

## Home-School Planner 2010-11

Home-School planners are printed once a year but the Governing Body updates policies on an on-going basis, consulting via the school website. The most 'up to date' version of this document is therefore posted *periodically* on the school website: [www.cranford.hounslow.sch.uk](http://www.cranford.hounslow.sch.uk)

Please check our website regularly for information, updates and school events & priorities.

Education is a partnership between staff, students, parents & other key partners.

In applying for and accepting the offer of a place at Cranford Community College it is expected that parents/guardians accept all reasonable requirements of the school for their child.

At Cranford, we believe everyone has: **THE RIGHT TO BE SAFE, THE RIGHT TO BE RESPECTED & THE RIGHT TO LEARN.** Everyone on site will share this RESPONSIBILITY for others in our community and will respect the rules.

Partnership is about making this contract or agreement a reality. By all parties committing to the contents of the planner, we ensure that we all understand the part we each have to play.

Students can contribute to the development of the school through 'Pupil Voice' and 'Active Citizenship' opportunities such as School Council, involvement in staff recruitment, pupils' panels in subject reviews, consultations, involvement in management activities such as the awarding of contracts and pupil questionnaires. A suggestion box, run by Student Council, is located by the 'fiction' area in the LRC, which can also be used by students if they have concerns for example about bullying, racism, sexism or homophobia.

Parents and other stakeholders can raise issues, praise staff and contribute to the development of the school via the school website, through parental questionnaires, consultation meetings, focus groups, by getting involved or by writing directly to the Headteacher.

**Please read the information in the handbook carefully, particularly the home school agreement on page 4, 5 and 6. Sign below to show that you have read and understand the contents and that you agree to support us in ensuring that our expectations and procedures are followed.**

Signed ..... Student

Signed ..... Parent/Guardian

***Please ensure your contact numbers (including mobile phones), home address and email addresses are up to date at all times.***

**IMPORTANT DATES** (Please check school website periodically for changes)

**Autumn Term 2010**

- Tuesday 7th September 2010 ➤ School starts (**Yr 7 only**) Arrive by 8.30am for 8.40 a.m. start
- Wednesday 8th September 2010 School open for all (**Yrs 7, 8, 9, 10, 11, 12 & 13**) Arrive by 8.30am for 8.40 a.m. start
- Thursday 7<sup>th</sup> October 2010: School closes at 1.25 p.m. on Thursday, 7<sup>th</sup> October 2010 and re-opens Friday 8<sup>th</sup> October 2010 at 10.30 a.m.
- Open Evening
- Friday 22nd October 2010 ➤ School closes at 3.15 p.m. for half term (9 days)
- Monday 1st November 2010 ➤ School re-starts for all students. Arrive by 8.30am for 8.40 a.m. start
- Friday 17<sup>th</sup> December 2010 ➤ School term finishes

**Christmas holidays (17 days)**

**Spring Term 2011**

- Tuesday 4<sup>th</sup> January 2011 ➤ School starts for all students Arrive by 8.30am for 8.40 a.m. start
- Thursday 17<sup>th</sup> February 2011 ➤ School closes at 3.15 p.m. for half term (10 days)
- Monday 28th February 2011 ➤ School re-starts for all students Arrive by 8.30am for 8.40 a.m. start
- Friday 8th April 2011 ➤ School term finishes

**Spring Break (17 days)**

N.B. Easter Sunday is on 24th April 2011 / Baisakhi 14<sup>th</sup> April 2011

## Summer Term 2011

- |                         |  |
|-------------------------|--|
| Tuesday 26th April 2011 | ➤ School starts for all students Arrive by 8.30am for 8.40 a.m. start                    |
| Monday 2nd May 2011     | ➤ School Closed: May Day Holiday   |
| Friday 27th May 2011    | ➤ School closes at 3.15 p.m. for half term (9 days)                                      |
| Monday 6th June 2011    | ➤ School re-starts for all students Arrive by 8.30am for 8.40 a.m. start                 |
| Friday 22nd July 2011   | ➤ School Year finishes<br>(Phased dismissal – details to be published on school website) |

### Summer holidays

#### 2011/2012 DRAFT dates only – Please check school website

- |  |   |
|--|---|
| Monday 5 <sup>th</sup> September 2011    | - Professional Development Day          |
| Tuesday 6 <sup>th</sup> September 2011   | - School starts for Year 7 only         |
| Wednesday 7 <sup>th</sup> September 2011 | - School re-starts for all other pupils |

2011/2012 dates are published on the school website:

[www.cranford.hounslow.sch.uk](http://www.cranford.hounslow.sch.uk)

**Note:** The school timetable is promoted to the next year for all students immediately after May half term. This means, for example, that Year 9 students will start their GCSE courses half a term earlier to get a head start and not to spend time on subjects which they do not intend to continue studying in Year 10.

