

# PARENT INFORMATION PACK

## 2020-2021



Chichester Free School  
Nurture • Challenge • Inspire





**CONTENTS** (in alphabetical order)

- 1) **Attendance and Absence Procedure**, Page 3
- 2) **Behaviour**, Page 4
- 3) **Childcare Provision**, Page 4
- 4) **CFS Friends**, Page 4
- 5) **Co-Curricular Activities**, Page 5
- 6) **Communication**, Page 6
- 7) **Communication table – who should I contact if?** Page 6
- 8) **Equipment**, Page 8
- 9) **House System**, Page 8
- 10) **Lunch Provision**, Page 9
- 11) **Make a Donation**, Page 10
- 12) **Medical Provision and Procedure**, Page 11
- 13) **Mobile Phones in School**, Page 11
- 14) **Music Provision**, Page 11
- 15) **Parent Ambassadors**, Page 12
- 16) **ParentPay**, Page 13
- 17) **Photo Permission and Local Visits**, Page 13
- 18) **Praise**, Page 13
- 19) **Pupil Leadership**, Page 14
- 20) **Rhythm of the Year**, Page 15
- 21) **Secondary Pastoral Model and Tutor Groups**, Page 16
- 22) **School Day**, Page 16
- 23) **SEN and Learning Support**, Page 17
- 24) **Sprays**, Page 17
- 25) **Technology**, Page 17
- 26) **Term Dates**, Page 18
- 27) **Travel Plan**, Page 19
- 28) **Uniform Purchasing Procedure**, Page 19
- 29) **Who's Who?** Page 20

## 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: 0825**

**Years 1 – 6: 0845**

**Reception: 0850**

The Primary School playground is open from 0815 and 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 over 20 minutes late it will be recorded as an unauthorised morning session. Sanctions will be in place for persistent 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 using the absence reporting form on the 'report an absence' page of the School website, link here**

<https://www.chichesterfreeschool.org.uk/report-an-absence/> or you can email [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 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 48 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 using the absence reporting form on the 'report an absence' page of the School website. 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 Energy Kidz and all bookings and enquiries should be directed to them on the link below.

<https://www.energy-kidz.co.uk/>

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

## 4) CFS FRIENDS

CFS Friends is the PTA fundraising branch of CFS. The group's key aims are outlined below:

'We are a registered charity and operate independently from the School but our key goal is to support them and enhance our children's education in a variety of ways.

We organise events including school fairs, school discos and quiz nights. Plus, we run refreshment stalls at Sports Day, school productions and other school events. In addition to raising much needed extra funds for the School, we hope that our events will bring all areas of the School community together; there are lots of us now and it is good to be able to put faces to names if we have the chance to meet in person!

We are passionate about our School and helping the children be the best they can be. To date we have raised over £45,000 and purchased items such as: a minibus; music & food tech equipment; Primary science day & Primary music provision; playground equipment; kiln equipment; prize-giving awards and drama, film & dance equipment.

CFS Friends hold regular second-hand uniform sales, so lookout for details in the weekly newsletter and on CFS Schoolgate for dates and times. We are always very grateful for any donations of clean school uniform, in good condition and with name labels removed, which can be handed into the School office in a bag labelled CFS Friends please.

We would love to get more new people to join us; you can sign up to be one of our bank of volunteers who help on an ad-hoc basis, or if you have a little more time you could join the committee. Our Committee currently has parents, teachers, governors & support staff on board so everybody is welcome.

Our Facebook Friends Volunteers page can be found here:

<https://www.facebook.com/groups/309059533355362/>



We also moderate CFS Schoolgate, a closed group for current CFS parents/carers:

<https://www.facebook.com/groups/cfsschoolgate>

For more information, please email the committee at [cfsfriends@chichesterfreeschool.org.uk](mailto:cfsfriends@chichesterfreeschool.org.uk)

## 5) CO-CURRICULAR ACTIVITIES

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 co-curricular timetable for the forthcoming term on the website under “Student Portal”.

<https://www.chichesterfreeschool.org.uk/student-portal/>

Bookings for the after school activities can only be made through ParentPay for all clubs, supervised study and Years 10 and 11 GCSE clinics. Parents will receive a club notification email which will guide you to the website where they will find details of how and when to book, payment details (where necessary) and the co-curricular activity rules.

