is from 0745.

If a child arrives after the registration period, they must report to the School Office and will be marked in as 'Late', depending on the circumstances for the late arrival. If a pupil arrives after 0915 it will be recorded as an unauthorised morning session. Sanctions will be in place for avoidable lateness.

### Illness

When a child is unwell, parents should notify the School before 0900 on the first day of absence informing the School of the reason for absence. **This must be in writing by email to our Attendance Officer [absence@chichesterfreeschool.org.uk](mailto:absence@chichesterfreeschool.org.uk)**

When a child is absent, the class teacher or tutor will record the absence in the register. The School Office or Attendance Officer will endeavour to contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence, so that we can check on the safety of the child.

If your child is absent due to vomiting or diarrhoea, then they should not return to school for the next 24 hours after the last time that the child is sick. **For any day of absence the School will require written explanation as to why the child was absent. The Attendance Officer will request this if it is not produced.**

Attendance and punctuality statistics are included in pupil reports and are submitted to the Department for Education. If you are unsure whether to keep your child off school, there are some helpful guidance [notes available from the NHS](#).

### Medical Appointments

Every effort should be made to arrange medical appointments outside of school hours. If it is absolutely necessary for a child to be out of school for this reason, then the School should be informed at the earliest opportunity by emailing the Attendance Officer on [absence@chichesterfreeschool.org.uk](mailto:absence@chichesterfreeschool.org.uk). The child should be returned to school directly after the appointment via the School Office so they can be signed back in.

## **2. BEHAVIOUR**

Our Behaviour Policy – also outlining our reward system – can be found here:

<https://www.chichesterfreeschool.org.uk/policies-documents/>

## **3. CHILDCARE PROVISION**

To support the childcare needs of families, CFS hosts an early morning and after school wrap-around club

This club is run by Active8 Kidz and all bookings and enquiries should be directed to them on the link below.

<https://activ8forkids.schoolipal.co.uk>

If your child isn't picked up on time and is already registered with Active8, they will be taken to the club and the parent charged accordingly.

## **4. CFS PTA**

Throughout the year we hold a range of fundraising events to support the school, from Quiz Nights to the Summer and Christmas Fairs to Bag2School. If you would like to support the School in its fundraising efforts, for a particular event or maybe you have an idea for an event, please do contact the School Office.

## **5. CO-CURRICULAR ACTIVITIES AND EXTENDED DAY PROGRAMME**

The School has a diverse co-curricular provision to ensure your child enjoys school life and receives a complete education that meets their needs and interests. Towards the end of each school term the School publishes the extended day programme for the forthcoming term on the website under 'School'.

<https://www.chichesterfreeschool.org.uk/co-curriculum/>

On this page you will find details of how and when to book, payment details (where necessary) and the co-curricular activity rules.

Bookings for the extended day programme can only be made through School Cloud Parents Evening Booking System during the booking period. Once parents have completed the process, which includes providing an email address, they will then receive a club notification email. Signing up to an activity means you are agreeing to pay all the charges incurred with the activity for the whole term.

The extended day activities on offer are delivered by teachers or external providers. Some activities are free and others are chargeable, payment will be either through ParentPay OR directly to the external provider on their terms, and this will be made clear on the extended day time table published for each term.

Parents will be notified in advance of any changes to the pricing policy for co-curricular activities that will affect the following term.

A commitment of a term is expected and where an activity is course-based, pupils must reach the end of a module in order to progress to the next level.

Co-curricular activities/Supervised Study at school are not compulsory but, in line with our school's ethos, we would like your child to participate in at least one activity a week, whether in school or as part of an outside club, such as a sport, music, or performance club. We recognise the importance of children's activities and would much rather support your child in participation outside of school than insist they attend an activity in school if this is not appropriate. Please provide details of any outside commitments your child has so that a record can be made.

The extended day timetable outlines days when activities don't run such as the Year 7 Open Evening, Sports Day and the very last day of the School year.

Any queries regarding co-curricular activities can be directed to the Enrichment & Futures Manager, Sue Moon, on [smoon@chichesterfreeschool.org.uk](mailto:smoon@chichesterfreeschool.org.uk)

- **COMBINED CADET FORCE**

The School runs its own CCF for pupils from Year 8 upwards. If your child is interested in joining, please contact Mr Richard Cook on [rcook@chichesterfreeschool.org.uk](mailto:rcook@chichesterfreeschool.org.uk). Cadets parade on a Thursday after school.

- **DUKE OF EDINBURGH**

The School also offers pupils from Year 9 upwards to join the Duke of Edinburgh Scheme. If your child is interested in joining, please contact Mr Richard Cook on [rcook@chichesterfreeschool.org.uk](mailto:rcook@chichesterfreeschool.org.uk)

## **6. COMMUNICATION**

We aim to make communication between parents and staff efficient but to do this, we need your help. In the next section, we have outlined exactly who you need to contact in the case of a query. This will often be directly to your child's class or subject teacher, who will be able to deal with your query effectively and liaise, on your behalf, with any other relevant members of staff. We would also like to request that all parents actively use the School Website and weekly bulletin update, which often contain the answer to queries that are coming through to us via email.