**Open Evening** is on the Thursday 7<sup>th</sup> October 2010. The school will close on the 7<sup>th</sup> October 2010 at 1.25 p.m. The school will re-open at 10.30 a.m. on the 8<sup>th</sup> October 2010.

**Professional Development for Teachers:** Details of closures for teacher development activities, including late starts or early closures, are routinely published on the calendar section of the website: [www.cranford.hounslow.sch.uk](http://www.cranford.hounslow.sch.uk) and re-published periodically via the weekly newsletter. Parents are encouraged to recognise the importance and value of training and development of teachers and its benefits for pupil learning.

**Please make sure that your child gives you the weekly newsletter to read. It is given to students to take home every Thursday of each full school week. The newsletter is also available online each week on our website.**

## **HOME/SCHOOL AGREEMENT**

The central aim of Cranford Community College is to promote excellence in all areas. We believe that the triangular partnership between students, parents and the school is vital in achieving this. We stress the importance of good behaviour and high achievement whilst preparing all students to take a successful role in the wider community. This Home/School Agreement sets the expectations we have as a school and our commitment to your child.

### **CRANFORD COMMUNITY COLLEGE**

#### **As a school we will:**

- Offer a balanced, enjoyable and challenging curriculum matched to the needs of your child
- Ensure that the work set is interesting, well prepared and appropriate to each child and that homework is set and marked regularly
- Provide a learning environment that is safe, attractive and caring, high quality teaching and a variety of enrichment activities
- Make sure that all students and their families are treated with respect and sensitivity
- Promote students' spiritual, moral, cultural and social development through the use of praise and rewards for good performance and progress
- Provide termly reports to parents and yearly parents engagement evenings
- Consult with students and parents at least once annually via the website or parents engagement evenings and communicate with parents regularly via newsletters and student post
- Listen to and respond to any concerns you may have and contact us promptly should a problem arise
- Encourage your child to attend school regularly and punctually, to work to the best of his ability and value and respect him/her as an individual
- Provide students with information, advice and guidance to help them make informed decisions about their future and be successful

## PARENTS/GUARDIANS

### As parents/guardians, we will:

- Make every effort to support their child's learning at home
- Work with the school to try and make sure that their child behaves well at all times
- Ensure that their child attends school every day on time with the right uniform and equipment- this means not taking holidays in term time
- Notify the school if their child cannot attend in writing and work actively with the school to resolve any attendance issues
- Work with the school positively to address any additional educational need their child may have
- Check our child's diary and homework regularly, looking at their work and praising our child's efforts and achievements
- Ensure that our child gets a good night's sleep and does not stay up late.
- Keep the **Year Manager**, Head of Year or tutor informed about any factors which may affect our child's performance or well being in school
- Take responsibility for their child's transport home from after school activities and detentions when school transport is not available.
- Let the school know about changes to contact details or circumstances including details of all those with parental responsibilities
- Attend parents engagement evenings and other events; using the newsletter to find out what is happening
- Fully and actively support and uphold school policies, rules and expectations
- Take part in annual consultations about key policies or communicate their views to the school via the website
- Encourage their child to walk and cycle to school, to eat healthy food and to join homework or other clubs.

The school has a zero tolerance policy towards verbal abuse or aggression and expects the full support of parents/guardians on this matter

*N.B. The school knows that the vast majority of our parents provide excellent support for their children, the school and its staff. In the rare circumstances where parents are not supporting their children and the school well, the school will offer all available help, guidance and support and, in extreme cases, use the legal powers available to it to seek a parenting order, issue fixed penalties and/or involve the police, social services and other agencies. Where visitors or parents are abusive, aggressive, or violent – in person, by phone or in writing, the school may take action such as issuing an 'exclusion order' to prevent individuals from coming to or near the school or its staff or pupils wearing Cranford uniform or seek other restrictions such as ABCs or ASBOs. The school may also take legal action, including the recovery of costs, where*

*individuals make malicious, libellous, baseless, or deliberately disproportionate allegations.*

We have read and support the following policies:

Attendance policy  
Mobile phone policy  
School rules and sanctions policy  
Uniform policy  
Anti-bullying policy  
Confiscation policy  
Whole school food policy  
Careers Education Advice and Guidance Policy