The clubs and activities on offer are delivered as an after-school or lunchtime club either by teachers or external organisations who have met our strict criteria. Some clubs are completely free of charge and others are chargeable, either payment at the time of booking OR payment directly to the external provider on their terms, and this will be made clear on the club time table published for each term. Parents will be notified in advance of any changes to the pricing policy for co-curricular clubs 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 clubs or Supervised Study 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 a club in school if this is not appropriate.

The extended day programme follows the school timetable, Monday to Friday which includes days when activities don't run such as the Year 7 Open Evening, Sports Day and the very last day of the School year. These dates are included on the termly club timetable.

Any queries regarding co-curricular activities can be directed to the Co-Curricular Office, 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 Friday 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 R Angell on [rangell@chichesterfreeschool.org.uk](mailto:rangell@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 not be directly to your child's class or subject teacher, but to central personnel 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 updates, 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 everything that is coming up over the next week; a reminder of the Rhythm of the Year with key information. Then, once a half term, we release a comprehensive and entertaining School News Electronic Magazine, celebrating everything that has gone on within the School, from Year R to Year 13, 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 overleaf depending on the nature of your communication. Please remember that it is our policy to respond to emails within 48 working hours. Staff do not regularly check emails during 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 (if not available on the School website or weekly bulletin)	Primary Office	<a href="mailto:primaryoffice@chichesterfreeschool.org.uk">primaryoffice@chichesterfreeschool.org.uk</a>
Primary pastoral/behaviour concern or query	Class Teacher who will liaise with SLT if appropriate	Various – please see 'Staff' page in 'Our School' section of website
Primary academic concern or query	Class Teacher who will liaise with the SLT if appropriate	Various – please see 'Staff' page in 'Our School' section of website
Special Education Needs	Primary SENCo	<a href="mailto:jpowell@chichesterfreeschool.org.uk">jpowell@chichesterfreeschool.org.uk</a>
<b>SECONDARY &amp; SIXTH FORM</b>		
Practical or administrative information, including school trips and iPads (if not available on the School website or weekly bulletin)	School Office	<a href="mailto:office@chichesterfreeschool.org.uk">office@chichesterfreeschool.org.uk</a>
Pastoral/behaviour concern or query	Tutor who will liaise with subject teachers, Head of Year or member of SLT if appropriate	Various – please see 'Staff' page in 'Our School' section of website
Academic concern or query, across various subjects	Tutor who will liaise with subject teachers, Head of Year or member of SLT if appropriate	Various – please see 'Staff' page in 'Our School' section of website
Academic concern, in one particular subject	Head of Department or Subject Lead who will liaise with subject teacher or member of SLT if appropriate	Please see Who's Who List? All email addresses will be published on the website
Special Education Needs	Secondary SENCo	<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> or via School Website
Serious matter for the attention of the Principal, Associate Principal (Head of Primary) or Deputy Principal	PA to the 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 CFS 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, red and green pen (and a spare!)
- Coloured pencils
- Geometry set (pencil, pair of compasses, 30cm ruler, protractor)
- Pencil sharpener and eraser
- Scientific Calculator (preferably Casio)
- Glue stick (Pritt or similar)
- Soft slippers/socks for use in the performance studio
- Reading book – available every day

### Desirable items

- Headphones with a standard 3.5mm connection (for use in Music lessons)
- Long sleeved old shirt to wear over uniform for Art/DT.

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) HOUSE SYSTEM

The House System is at the core of our ethos at CFS, and our staff House Leads (known as House Champions) focus on what the House system is designed for – fun, enrichment, healthy competition, community and camaraderie. As you will see on the school calendar on our website, there are an array of House events planned, including eight events in both Temperance and Justice term, as well as the School Sports Day and the House Festival in July. This will be an exciting culmination of months of fun and hard work from across the School, where each House will put forward a choir, drama piece, individual and group musical performances, and dance display. This promises to be a fantastic celebration, with pupils from the whole School – Primary, Secondary and Sixth Form – performing together to fight it out for the prestigious House Cup.

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.

## 10) 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 (paid for through Parent Pay) or a packed lunch every day as per the guidelines below.