There is a dedicated weekly **Whole School** bulletin, which simply and clearly outlines to you important information and a reminder of the Rhythm of the Year for the following week. Then, five times a year, we release a comprehensive and entertaining School News Electronic Magazine, celebrating everything that has gone on within the School, from Year R to Year 11, that half term. A lovely read over a cup of tea during the school holidays!

## 7. COMMUNICATION TABLE - WHO SHOULD I CONTACT IF...?

To ensure your query is responded to as quickly as possible, we ask that you contact the people in the table below depending on the nature of your communication. Please ensure that you only send your email to one person to limit any ambiguity about who should respond to your query; copying in several people will not result in a faster response. Please remember that it is our policy to respond to emails within two working days. Staff do not regularly check emails during the evening, weekends or holidays. For any urgent communication needs please phone the School Office on 01243 792690. We would also ask that you check the School website and weekly bulletin for practical and administrative information, as often you will find the answer to your query there.

Nature of Communication	Who Should I Contact?	Contact Details
<b>PRIMARY</b>		
Practical or administrative information, including school trips	School Office	<a href="mailto:office@chichesterfreeschool.org.uk">office@chichesterfreeschool.org.uk</a>
Primary pastoral/behaviour concern or query	Class Teacher <i>who will liaise with SLT if appropriate</i>	Various – please see ' <a href="#">Staff page</a> ' in 'Our School' section of website
Primary academic concern or query	Class Teacher <i>who will liaise with the SLT if appropriate</i>	Various – please see ' <a href="#">Staff page</a> ' in 'Our School' section of website
Special Education Needs	Primary SENDCo	<a href="mailto:aangell@chichesterfreeschool.org.uk">aangell@chichesterfreeschool.org.uk</a>
<b>SECONDARY</b>		
Practical or administrative information, including school trips	School Office	<a href="mailto:office@chichesterfreeschool.org.uk">office@chichesterfreeschool.org.uk</a>
Pastoral/behaviour concern or query	Tutor <i>who will liaise with subject teachers, Head of Year or member of SLT if appropriate (Year 11 to contact Head of Year)</i>	Various – please see ' <a href="#">Staff page</a> ' in 'Our School' section of website
Academic concern or query	Tutor <i>who will liaise with subject teachers, Head of Subject or member of SLT if appropriate (Year 11 to contact Head of Year)</i>	Various – please see ' <a href="#">Staff page</a> ' in 'Our School' section of website
Special Education Needs	Secondary SENDCo	<a href="mailto:pfowler@chichesterfreeschool.org.uk">pfowler@chichesterfreeschool.org.uk</a>
<b>ALL THROUGH</b>		
Attendance request or notification	Attendance Officer	<a href="mailto:absence@chichesterfreeschool.org.uk">absence@chichesterfreeschool.org.uk</a>
Serious matter that has not been resolved via the communication routes above	PA to the Executive Principal	<a href="mailto:PAprincipal@chichesterfreeschool.org.uk">PAprincipal@chichesterfreeschool.org.uk</a>

## 8. EQUIPMENT

Every **Primary pupil in Years R - 6** must have a book bag that they can carry their reading book, reading record and any homework in daily. These book bags need to fit inside trays in the classrooms so no rucksacks are allowed. CFS book bags can be purchased via the School shop on the CFS website, link here:

<https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=728>

Every **Secondary School pupil** is expected to have the following items of equipment for every lesson:

### Compulsory items

- Black pen (and a spare!)
- Purple pen
- Geometry set (pencil, pair of compasses, 30cm ruler, protractor)
- Pencil
- Pencil sharpener and eraser
- Scientific Calculator (preferably Casio)
- Pair of compasses
- Protractor
- Soft slippers/socks for use in the performance studio
- Apron and hair tie for food and a container to bring food home in.
- Reading book – available every day
- Headphones with a standard 3.5mm connection (for use in Music lessons)

### Desirable items

- Chromebook, laptop or an iPad or other device

Tippex/Liquid Paper is not allowed in school and must not be used in any school work.

Text books and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.

## 9. HOME SCHOOL AGREEMENT & PUPIL CODE OF CONDUCT

Each year, our home school agreement is shared with all parents/carers and pupils. It is requested that all parents/carers, pupils and CFS staff adhere to the agreement at all times, to ensure a positive partnership between the School and home. This will also refer to the Pupil Code of Conduct, which has been devised with pupils in school.

## 10. HOUSE SYSTEM

The House System is at the core of our ethos at CFS, and our staff House Champion focus on what the House system is designed for – **Competition, Charity, Community, Communication and Celebration**. As you will see on the school calendar on our website, there are an array of House events planned, including weekly events,

as well as the School Sports Day and the House Festival in July. We all have our Community Fortnight and Charity Week.

All praise points in both Primary and Secondary are known as 'House Points', and these will not only go towards a child's own personal total, but the House totals as well.

All of these competitions come together each year in the final battle for the highly acclaimed House Cup!

## 11. LUNCH PROVISION

Hot meals will be provided on a daily basis free of charge to all Infant children from Reception up to Year 2, as per the Government's Universal Infant Free School Meals Scheme. All children in Year 3 and above will have the option of hot or cold food or a packed lunch every day, please see our website for further details.