## **STUDENTS:**

As a student I will:

- Work to the best of my ability at all times and ask for help if I need it
- Come to school with all the equipment I need
- Show respect and kindness to others in and out of school
- Follow the school rules and take responsibility for my actions and behaviour
- Attend regularly on time and in full uniform
- Co-operate with all staff and follow instructions first time every time
- Record and complete my homework or coursework on time
- Respect the school environment and the local community
- Adopt a positive attitude towards and take active part in the life of the school
- Keep my planner neat and tidy and look after my books well
- Be responsible for taking communications to and from school
- Take pride in my school and work to make it excellent in all areas
- Tell my form tutor or an adult I trust if I am worried or unhappy
- Support, thank and congratulate teachers and support staff when they help me, do a good job or give up time to organise extra curricular activities and school trips
- Behave well on my way to and from school and in the community so I bring credit to the school

## **MESSAGE FROM THE HEADTEACHER**

*We will actively listen and also work hard to make sure that communication between home and school is good and parental and pupil views are valued. We expect that you, as parents, tell the Year Manager or Head of Year if you or your child is ever unhappy. If we know, we can work together to do something to ensure your child is both happy and successful. In addition, we require you give your full support at all times.*

**What can you as parents do?** *There are some simple, practical but enormously important things that you must do as parents to help your children to be successful & to support their learning. I will want you to commit to do these things and more:*

- Ensure your child gets 8 hours of high quality sleep Sunday to Thursday.
- Check that your child has the correct equipment and books ready in a bag each evening, prepared for the next day's learning.
- Ensure that your child attends every day & on time. There should be no holidays during term time – 95% is the minimum attendance but even this is still the equivalent of losing over 4 months of school during their time at Cranford. We all should aim for 100% attendance & 100% punctuality.
- Ensure your child gets a proper, healthy breakfast every morning – not junk food which just saps their energy and spoils their concentration.
- Take an interest in what your child eats at school. Pay in advance by cheque so your child doesn't spend the money on chocolate, fizzy drinks and junk food on the way to school. The quality, attractiveness and choice of food available are very good.
- Ensure that your child has water to drink during the school day.
- Check this planner & your child's homework so that your child works hard out of school. Check books are marked regularly and appropriately challenge the school if they are not or if homework is not set.
- Make sure your child has somewhere to work purposefully at home and set specific times when they must do their homework. Don't allow them to watch TV or play computer games all evening.
- When things go wrong tell us and work with us as partners on the solution.
- We will always listen as long as parents are polite but we will not cooperate with aggression, abuse or bullying.
- Get to know your child's Year Manager; they are the first point of contact for you.
- Get involved with the school (even though your teenage child may not want you to do so).
- Treat staff at the school with respect and courtesy at all times (even if you are upset). The staff at Cranford work tirelessly to help your child and have a right to be respected and safe too.

**All of the above are important.** If you do not do these things, your children will not do as well at school as they should.

*You can write to me if you feel that the appropriate member of staff has not taken any concern seriously or a matter has not been dealt with correctly. I will allocate a senior member of staff to review the complaint and then will contact you after it has been investigated to close the matter. A leaflet explaining the Complaints Policy can be found on the school website or requested from reception. If you have a complaint about something which has gone wrong please ensure you are calm and polite to the staff who try to help resolve the matter with you. The fact that you may be angry cannot be accepted as an excuse for being rude to school staff. You can also write to me to congratulate staff and comment positively about your experiences of the school.*

## HOME-SCHOOL COMMUNICATION

Pupil Name: ..... Tutor Group: ..... Tutor: .....

Address: .....

.....

Contact phone numbers: ..... / .....

Emergency Contact: ..... Relation to you: .....

Their contact details: .....

### **CONTACTING THE SCHOOL**

**Student Support Office: 020 8283 4455 (Direct line)**

**Main Reception: 020 8897 2001 (Switchboard)**

**Attendance Officer: 020 8283 4407 (or via switchboard)**

**Website: [www.cranford.hounslow.sch.uk](http://www.cranford.hounslow.sch.uk)**

**Email: [info@cranford.hounslow.sch.uk](mailto:info@cranford.hounslow.sch.uk)**

**Year Manager: ..... 020 8283 \_ \_ \_ \_**

**Form tutor: .....**

**Head of Year: .....**

**Assistant Headteacher (attached): .....**

It is essential the school, parent(s) / guardian(s) and student consult with one another about academic progress and other relevant matters. At least once a year there is an Engagement Evening for parents to meet with teachers, plus other events e.g. Year 9 Options Evening / Year 11 into Sixth Form Transfer Evening. The school calendar is on the school website [www.cranford.hounslow.sch.uk](http://www.cranford.hounslow.sch.uk) so you can look up all the dates of interest and organise your commitments accordingly.