Our hot and cold lunch service is provided by Edwards and Ward 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.***

## 11) 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.

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.

The Friends of Chichester Free School have given terrific support over the years, financing such initiatives as whole class music lessons for our Primary pupils, reading schemes, an array of outdoor play equipment, and classroom resources. Additional funds from the voluntary subscription scheme will allow for many more teaching and learning resources, as well as further beneficial projects, such as:

- Exciting and imaginative new design for outdoor play area, seating and shade
- Development of the on-site forest school with inspirational nature activities
- Longer term, the purchase or lease of some of the land adjacent to the school to create our own sports field
- Development and upkeep of the Astro pitch.

### **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.

The Trust has now created 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>

## 12) 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 has to take regular medication please contact the School Office. The School is unable to administer antibiotics to Primary pupils so parents will be required to come into school to administer the necessary medication to their child themselves. Secondary pupils **are** allowed to take their own medication subject to the parent/carer completing a 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.

## 13) 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.

The full Mobile Phone Policy can be found on our website using the link below:

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

## 14) 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 [office@chichesterfreeschool.org.uk](mailto:office@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.

## **15) 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. <http://www.chichesterfreeschool.org.uk/information/parent-forum/>

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

## 16) 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.

## 17) 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 prospectus, 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 students 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.

## 18) 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 home from the Principal.

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

## 19) 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.

Below is an outline of the roles available each year. Please do discuss these with your child over the summer, and encourage them to put themselves forward at the start of autumn term. On the first day back after the summer break, Primary and Secondary application forms will be distributed to all pupils. Through September each year we conduct exciting election weeks – again, nothing too scary and there will be different approaches depending on each age group – with all roles in place by the end of September.

### Sixth Form

- **Three Heads of School from Year 13:**

- One will oversee the Sixth Form Prefects.
- One will oversee the Year 11 Prefects.
- One will oversee the Year 6 Prefects.
- All three will support the Principal in the running of School Council, be representatives at a variety of school events and external visits and support the Head of Sixth Form in a variety of Sixth Form Matters.

**These roles will be chosen by Staff.**

- **10 Prefects from Years 13.**

- All Prefects will form the Sixth Form Class Council.
- Each which have a designated responsibility such as: Performing Arts Lead; Sports Lead; PPC Lead; Duty Lead; Marketing Officer; Eco Warrior; Charity Lead etc.

**These roles will be chosen by Staff.**

### Year 11

- **Eight Prefects, two from each Tutor Group.**

- Overseen by Mrs Tulley.
- All Prefects will support with events, duties, external etc.
- Each Prefect will also have a specific role, allocated in discussion with Mrs Potts.
- Pairs of Prefects will support Heads of Year with Class Council meetings.

**These roles will be chosen by peers.**

### Year 6

- **Eight Prefects, four from each class.**

- Overseen by Mrs Hayes.
- All Prefects will support with events, duties, external etc.
- Each Prefect will also have a specific role, allocated in discussion with Mrs Hayes.

**These roles will be chosen by Staff.**

## General

- **Class Council Reps, one from every class (Primary) or tutor group (Secondary).**
  - Class Reps meet every half term with Head of Year or Miss Keen in Primary to discuss school matters and provide ideas and feedback to teachers.  
**These roles will be chosen by Staff in Primary and peers in Secondary.**
- **Year Group School Council Reps, one from each year group.**
  - After their Class Council meeting, the Year Group representative will then meet with the Principal, to bring ideas discussed directly to her.  
**These roles will be chosen by the Class Council representatives.**
- **House Ambassadors, from across the whole School. Number to be confirmed, depending on interest.**
  - Support the House Champion and House Presidents with the running of the House, specially House Events, House Festival and Sports Day.  
**These roles will be chosen by Staff in Primary and Peers.**
- **Range of other roles** such as Librarians, Eco Warriors, Beat Bullying mentors, Mental Health Ambassadors. **These roles will be chosen by Staff.**

## 20) 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.

## 21) 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. There will also be regular whole school celebration assemblies, bringing the whole community together.