<https://www.chichesterfreeschool.org.uk/catering/>

Our hot and cold lunch service is provided by Innovate, who are a large and established school catering company.

If you are or think you might be eligible for free school meals, please check directly with WSCC by using this link <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/>

We place great importance on healthy eating and have therefore written some guidelines regarding what should and should not be in a packed lunch.

### **Packed lunch guidelines - A balanced packed lunch is a healthy packed lunch.**

Healthy eating is important to us. A child who eats well and who eats balanced nutritious meals is much more likely to feel good and be in a position to learn well and succeed. No school just wants to dictate to parents what to do, however all schools want the best for their children; the advice given below is done so with the best of intentions. Please do contact us if you would like to discuss our guidelines further.

### **At CFS a lunchbox should ideally contain one of each of the following:**

- Bread/Cereal – such as wraps; sandwiches; cold pasta; breadsticks and rice cakes.
- Meat/Fish and Alternatives – such as turkey; tuna; eggs or humus.
- Milk/Dairy – such as cheese spread/slices/cubes, hard boiled eggs, low sugar yoghurt.
- Fruit and Vegetables – such as fresh or dried fruits, vegetable sticks, salad in wraps.
- A treat if you wish – such as a small slice of cake or a biscuit.
- Drink – water or squash.

***Please do not include crisps, sweets, chocolate, fizzy drinks or energy drinks, any nut products or any glass, thank you.***



## 12. MAKE A DONATION

The Governors and staff at the School are continually looking at ways to develop and improve the School, including the wide and diverse variety of activities we provide our children to give them the rounded education they deserve.

In addition to our CFS PTA Fundraising events, many of you have enquired about a voluntary annual parent subscription scheme to raise additional funds that will support continued improvement and development of our learning environment, as well as the opportunities and resources children need to fulfil their potential.

### TOGETHER, WE CAN MAKE A DIFFERENCE

Therefore, at the beginning of each academic year, or when your child joins CFS, we are inviting all families to make a voluntary donation and by contributing to the scheme, you will make a significant difference to the School. Every donation, however large or small, will remain absolutely confidential and will be hugely appreciated.

We have a donations page on the School's website. If you are a tax payer, we can reclaim 25p for every £1 donated under the Gift Aid scheme, making your donation go even further. You can make a one off donation or set up a monthly standing order and even £5 per month would make such a difference to the school.

If you wish to make a donation, please click on this link: <https://localgiving.org/donation/chichester-free-school>

## 13. MEDICAL PROVISION AND PROCEDURES

The admission form that you have completed for your child will give the School vital information that we need to provide for your child while they are in our care.

It is important to remember that, if there are any changes in your child's health during the year, you keep the School informed about their condition and related treatment.

If your child has an accident or feels unwell at school they should tell their teacher straight away. Their teacher may contact the Medical Officer for advice and treatment. More serious injuries or illness may require the child to be collected or even given hospital care.

If your child feels unwell and wants to go home, they must in the first instance be assessed by the Medical Officer. If it's felt that your child needs to go home, the Medical Officer will contact you to arrange collection. Under no circumstances should the child contact parents directly.

If your child has to take regular medication please contact the School Office. For Primary pupils who need to take antibiotics in School, parents/carers need to complete a medical consent form when dropping the medication off at the main School Office and the Medical Officer will then administer the medication to the primary pupil. Secondary pupils **are** allowed to take their own medication subject to the parent/carer completing the medical consent form which should be given to the School Office. No child is allowed to have medicine in their possession without the knowledge and approval of the School's Medical Officer.

The School can only administer antibiotics to Secondary pupils if the dosage is 4 times a day. Any non-prescribed medication that is required can only be administered for 3 days. Antihistamine can only be administered by the School if on prescription.

## **14. MOBILE PHONES IN SCHOOL**

Mobile phones, including smart/apple watches may not be used in school at any time. They can be brought to school but must remain off or on silent and completely out of view on-site at all times - this includes headphone attachments. If devices are seen or heard they will be confiscated and kept in the office, to be collected at the end of the school day.

The Mobile Phone Policy can be found within the Behaviour Management Policy on our website using the link below: <https://www.chichesterfreeschool.org.uk/policies-documents/>

## **15. MUSIC PROVISION**

There are many exciting instrumental lesson opportunities here at CFS. As well as our programme of co-curricular clubs offered after school, we have visiting instrumental tutors for the following disciplines:

- Voice/Singing
- Drum Kit/Percussion
- Piano and Keyboard
- Woodwind (Flute/Saxophone/Clarinet)
- Electric Guitar/Acoustic Guitar/Bass Guitar
- Brass (Trumpet/Cornet/Tenor Horn/Trombone)
- Strings (Violin/Viola/Cello)

Lessons are organised weekly and are booked a term at a time directly with the tutor. All our tutors are highly qualified and have a full DBS check held by the School. Lessons usually start from the 1<sup>st</sup> or 2<sup>nd</sup> full week of the Autumn term. We liaise with the tutors regularly on progress and opportunities for your child to join choir and orchestra or other suitable groups and events as their skill develops.