### **Newsletters**

The Newsletter is issued weekly on Thursday giving a range of information about the school, activities and events. In addition, the 'Cranford Review' is posted home termly and we will also post you copies of our Language College newsletters, 'Cranford World'. The Headteacher also writes regularly to parents to keep them informed about priorities and general school matters of interest.

## **Staff Consultation and Availability**

The **first point of contact** should normally be the 'Year Manager' for your Year Group. It is likely that you will be referred to the Year Manager first if you contact someone else as the Year Manager is required to keep the overview picture of your child at Cranford. Each year group also has a Head of Year who works closely with the Year Manager to lead the year group.

Class Teachers have timetabled lessons and other commitments before, during and after school but your Year Manager is normally available and can help with most enquiries or liaise with other staff on your behalf. Parents can telephone the school to make appointments to meet with an appropriate member of staff about specific issues and may write to the Headteacher to congratulate and thank staff or raise any concerns. The school will decide who is the most appropriate person to help you once you have given details of your enquiry or complaint and this may be someone different from the person you ask to see. In accordance with the principles established in the data protection and freedom of information acts, the school will normally give an initial response to an enquiry or complaint within **20 school days** provided it is received by the Headteacher in writing, and earlier in most routine cases.

Parents will also be invited to get involved in focus groups, management activity such as the award of school contracts and contribute to questionnaires so the school (not just its pupils) can continue to learn and improve.

## **Reports**

In years 7, 8 and 9, attainment will be recorded using National Curriculum levels. Students in years 10/11 will be graded from 'A' to 'U' for attainment. Attainment grades are based on **current** levels of performance. For further information, see the section on marking later in this planner.

## **Students in Years 7, 8 and 9 (Key Stage 3)**

Attainment – Guide to National Curriculum levels:

In Year 7, students nationally will achieve levels 2 - 5.

In Year 8, students nationally will achieve levels 3 - 6.

In Year 9, students nationally will achieve levels 4 - 7.

## **Students in Years 10 & 11 (Key Stage 4)**

Attainment will be recorded as for GCSE and Applied GCSE:

A*/A	– Outstanding	E	– Average
B	– Very Good	F	– Below Average
C	– Good	G	– Well Below Average
D	– Above Average	U	– Ungraded

For vocational & BTec courses attainment is recorded as Pass, Merit or Distinction. Attainment details for the Creative and Media and ICT Diploma are yet to be confirmed but are likely to be the same as for vocational courses.

Reports will be issued at the end of every term.

## SCHOOL UNIFORM POLICY

(consultation occurs via the web site)

Correct school uniform is **compulsory** for Years 7 – 11 and a dress code applies in the sixth form. We expect students to wear their uniform with pride. If students wear non-uniform clothing (e.g. T-shirts, visible vests coloured sweatshirts, black cardigans or jumpers or jewellery) or have other inappropriate items in school, staff are entitled to confiscate them. Confiscated items will be returned at the end of the academic year **or the end of the following academic year if confiscated in July**. The school may impose additional conditions with the return of confiscated items in certain cases. Sometimes parents will be required to collect these items at the end of the confiscation period. Items which are considered damaging to community cohesion, for example, with some political, religious or gang symbols and logos will not be allowed.

Dangerous items will be disposed of or given to the police.

The school or Hounslow Council does not, under any circumstances, accept liability in case of loss. Students should not bring **valuable items** to school which can be lost or make students vulnerable to crime, for example on their journey to and from school and they do so **completely at their own risk**. Consequently, the school will not normally investigate losses or theft of items which have been brought to school against the school's advice.

MP3 players, etc. should not be brought in to school on the excuse that they will be used as data storage devices. The school shop and external retailers sell separate USB memory sticks so that students can save their work from the computer for carrying to and from school, etc. If such items are brought **anywhere** on the school site, MP3 players, Ipods, computer games and all other similar items should be **out of sight and switched off at all times** or they will be confiscated and returned at the end of the academic year or the end of the following academic year if confiscated in July.