*Your child has the support of both a pastoral leader and a House Champion:*

	<b>AQUILA HOUSE CHAMPION</b>	<b>NOCTUA HOUSE CHAMPION</b>	<b>PEGASUS HOUSE CHAMPION</b>	<b>PHOENIX HOUSE CHAMPION</b>
<b>Head of Year 7</b>	Year 7 AQ	Year 7 NO	Year 7 PE	Year 7 PH
<b>Head of Year 8</b>	Year 8 AQ	Year 8 NO	Year 8 PE	Year 8 PH
<b>Head of Year 9</b>	Year 9 AQ	Year 9 NO	Year 9 PE	Year 9 PH
<b>Head of Year 10</b>	Year 10 AQ	Year 10 NO	Year 10 PE	Year 10 PH
<b>Head of Year 11</b>	Year 11 AQ	Year 11 NO	Year 11 PE	Year 11 PH
<b>Head of Sixth Form</b>	Year 13			

## 22) SCHOOL DAY

### Reception

- Wrap-around care available from 0730 provided by Energy Kidz (see website for booking details)
- Registration closes 0850 (doors open at 0835)
- School day finishes 1510
- Wrap-around care available until 1800 provided by Energy Kidz

### Years 1 – 6

- Wrap-around care available from 0730 provided by Energy Kidz (see website for booking details)
- Registration closes 0845 (playground opens at 0815, classroom doors open 0830)
- School finishes 1515 for KS1 (Years 1 and 2) if not doing an activity, 1630 if doing an activity
- School finishes 1520 for KS2 (Years 3,4,5 and 6) if not doing an activity, 1630 if doing an activity
- Wrap-around care available until 1800 provided by Energy Kidz

### Years 7 – 11

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

### **23) SEN AND LEARNING SUPPORT**

It is important that all parents have completed the School Admission Form (copies can be obtained from the School Office). Our SENCos (Mrs Powell 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 SENCo Provision is overseen by Mrs Halton (Senior Assistant Principal: Inclusion).

### **24) 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.

### **25) TECHNOLOGY**

We are currently an Apple iPad school, but we are reviewing our systems. We are hoping to launch a new system in January where pupils will have more choice about the device they are able to use in school to support with their learning. For the first term Year 7 will not need to bring in any device for lessons and during the first couple of months we will have meetings with parents to discuss with them the best devices to get, **if** you wish your child to have their own. We also have lots in school for pupils to use. We therefore recommend for now that you do not purchase anything new.

If you already have children in the school who have an iPad please be assured that we will make sure these iPads can still be used with the system we are changing too. We would just like to be able to give you more choice going forward.



## **26) TERM DATES 2020/2021**

### **Temperance Term 2020**

Inset Days – 3<sup>rd</sup> and 4<sup>th</sup> and 7<sup>th</sup> September

(Induction session for New Year 7 – Monday, 7<sup>th</sup> September, 14:00 to 15:30)

Term starts – Tuesday, 8<sup>th</sup> September (excluding Reception)

Reception Home Visits Week – Friday 4<sup>th</sup> until Wednesday 9<sup>th</sup> September

Reception Term starts - Thursday, 10<sup>th</sup> September

Inset Day – Friday 23<sup>rd</sup> October

Half Term – Monday 26<sup>th</sup> October until Monday 2<sup>nd</sup> November

Back to school – Tuesday, 3<sup>rd</sup> November

Term ends- Friday 11<sup>th</sup> December

### **Justice Term 2021**

Inset Day – Monday 4<sup>th</sup> January

Term Starts - Tuesday 5<sup>th</sup> January

Half Term - Monday, 15<sup>th</sup> until Friday 19<sup>th</sup> February

Inset Day - Monday 22<sup>nd</sup> February

Back to school - Tuesday, 23<sup>rd</sup> February

Term Ends - Thursday, 1<sup>st</sup> April

### **Courage Term 2021**

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

Term starts – Tuesday 20<sup>th</sup> April

Half Term - Monday 31<sup>st</sup> May until Friday, 4<sup>th</sup> June

Back to school – Monday 7<sup>th</sup> June

Term Ends – Friday 16<sup>th</sup> July

## 27) 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 an absolute requirement** (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. The School helps facilitate this by offering a car share website. We aim for each car to hold at least two pupils. The scheme works really well for parents and children and it is by far the most cost effective approach. The School has registered with a car sharing website called FAXI. This is a closed, private group and is only accessed by using the link below. Once registered with this website, parents will be able to find other parents who live nearby and make car share arrangements themselves.