If your child would like instrumental/vocal lessons or would like a taster lesson first to try it out. Please email [hdavis@chichesterfreeschool.org.uk](mailto:hdavis@chichesterfreeschool.org.uk) with the following details:

- Name of child
- Current age of child
- Class/year group/tutor (if known)
- My child is interested in having lessons in...
- Parent name
- Phone number
- Email address

By giving us these contact details, you are consenting to us sharing them with the relevant tutor who will contact you.

If your child already learns an instrument outside of school, please do let us know so that we can fully support them within school and keep you informed of all the opportunities for your child to get involved in the life of the Music department.

## **16. PARENT AMBASSADORS**

The Parent Ambassadors are a group of committed parents and carers who have volunteered to represent the wider community of parents of children attending CFS. The Parent Ambassadors will meet with key members of the Senior Leadership Team at least once a term. The agenda will be mutually devised in advance, with contributions proposed from both the School and Parent Ambassadors. These agenda items will be influenced by queries and suggestions (rather than issues and individual complaints) arising in the parental body but also, just as importantly, matters that the School wish to get parental thoughts and feedback on. On occasions the School may request an extra meeting if they are considering a significant change to something; not to seek permission but to seek opinions, feedback and ideas.

More information about The Ambassadors & their contact details can be found on the CFS website. <https://www.chichesterfreeschool.org.uk/parent-ambassadors/>

If you are interested in joining us please contact [parentambassadors@chichesterfreeschool.org.uk](mailto:parentambassadors@chichesterfreeschool.org.uk).

## **17. PARENTPAY**

CFS is a cashless site so uses ParentPay for all parents to register and pay for trips, after school clubs, school meals and much more. ParentPay is a secure online system with no charges for using it. You will be issued with a login, initial username and password within the first week of your child starting school at CFS. Please ensure your child comes to school with a packed lunch until your account is active.

## **18. PHOTO PERMISSION AND LOCAL VISITS**

As is customary for schools, we at CFS will include some photographs or images of pupils in the School's promotional material such as the website, social media or school news magazine. Parents who do not want

their child's photograph or image to appear in any of the School's promotional material must make sure their child knows this and must contact the School Office immediately to update your child's records. A written acknowledgement shall be sent out to you as confirmation of receipt of your request. Pupils' names will be used in the School magazine only; at no other time would we disclose the full name of a child without the parents' consent.

As our School premises is local to Chichester, there may be times when the students are taken on local visits during the School day either on foot or using the School minibuses. No prior consent is required for such a trip.

There may be times when the pupils are taken on supervised trips on foot, or whilst travelling in a minibus, coach or train within a 40 mile radius. Examples include **sports fixtures, educational visits** (such as to the theatre), **cross-country runs, reward trips and other offsite physical activities** (curriculum and extra-curricular). No prior consent is required for such a trip.

## 19. PRAISE

The All Through model for **praise** is based around House points, but there is also weekly information going home to parents and pupils regarding successes and achievements, in both Primary and Secondary. Pupils are immediately rewarded for gaining numerous House Points, and it is our commitment that we contact home just as readily for the positives, as well as when we have a concern. Mrs New also awards a fortnightly Principal's Award, where pupils from across the School join a celebration for something particularly wonderful they have done, and receive a personal phone call or email home from the Principal.

The overview of the Reward System, along with our Sanction system, can be found in the Behaviour Policy.

## 20. PUPIL LEADERSHIP

It is vital to us that pupils gain experiences outside of the classroom, developing their skills as the leaders of tomorrow, whilst also giving them a strong sense of voice and ownership in the continued success of CFS.

We have a variety of Pupil Leadership roles available to pupils throughout Primary and Secondary, including Head Boy and Girl, Prefects, Class and School Council Reps, House Ambassadors, Librarians, Eco Warriors, Beat Bullying Mentors, Mental Health Ambassadors. Recruitment of these roles takes place either side of the summer holiday, with most roles in place by the end of September for the rest of the academic year.

## 21. RHYTHM OF THE YEAR (ROY)

The Rhythm of the Year (ROY) is an important document that outlines the key dates for the academic year, i.e. Pupil Progress Consultations, school trips, sports day etc. You will also be able to find all of these dates on our School Website calendar. We will always send a provisional version, for the next academic year, out

in July. This will include some dates and events that are still to be confirmed. By the end of September we will endeavour to have confirmed most dates, and a revised version will be sent out to all parents then. The ROY will also outline, where appropriate, any additional costs for events such as trips; this is to enable parents to look ahead for the whole year. Please be advised that these costs will always be approximate until specific trip information is sent to parents.

## 22. SECONDARY PASTORAL MODEL AND TUTOR GROUPS

Alongside the House System the pastoral and behavioural support in Secondary is in year groups, with Heads of Year and horizontal tutor groups, where all pupils will be from the same year group. This will allow Heads of Year and tutors to offer bespoke and focused support for each cohort. Each year group will have an assembly once a week, again allowing this to be targeted specifically for the age group present. Within a tutor group, all pupils will be within the same House, keeping the community spirit. House groups from all year groups will also regularly meet in assemblies and House events, ensuring that pupils continue to mix with a variety of different ages across the All Through School.