**School Uniform List:** *Current school shop prices are published on the school website*

### **Girls and Boys**

Sweatshirt (compulsory) Maroon with logo (available only from school) **£12**

Polo Shirt (compulsory) Maroon with logo (available only from school) **£11**

Pack of 3: **£30**

Shoes **Plain Black flat heeled shoes**, no boots, sandals or black (or other coloured) trainers/plimsoles

Outdoor Coat **Plain black (no stripes, logos, denim or leather)**

A hood may only be worn in inclement weather in non-covered areas suitable for inclement weather (rain and cold)

Available from school shop: **£25**

#### **Girls:**

Skirt Black (not more than two inches above knee length)

Trousers Black smart (no jeans/corduroy style or casual wear)

Tights Black (plain)

Socks Black or Grey or White (plain – no pattern or logos)

#### **Boys:**

Trousers Black smart (no jeans/corduroy styles or casual wear)

Socks Black or Grey or White (plain – no pattern or logos)

School Bag \* – A strong rucksack or holdall suitable for carrying school equipment that will protect equipment against damage.

\* **Fluorescent accessories** (clothing, reflective strips, rucksacks, etc) which can be worn on the way to and from school (in the dark winter months) are available from the school shop or external retail outlets, such as sports and cycling stores or online shops.

**Inclement weather:** In cold conditions, a **plain** black hat and/or gloves and outdoor coat may be worn **OUTSIDE** but not in the buildings. Vests or T-shirts worn under the uniform polo shirt are **not** allowed and will be confiscated until the end of the academic year (or the following academic year if confiscated in July). Vests should not be considered as a warmth substitute in lieu of the uniform sweatshirt, outdoor coat, hat and gloves.

**PE Uniform for Boys & Girls:** *To be worn in scheduled PE lessons and activities* **ONLY**

White T-shirt / polo shirt – Also available from the school shop with a logo

T-shirt £5

Polo shirt £9

£15

Black jogging pants – Also available from the school shop with a logo

Black sweatshirt - Also available from the school shop with a logo.  
(no hooded sweatshirts)

£9

Plain white socks

£3

Training shoes

Elastic band for long hair

**Jewellery**

Jewellery is not allowed (only one pair of stud type earrings may be worn). Confiscated jewellery will be stored in a secure place and will not be returned until the end of the academic year or the end of the following academic year if confiscated in July.

**Medical exemptions to the uniform regulations will only be considered if a request, accompanied by a specific medical note from a consultant doctor, is made in writing and in advance to the Headteacher.**

The uniform policy is considered to be reasonable and is applied objectively, rigorously and with reasonableness.

**Religious wear:** The Governing Body has agreed the uniform policy using Hounslow Council's Race Equality & Cultural Diversity Guidance. This has been produced in consultation with representatives from all the major faiths. The school consults with Hounslow Council's Equal opportunities Advisor as needed during the year when the policy is operational.

The school is sensitive and considerate towards the culture, race and religion of all its pupils. Items of religious headwear, for example the Islamic '**Hijab**' and the Jewish '**Kippah**', may be worn providing they conform to a school colour: plain black or maroon. Sikh '**Pagri**', '**Patka**' or **Turbans** also need to be plain and a school uniform colour. Turbans must be secured with the **smaller** pins (as the longer pins may pose a risk to health and safety).

Other items which are an obligation of the religion practised which must be worn at all times are permitted, but must be worn discretely (i.e. not normally visible) whilst at school and must comply with the school's restrictions for health and safety and other reasons which may limit size, shape, tautness, etc.

Other religious items and symbols which are not obligatory are **not allowed**. The Khanda on a chain, for example, is not allowed. Religious items which serve as jewellery are also prohibited. This rule is consistent with a duty to promote community cohesion.

Following 'Amrit', practising Sikhs may adopt '**Panj Kakkaar**'. The uniform regulations support this but adherence to the 5 'Ks' (Kesh, Kangha, Kirpan, Karra, Kachhera) must also respect the need for safety and cohesion in school.

**Kara / Karra:** The steel band should not be heavy, wide or have sharp edges and it should be tight fitting. It may have to be held in place by a sweatband during certain activities within e.g. P.E. and Science. If a student is not wearing the Kara but has one in their possession for no justifiable reason it will be confiscated and parents informed. At no time should the Karra be used as a weapon or to cause injury; this is contrary to Sikh faith. Suitable Karras are normally available from the school shop or the local Gurdwara. A Karra is a symbol of faith and not an ornament or fashion accessory. It signifies a bond with God and is a reminder to do good deeds and not to extend the hand to steal or do wrong.