To register with the CFS closed group on the FAXI website, please go to <https://faxi.co.uk/@PO201QH>. You will only be able to register by using the email address that the School holds for you. If you are having trouble registering, please email [office@chichesterfreeschool.org.uk](mailto:office@chichesterfreeschool.org.uk) or call us on 01243 792690.

The only parents that are allowed on site with one child in the car are Reception parents who may park up after 0830.

## 28) 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.

Some of our school uniform is purchased directly from the School provider, School Colours Direct. Delivery of uniform for existing CFS students is either to your home/work address or can be delivered to school during term time only. Deliveries to school are approximately twice a month.

School Colours Direct will send you an initial email with an anticipated delivery date but please wait for the final confirmation that your order has been delivered before collecting from the School Office.

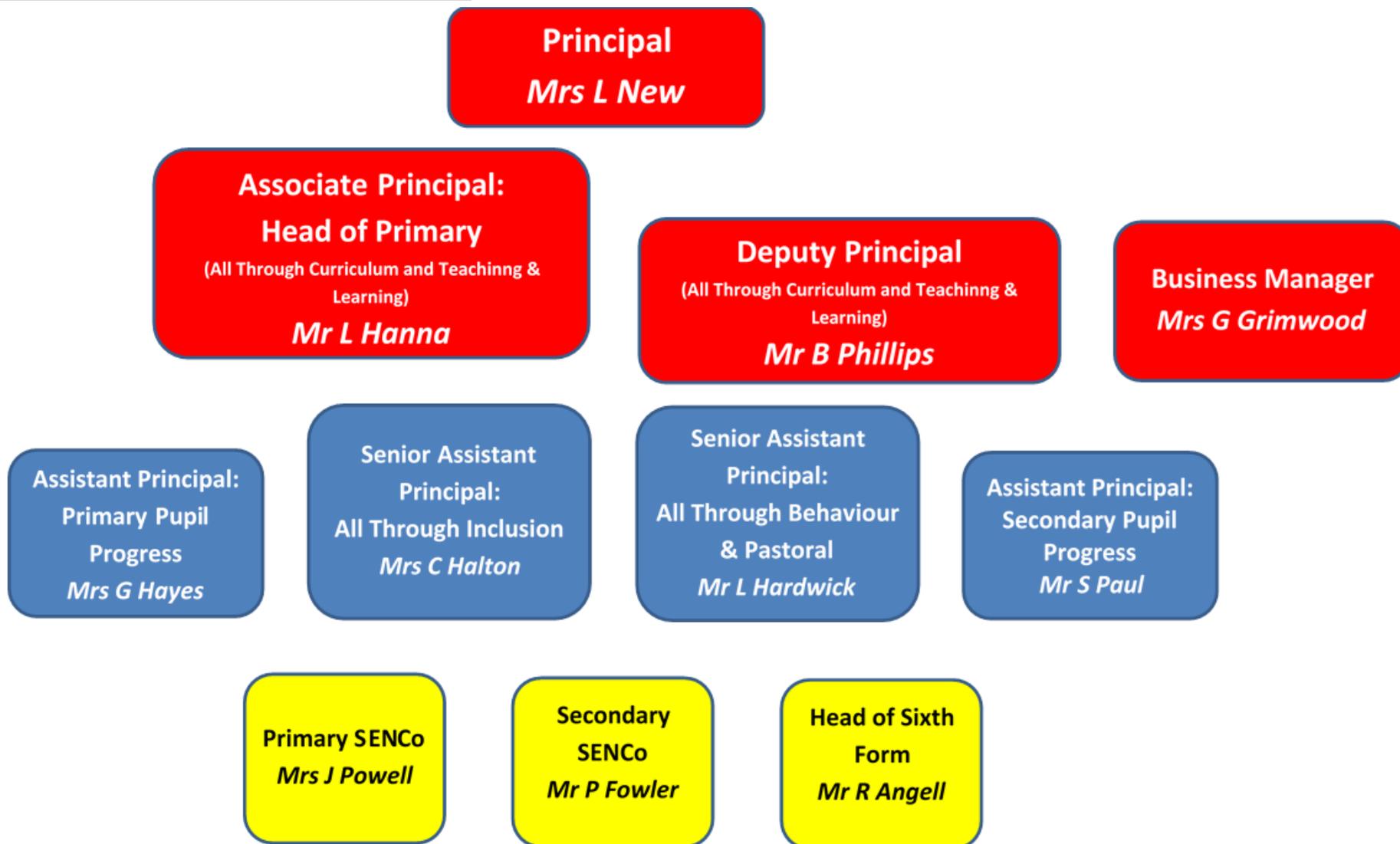
**Uniform for all new students must be delivered to home only.**