***Your child has the support of both their tutor and Head of Year Team:***

<i>Team Information outlined below</i>	<b>AQUILA HOUSE</b>	<b>NOCTUA HOUSE</b>	<b>PEGASUS HOUSE</b>	<b>PHOENIX HOUSE</b>
<b>Head of Year 7 Team</b>	Year 7 AQ and some of Year 7 CH	Year 7 NO and some of Year 7 CH	Year 7 PE and some of Year 7 CH	Year 7 PH and some of Year 7 CH
<b>Head of Year 8 Team</b>	Year 8 AQ	Year 8 NO	Year 8 PE	Year 8 PH
<b>Head of Year 9 Team</b>	Year 9 AQ	Year 9 NO	Year 9 PE	Year 9 PH
<b>Head of Year 10 Team</b>	Year 10 AQ	Year 10 NO	Year 10 PE	Year 10 PH
<b>Head of Year 11 Team</b>	Year 11 AQ	Year 11 NO	Year 11 PE	Year 11 PH

- **Year 7 Team** – Miss Oxley, supported by Assistant Head of Year Miss Ireland
- **Year 8 Team** - Mrs Crebbin, supported by Mrs Ashcroft
- **Year 9 Team** - Mr Tilling, supported by Mrs Ashcroft
- **Year 10 Team** – Mrs Turnbull (non-teaching Head of Year)
- **Year 11 Team** – Mr Elliman, supported by Mrs Turnbull

## 23. SCHOOL DAY

### Reception

- Wrap-around care available from 0730 provided by Active8 (see website for booking details)
- Arrival between 0830 and 0845
- School day finishes 1500 (collection starts from 1445)
- Wrap-around care available until 1800 provided by Active8

### Years 1 – 6

- Wrap-around care available from 0730 provided by Active8 (see website for booking details)
- Registration and welcome 0830 - 0840 (playground opens at 0810, classroom doors open 0815)
- School finishes 1500 for Year 1 if not doing an activity, 1630 if doing an activity
- School finishes 1515 for Years 2-6 if not doing an activity, 1630 if doing an activity
- Wrap-around care available until 1800 provided by Active8

Total compulsory weekly hours = 33 hours, 45 minutes

### Years 7 – 11

- Gates open 0745 (pupils allowed in dining hall and outside areas only)
- Tutor time and registration 0820
- School finishes 1530 if not doing an activity or supervised study, 1630 if doing an activity

Total compulsory weekly hours = 35 hours, 50 minutes

## 24. SEND AND LEARNING SUPPORT

It is important that all parents have completed the School Registration Form (copies can be obtained from the School Office). Our SENDCos (Mrs Angell for Primary and Mr Fowler for Secondary) will review these forms together with information provided by your child's previous school or pre-school setting, to make an initial assessment of the needs of each child and how the School can best support them. Our whole Inclusion and SENDCo Provision is overseen by Mrs Halton (Vice Principal: Inclusion).

## 25. SPRAYS

Any form of aerosols, body sprays or perfumes are not allowed in school at any time or under any circumstances. If pupils wish to use deodorant after PE, a roll-on or stick deodorant is perfectly acceptable. This blanket ban is primarily due to a number of pupils and staff who are severely allergic to such products with life threatening effects. If any of these items are used or seen in school they will be immediately confiscated and pupils will be sanctioned where appropriate.

We understand that pupils sometimes underestimate the severe effects that these products can have on someone with an allergy, so we would ask that you take some time at home to talk about the impact they can have and continue to ensure that none are brought into school.

## 26. TECHNOLOGY

We use Google Education (including Google Classroom) with our teaching at CFS. This platform is used to set homework for our pupils. To access this in school we ask that, where possible, **Secondary pupils** bring in their own device.

Previously we have recommended iPads, however, we now recommend a Chromebook for any new pupils or if pupils in the older years are buying a new device. If pupils are interested in DT or IT then a Windows laptop would be a suitable option. Any current iPads are still absolutely fine provided they can run a support version on iOS though. When purchasing a device it should have a battery life of up to 10 hours, automatic updates, a keyboard, and support a modern web browser such as Google Chrome, Firefox or Safari. At CFS, we have always asked Secondary pupils to have their own device.

There are a huge range of Chromebooks on the market. Some of these have the facility to be a tablet as well, others are extremely high end and designed for business use. Whilst we are not endorsing or actively recommending any particular models to you, the model below is a device that is regularly used in schools for educational purposes (this was correct at the time of writing):

- LENOVO IdeaPad 3i 11.6" Chromebook - Intel® Celeron®, 64 GB eMMC, Black
- Acer 314 14in Pentium 4GB
- ASUS CX1400

The link below is to a list of Google's supported devices which you may find helpful:

<https://support.google.com/chrome/a/answer/6220366?hl=en#zippy=%2Casus>

## 27. TERM DATES 2023/2024

### Temperance Term 2023

Inset Days – Friday 1<sup>st</sup> September and Monday 4<sup>th</sup> September

Term starts – Tuesday 5<sup>th</sup> September (excluding Reception)

*Reception Home Visits Week – Monday 4<sup>th</sup> until Friday 8<sup>th</sup> September*