**Kirpan:** The Kirpan should only be worn by practising and initiated Sikhs who have taken 'Amrit'. Sikhs are allowed in law to wear a Kirpan but only as a symbol of faith and not as a weapon. For health & safety reasons, the uniform policy does not permit the longer dagger like Kirpan even if it is sewn into a concealed pouch but the smaller symbolic version of the Kirpan is permitted for those who have taken 'Amrit'. Suitable Kirpans are normally available from the school shop or the local Gurdwara.

**Kanthi Mala:** This necklace of beads, made with holy wood, is normally worn, wrapped round the neck 1-5 times. These are allowed providing they are worn loose enough to be concealed under the uniform polo shirt but not so loose that it creates a health and safety risk.

**Rakhi Bandhan:** Sikh and Hindu sisters tie string tautly around the right wrist of their brother, normally in August, which stays on until it drops off naturally is allowed.

**Muslim girls** are permitted to wear full length, loose versions of a school skirt, trousers, long sleeves and a **plain** headscarf to cover their hair, provided they comply with school uniform as regards colour (**black or maroon**), fabric etc (and their face is not obscured for learning, communication, identification and CCTV). The hijab must be safely tied for work in certain areas such as labs, workshops or PE. Headscarves must be fastened discretely and not with jewellery.

**Badges and emblems of any sort are not permitted.** Parents should seek written permission from the Headteacher **in advance** if they wish consideration for permission to wear an **essential** symbol of faith at school allowing enough time for the school to take proper advice. Otherwise, such items will be confiscated in accordance with policy

**MOBILE PHONE AGREEMENT**

The school **actively** discourages its students from bringing mobile phones and other valuable items to school and accepts no liability in case of loss, theft or damage however so caused. The school will not normally investigate the loss or theft of such items either. Mobile phone theft crime is on the increase and carrying a mobile phone to and from school raises the risk of becoming a victim of such crime. Contrary to popular belief, mobile phones for young people can actually increase the risk to their personal safety. There is no need to have a personal mobile phone in school. Pupils and parents may use the school land lines in cases of emergency and there are other good reasons why this would be a better method. The pupil planner can be used to store important numbers and other information.

Personal mobile phones may only be brought into school if parents/guardians have agreed to accept the risks and signed below. At any time whilst anywhere on the school site, the mobile phone must be **switched off** and **out of sight at all times** or it will be confiscated until the end of the academic year or the following academic year if confiscated in July and may be returned with conditions imposed. **This applies to all phones; whether they belong to the pupil, the parent or another person, whether they are for domestic or business use and whether they are on 'contract' or 'pay as you go'.**

Neither the **SIM card** nor the phone casing will be returned before the end of the academic year or following academic year if confiscated in July. If any phone is believed to be stolen property, it will be reported to the police.

Confiscated phones are catalogued and stored in a security cupboard but the school does not accept liability for loss, theft or damage.

**I / We understand that the school will take no responsibility in the event that the phone is lost, stolen or damaged however so caused.**

**I / We give permission for ..... to have a mobile phone in school and accept the risks.**

Signed: ..... (Parent / Guardian)

Print name: ..... Date: .....

**If this agreement is *unsigned* or the home-school planner has been lost and not replaced, any mobile phone (including the SIM card which is, in effect, the real phone) found in the pupil's possession under these circumstances will be confiscated until the end of the academic year (or following academic year if confiscated in July) regardless of ownership, usage, visibility or state.**

The school reserves the right to withdraw permission for any pupil to bring in mobile phones **at its discretion**. The school may also confiscate phones or other equipment that are used inappropriately, e.g. for bullying or threatening others, for rude or offensive messages, for creating inappropriate videos, etc. This may also apply to misuse out of school if this impacts negatively on other pupils, staff, health and safety or standards of behaviour & discipline within school. There are circumstances in which school staff also have the right to access, view, download and copy data and images (including video clips), for example, to maintain good order and discipline or investigate alleged indiscipline.

## SCHOOL PROCEDURES FOR ATTENDANCE

Regular attendance is extremely important and we strongly discourage students from missing ANY school unless they are so unwell that they cannot learn. Attendance is an important part of self discipline and is essential to good time management.

***Students' attendance is checked every lesson.***

### **Absence from School**

When your child returns to school they should give their tutor a letter signed and dated by parents/guardian to explain their absence.

Parents are expected to contact the **Attendance Officer** based at the school, usually by telephone **020 8283 4407** or via the switchboard **020 8897 2001**, on the day of absence with an expected return date of the student. Unauthorised absence of 10 days or more, whatever the reason, **will result in the student losing their place at this school** and may have other sanctions such as fixed penalty fines imposed as well. Only the Headteacher (not parents) can legally authorise any absence. In accordance with Governing Body policy, the Headteacher does not normally authorise any absence.