## 29) WHO'S WHO?

Here is a list of some of the CFS staff. There is also a comprehensive list of the Senior Leadership Team and staff on the CFS website.

### Senior and Extended Leadership Team

Headship   Senior Leadership   Extended Leadership



### Safeguarding Leads

- **Designated Safeguarding Lead** – Mr L Hardwick
- **Deputy Designated Safeguarding Leads** – Mr L Hanna & Mrs C Halton

### Primary Middle Leaders

- **Mathematics Lead** – Miss R Upton
- **English Lead** – Miss P Yazdanpanah
- **Phonics and Early Reading Lead** – Miss C Emmett

### Secondary Heads of Department and Subject Leads

- **Head of English** – Ms L Elmes:
  - **2<sup>nd</sup> in Charge English** – Mr G Hughes
- **Head of Mathematics** – Mr A Blandford Davies:
  - **2<sup>nd</sup> in Charge Mathematics** – Mr M Tilling
- **Head of Science** – Mrs S Comins:
  - **2<sup>nd</sup> in Charge Science** – Mrs D Muriel
- **Head of Modern Foreign Languages** – Miss R Crebbin
- **Head of Humanities** – Miss J Bentley:
  - **Subject Lead Religious Studies** – Mrs G Clark
  - **Subject Lead Geography** - TBC
- **Head of Physical Education** – Mr S Day
- **Head of Design Technology and Art** – Mr R Corser
- **Performing Arts: Subject Lead Drama** – Mr N Gregory-Reader
- **Performing Arts: Subject Lead Music** – TBC
- **Performing Arts: Subject Lead Dance** – Mrs H Tulley
- **Subject Lead Computer Science** – Mr K Kelly
- **Subject Lead Media & Film** – Mrs H Sabin
- **Subject Lead Business Studies** – Mr M Ray



### Heads of Year

- **Head of Year 7** – Miss R Oxley
- **Head of Year 8** – Mr B Carter
- **Head of Year 9** – Mr N Elliman
- **Head of Year 10** – Mrs S Potts
- **Head of Year 11** – Mrs H Tulley

### Pastoral Support

- **Pastoral Manager (Years 8 & 9)** – Mrs A Ede
- **Pastoral Officer (Year 7)** – Mrs A Hermans
- **Pastoral Officer (Year 10 & 11)** – Mrs C Matica
- **Attendance Officer** – Miss R Garner
- **Behaviour Manager** – Mrs K Scriven
- **Inclusion Officer** – Mrs V Clark

### Inclusion and SEND

- **Primary SENCo** – Mrs J Powell
- **Senior Assistant Principal: All Through Inclusion (and Whole School Designated Lead for Looked After Children)** – Mrs C Halton
- **Secondary SENCo** – Mr P Fowler
- **Access Arrangements** – Mrs M Baker



### House Champions

- **Aquila** – Mr J Wilson
- **Noctua** – Mr G Dean and Mrs K Scriven
- **Pegasus** – Miss T Pye
- **Phoenix** – Mr R Cook

### Admin and Support Team

- **PA to the Principal and Compliance** – Mrs L Wilson
- **Marketing and Admissions Officer** – Mrs K Wright
- **SIMS Data Officer** – Mr D Collins
- **Finance Officer** – Mrs G Austin-Hogg
- **Extra Curricular Officer** – Mrs S Moon
- **Receptionists** – Mrs E Thomas & Mrs A Lee-Hobson
- **Site Manager** – Mr P A Hole
- **Site Team** – Mr T Del Greco, Mr S Hanna & Mr M Butcher