*Reception Term starts – Monday 11<sup>th</sup> September*

Inset Day – Thursday 19<sup>th</sup> October

Half Term – Friday 20<sup>th</sup> October to Friday 27<sup>th</sup> October inclusive

Back to school after half term – Monday 30<sup>th</sup> October

Inset Day – Friday 24<sup>th</sup> November (Sussex Learning Trust Annual Conference)

Term ends- Friday 8<sup>th</sup> December

### Justice Term 2024

Inset Day – Tuesday 2<sup>nd</sup> January

Term starts – Wednesday 3<sup>rd</sup> January

Half Term - Monday 12<sup>th</sup> until Friday 16<sup>th</sup> February inclusive

Inset Day – Monday 19<sup>th</sup> February

Back to school after half term – Tuesday 20<sup>th</sup> February

Term Ends – Thursday 28<sup>th</sup> March

### Courage Term 2024

Term starts – Monday 15<sup>th</sup> April

Bank Holiday – 1<sup>st</sup> May

Half Term - Monday 27<sup>th</sup> May until Friday 31<sup>st</sup> May inclusive

Back to school after half term – Monday 3<sup>rd</sup> June

Inset Day – Monday 24<sup>th</sup> June

Term Ends – Friday 12<sup>th</sup> July (pupils finish at 2pm)



## **28. TRAVEL PLAN, TRANSPORT PROVISION & PROCEDURES**

CFS is responsible for putting in place procedures to minimise the traffic flow around the School site. **Car sharing for all pupils from Year 1 and above is important** (where children are not using other means to get to and from school) so that we can manage the traffic flow onto our site; we ask all families to give this option their full consideration.

Reception parents will receive a permit, so that they can travel onto site in a car with only one child and park – with spaces available from 0830.

## **29. UNIFORM & PURCHASING PROCEDURE**

For detailed information on school uniform, please see the School website:

<https://www.chichesterfreeschool.org.uk/about-us/school-uniform/>

On this page you will find a link to our uniform policy so please do read this carefully before ordering anything. You will also find information about our supplier, Chichester based company Game Set and Match.

## **30. VALUABLES**

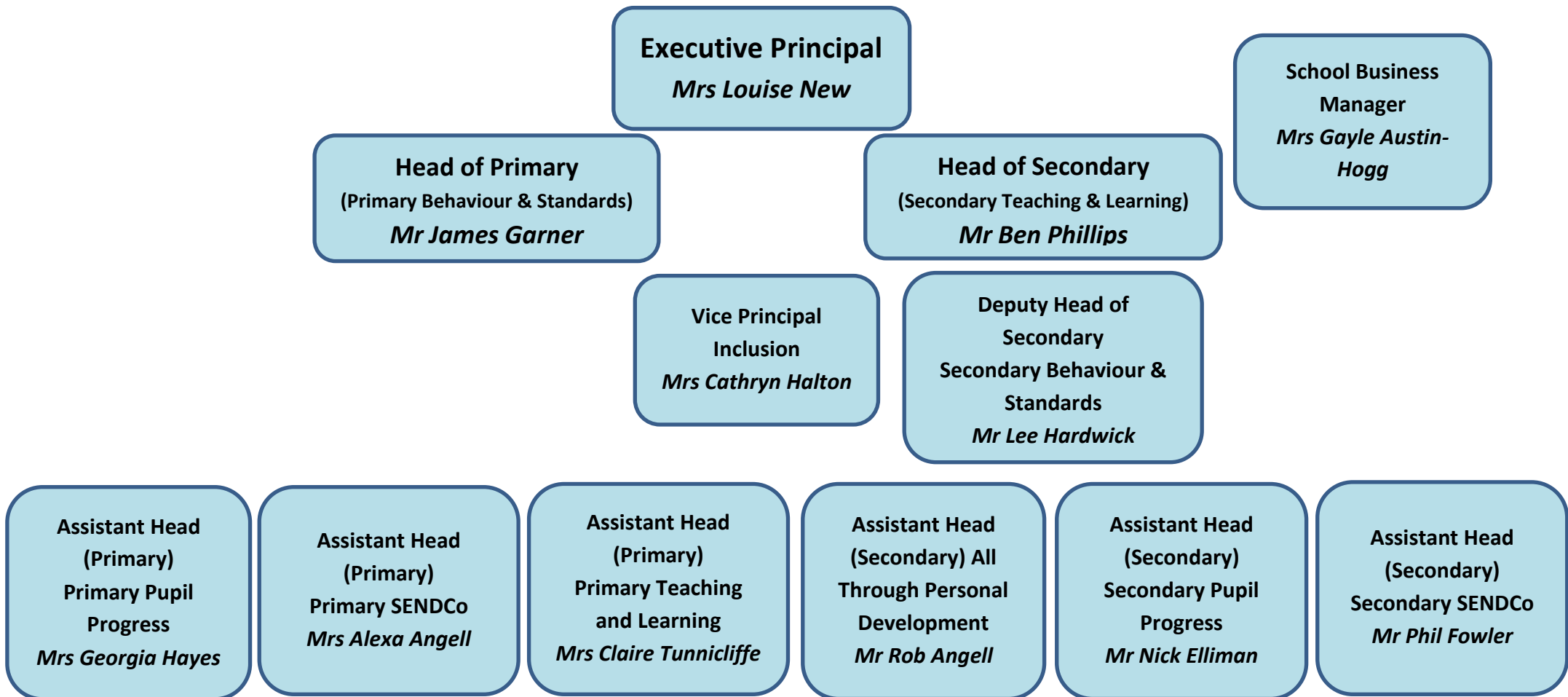
Pupils must be aware that if they bring any valuable items into school (such as mobile phones, smart watches, jewellery, bikes or scooters) that they are responsible for them and that the school does not accept any liability for them, should they get broken or go missing.