If a student is away from school due to a prolonged absence there is an expectation that work will normally be completed at home. The school is developing internet e-learning resources to support pupils with chronic medical conditions which interfere with schooling. Students can access resources on Fronter using their personal log in.

### **Leaving the School Premises in School Hours**

If students need to leave the school premises, they **may** be authorised but only in **truly exceptional** circumstances providing the parental request has been made first to the Year Manager in writing and the school agrees to the validity of the request.

The student will then be required to sign out in main reception. Medical and dental appointments should normally be made outside the school day or in the school holidays and therefore are rarely considered exceptional circumstances. Where medical appointments in school time are unavoidable, students must produce an explanatory letter from their parents and the appointment card.

Years 7 - 11 students must remain on site at all times of the school day. *In our experience young people can find themselves in trouble and even danger, therefore we do not allow lunch passes.*

Students should leave the site straight after school and by 3.45 p.m. unless they are officially involved in a supervised extra-curricular activity. Clubs normally finish by 4.30 p.m. **All students must have left the site by 4.45 p.m.**

### **Medical Facilities**

If your child becomes ill during the day they can go to the Student Support Office where the Student Support Officer will advise them. They must have their teacher's written permission before they go unless it is break or lunchtime. If necessary we will contact a parent/guardian to collect the pupil. This means it is very IMPORTANT that the contact information is up to date. If your child receives treatment they will be given a note to inform parents/guardian of the treatment **signed by the Student Support Officer.**

Toilets are accessible **only** before school, at break, lunch and after school.

## **PERSONAL SAFETY INFORMATION FOR STUDENTS**

It is very important that you are responsible and think about your own personal safety, particularly when making **your way to and from school**. Please take note of the following advice:

- Try and avoid coming to school or going home on your own. Remember there is added safety in numbers.
- Avoid remote pathways and shortcuts. Stick to main roads.
- Go straight to, and home, from school. Don't hang around on the way to school or at the end of the day.
- If someone you don't know approaches you asking a question, keep your distance or walk away and pretend not to hear.
- If you are threatened, yell and run away. If you are close to school come back.
- If you are being followed, go into a shop or towards people, knock on the door of the nearest house or if you are close to school, come back and tell us. Tell us if you are approached so we can warn others.
- Do not wear an iPod / MP3 player / personal stereo as it prevents you being aware of what is happening around you.
- Avoid carrying large amounts of cash and valuable items such as mobile phones which may be attractive to thieves and muggers.

### **Look after your valuables**

- Keep iPods, MP3 players and any other valuables hidden or better still, leave them at home.
- Think twice about getting the latest model of gadgets - expensive or trendy items could attract potential thieves and muggers.

### **What do I do if:**

#### **Q. I am too ill to come to school?**

A. Your parent/guardian should ring the school between 8.15 a.m. and 8.30 a.m. to inform your Year Manager. On return to school, you need to bring a letter from home confirming the reason for your absence. It must be signed **and dated**. See procedure for attendance. Post the letter in the box outside student support.

#### **Q. If I am late in the morning?**

A. You should always arrive in school by 8.30 a.m. If for any reason you are late, because of an appointment you must bring a note/card with you.

#### **Q. If I am experiencing any problems in school?**

A. Talk to your Year Manager, Head of Year, Tutor or Student Support before school, at lunch time or after school. You must not miss lessons to sort out problems.

Adults have a duty to tell others about certain things (e.g. child abuse and domestic violence) so they cannot offer confidentiality about everything you might tell them. Most things though can be dealt with discretely and sensitively.

**Q. If I am taking medication?**

- A. Over the counter medicines must not be brought into school. You are only allowed to bring medicines that have been prescribed by a doctor. Your parents need to send you to school with clearly written information:
- Label the medication with your name.  
Indicate clearly the dose to be taken, including the **time of day**. You must take the medication straight to SSO for storage.

**Safety & Security On Site**

The site has a number of physical and other features to create a safer environment for its community. These include a cashless lunch system, good signage and lighting, highly visible duty staff, a secure visitors' reception, a separate student reception, perimeter fencing, electronic entry gates, internal and external CCTV, security passes & uniforms, criminal background checks for staff, contractors and volunteers, sophisticated fire and burglar alarm systems, internet and email security software, pupil lockers, and policies for minimising risk such as mobile phones, valuable items, anti-bullying and the school travel plan, etc. These support the wide range of safeguarding procedures, practices, policies, education and training for pupils and staff.