## 31. WHO'S WHO?

Here is a list of the CFS staff. Contact details and further information about the responsibilities of each member of the Senior Leadership Team, can be found on the School website, via this link <https://www.chichesterfreeschool.org.uk/about-us/staff/>

### Senior Leadership Team



## Designated Safeguarding Team

- **Strategic Lead** – Cathryn Halton
- **Designated Safeguarding Lead: Primary** – Cathryn Halton
- **Designated Safeguarding Lead: Secondary** – Alanya Russell
- **Deputy Designated Safeguarding Lead: Primary** – Alexa Angell and Fiona Dabinett
- **Deputy Designated Safeguarding Lead: Secondary** – Lee Hardwick and Alison Turnbull

## Subject Middle Leaders

- **Primary Mathematics Lead** – Becky Wilson
- **Early Reading and Phonics Lead** – Richard Cook
- **Primary English Lead** – Joe Wilson
- **Head of English** – Lynda Elmes
- **Head of Mathematics** – Arthur Blandford-Davies
  - **2ic Maths** – Martyn Tilling
- **Head of Science** – Sam Comins
  - **2ic Science** – Katia Muriel
- **Head of Modern Foreign Languages** – Rachel Crebbin
- **Head of Humanities** – Jess Bentley:
  - **Subject Lead Geography** – Nick Elliman
  - **Subject Lead Religious Studies** – Gemma Clark
- **Head of Physical Education** – George Dean
- **Head of DT and Art** – Richard Corser
- **Subject Lead of Dance** – Hannah Tulley (on maternity leave)
- **Subject Lead Drama** – Neil Gregory-Reader
- **Subject Lead Media Studies** – Clare Edmans
- **Subject Lead Music** – Hayley Davis
- **Subject Lead Computer Science** – Emma Seal
- **Subject Lead Business Studies** – Matt Ray

## Special Educational Needs

- **Strategy Lead** – Cathryn Halton
- **Primary SENDCo** – Alexa Angell
- **Secondary SENDCo** – Phil Fowler
- **Primary HLTA** – Kari McCarthy
- **Reading and Literacy Champion** – Claire Bourner
- **ELSA** – Fiona Dabinett
- **Therapeutic Interventions Officer** – Amanda Bashford
- **Access Arrangements Officer** – Marian Baker

## House Champions

- **Head House and Charity Champion** – Tanya Pye
- **House Competition Champion** – George Dean
- **House Community Champion** – Claire Emmett

## Pastoral Team

- **Primary Pastoral and Liaison Officer** – Hannah Prior
- **Head of Eagle Point** – Ben Carter
- **Head of Tree House** – Victoria Wade
- **Head of Year 7** – Rochelle Oxley
  - **Assistant Head of Year 7** – Louise Ireland
- **Head of Year 8** – Rachel Crebbin (Beth Godfrey on maternity leave)
- **Head of Year 9** – Martyn Tilling
  - **Assistant Head of Year 8 & 9** – Laura Ashcroft
- **Head of Year 10** – Alison Turnbull
- **Head of Year 11** – Nick Elliman
  - **Assistant Head of Year 11** – Alison Turnbull
- **Attendance and Family Liaison Manager** – Robyn Wickenden
- **Behaviour Manager** – Karen Scriven
- **Emotional Health and Wellbeing Lead** – Abby Hermans
- **Lead Tutor** – Rachel Crebbin

## Admin and Site Team

- **Cleaning Team** – Lucrecia Conceicao, Kim Goddard, Justyna Kotlinska, Weronika Prsybylska, Katarzyna Smolorz, Grazyna Winiarczyk and Edward Winiarczyk
- **Data Analysis and Systems Lead** – Chris New
- **Futures and Lettings Manager** – Sue Moon
- **Finance Manager** – Catriona McDermott
- **HR and Staff Absence Officer** – Jenny Uffindell
- **ICT Technician** – Sam Cush
- **Marketing and Admissions Manager** – Karie Wright
- **Medical Officer** – Natalie Lloyd
- **Minibus Driver and Crossing Patrol** – Roy Munro
- **Network Manager** – TBC
- **PA to the Executive Principal, Compliance and Governance** – Lauren Wilson
- **Receptionists** – Natalie Gibson & Anita Lee-Hobson
- **Recruitment Manager** – Nikki Stubbington
- **Reprographics Officer and Admin Support** – Jackie Allen
- **Sims and Exams Manager** – David Collins
- **Site Manager** – Tony Del Greco
- **Site Team** – Ian Bradford, Mark Butcher, Jason Chatfield
- **SSI** – Tim Hicks

## Other Responsibilities

- **Arts Mark** – Andrew Lean
- **CCF Contingent Commander** – Richard Cook
- **Cover Manager** – Steve Paul
- **Cover Supervisors** – Katrina Cunningham, Charlotte Fox, Claire Henderson, Abby Hermans, Marita Lietz
- **Culture of Kindness/Anti Bullying** – Jo Hicks
- **Data Protection Officer** – Louise New
- **Duke of Edinburgh** – Richard Cook
- **ECT mentors** – Jess Bentley, Ileana Melendez Ruiz, Katia Muriel, Sophie Potts
- **EVC** – Rob Angell
- **Fundraising** – Claire Emmett and Tanya Pye
- **ITT Professional Tutors** – Lauren Stapleton and Rachel Crebbin
- **MidYIS, Reading and Spelling Tests** – Marian Baker
- **STEM Coordinator** – Katia Muriel
- **Pupil Leadership** – Rochelle Oxley
- **Secondary Tutor Programme** – Ben Carter
- **Year 7 Curriculum Development** – Leah Higgins

## All-Through Learning Support Assistants

- Trudie Alford
- Amanda Bashford
- Samantha Barton
- Evelina Campbell
- Sara Cooper
- Chloe Coppin
- Antoinette Curry
- Deonie De Witt
- Tonia Edwards
- Christine Evans
- Stella Gibson
- Sam Glover
- Jasmine Hanson
- Regan Hawkins
- Joelle Hentze
- Julie Iredale
- Sarah Johnson
- Bernie Kensit
- Paige Smith
- Shelia Stanbridge
- Kathryn Stringer
- Karen Sword
- Kelly Tomsett
- Carole Tully

## Primary Class Teachers

### Reception:

- Claire Emmett – Apple Class
- Jo Golby (Hannah Smith on maternity leave) – Cherry Class

### Year 1:

- Clare Rowlands – Oak Class
- Kate Lewis – Beech Class

### Year 2:

- Katrina Cunningham/Francesca Bhutta – Cedar Class
- Richard Cook – Chestnut Class

### Year 3:

- Sammie Grace – Elm Class
- Georgie Beadle – Willow Class

### Year 4:

- Daniel White – Sycamore Class
- Joe Wilson – Rowan Class

### Year 5:

- Lucy Potts – Hazel Class
- Megan Priestley – Birch Class

### Year 6:

- Lauren Stapleton – Ash Class
- Becky Wilson – Maple Class

## Secondary Tutors

### Year 7:

- **Aquila** – Emma Seal
- **Noctua** – Isabelle Carhart
- **Pegasus** – Kerry-Lee Haylett
- **Phoenix** – Adam Newman
- **Chimera (mixed House)** – George Dean

### Year 8:

- **Aquila** – Charlotte Kite
- **Noctua** – Sophie Potts and Jo Hicks
- **Pegasus** – Callie Bodington-Howard
- **Phoenix** – Mat Griffiths

### Year 9:

- **Aquila** – Richard Corser
- **Noctua** – Jess Bentley and Jo Hicks
- **Pegasus** – Neil Gregory-Reader
- **Phoenix** – Katia Muriel and Sam Comins

### Year 10:

- **Aquila** – Matt Ray and Ileana Melendez-Ruiz
- **Noctua** – Gemma Clark
- **Pegasus** – Tanya Pye
- **Phoenix** – Joel Lodge

### Year 11:

- **Mr Elliman and Mr Phillips** supported by English and Maths team

## Secondary Subject Teams

- **Business Studies:** Matt Ray and Martyn Tilling
- **Computing:** Emma Seal and Nick Elliman
- **Dance:** Hannah Tulley (maternity leave) and Isabelle Carhart
- **Drama:** Neil Gregory-Reader
- **DT, Food and Art:** Richard Corser, Jo Hicks, Andy Lean, Tanya Pye, Jenny Uffindell (Lead Technician), Samantha Gordon (Technician)
- **English:** Clare Edmans, Lynda Elmes, Neil Gregory-Reader, Brisa Hill, Jenny Russell, Sophy Young
- **Humanities:** Rob Angell, Jess Bentley, Gemma Clark, Nick Elliman, Phil Fowler, Mat Griffiths, Charlotte Kite
- **Maths:** Arthur Blandford Davies, Danny Green, Kerry-Lee Haylett, Joel Lodge, Steven Paul, Martyn Tilling
- **Media Studies:** Clare Edmans
- **MFL:** Rachel Crebbin, Ileana Melendez Ruiz, Adam Newman
- **Music:** Hayley Davis
- **PE:** George Dean, Phil Fowler, Rochelle Oxley, Ben Phillips, Sophie Potts
- **Science:** Callie Bodington-Howard, Sam Comins, Kerry-Lee Haylett, Joel Lodge, Katia Muriel, Mary Carpenter (Technician), Matt Matthewson (Technician)
- **Year 7 Maths and English/Middle School:** Lizzy Brett, Leah Higgins, Alanya Russell, Claire Tunnicliffe