The school is supported by the 'Safer Schools' Police Officer on site for much of the week. Staff are also well trained in related aspects such as first aid, risk assessment, educational visits, data protection, critical incidents and physical restraint to ensure that accidents and emergencies occur as rarely as possible yet can be dealt with efficiently, professionally and properly if they occur.

Schools have a range of legal powers to ensure health and safety and these are utilised in a proportionate and appropriate manner if required. For example, there are powers to detain pupils out of school hours, at weekends and in school holidays and powers to exclude pupils (temporarily or permanently). Such powers are incorporated into the Pupil Behaviour Policy.

School staff have the right to confiscate items in accordance with the school policy and information is included in this handbook.

Teachers and other authorised staff have legal power to physically restrain pupils and use reasonable force in a variety of circumstances including preventing an offence being committed, to prevent a pupil causing injury, to prevent damage to property or to maintain good order and discipline at school.

In addition to their rights in *loco parentis*, school staff also have legal powers to search pupils and property. Searches may occur, for example, where there is a reasonable suspicion that anyone on site is in possession of drugs or offensive weapons (real or replica) or other stolen or prohibited items. The school may require students to submit to a search (physical and/or metal detector) on entry to the site where appropriate and take follow-up action if a search is refused. The school may randomly search all those entering the site as a reasonable condition of admission.

## **SCHOOL RULES FOR STUDENTS**

At Cranford Community College, it is expected that everyone will act with courtesy and show consideration to others at all times. This means that you always speak politely, even if you feel bad tempered. In class, it is important that you make it as easy as possible for everyone to learn and for the teacher to teach. You should always ensure you are well prepared for your lessons and have the correct equipment for what you are doing. Take pride in your school and keep it clean and tidy so that it is a welcoming and comfortable place to work in. Wear your school uniform with pride and remember that what you look like influences the way people outside think of Cranford Community College.

1. We expect you to be at school at 8.30 a.m. in the morning. If you arrive late twice in one week you will be set a 8.00am detention to encourage you to get to school on time. If you arrive after 8.40 a.m. you should provide a note of explanation from your parents as this is marked as an absence. School ends at 3.15 p.m.
2. Students can be detained after school without notice to parents up to a maximum of 25 minutes at the end of the day. If a longer detention is set parents can expect 24 hours' notice. The school is permitted by law to impose detentions with or without parental agreement.
3. It is your responsibility to ensure you have all of the right equipment and books for your lessons.
4. You move about school **quietly and purposefully**. There is an expectation that students will walk **on the left** in the corridors and on the stairs which you must follow for the purpose of health and safety.
5. Under no circumstances are students to invite any member of the public into the school without first reporting to the school office. Encouraging or condoning unwelcome or troublesome outsiders to the school can be a reason for permanent exclusion.
6. Fire and emergency procedures are on display in every classroom. Please make sure you are aware of what to do if the fire alarm sounds. It is an offence under the law to set off a fire alarm falsely, to do so can cause injury or death to people in the building. Any student found setting off the fire alarm when there is no fire or other emergency will be putting their future at the school at risk.
7. Whilst travelling to and from school you must adhere to the school rules. The school has the right to take any reasonable action as a result of breaking the school rules, whether you are on or off school site. The school can also take action against pupils if you engage, at any time, in anti-social or illegal behaviour (in or out of uniform) which impacts on the school. This includes misuse of mobile phones, websites, etc.

## 8. Lunch / Break Times

- a. At all times queue at the correct time and in an orderly way for your lunch. No school bags are allowed in areas where food is purchased. You must take special care to behave courteously towards Dinner Supervisors, Cooks and Teaching Staff.
  - b. Packed lunches may be brought into school.
  - c. No food or drink is to be consumed anywhere other than in the designated areas.
  - d. Chewing gum is not permitted in any part of the school.
  - e. Do not leave litter – please use the bins provided.
  - f. The concourse is suitable for QUIET talking with your friends. Active games and ball games should be played only in the designated recreation areas such as the Astroturf and field. Students are expected to be outside and away from building entrances when weather permits.
  - g. Students must remain on school site at break time **and lunchtime**.
9. The school is near to a number of residential areas and parks and we expect you to behave well at all times and set a good example to members of the local community. Please treat all members of the public with respect. The school may sanction or permanently exclude you if you behave in a way which is anti-social, illegal or could damage the reputation of the school in the local community. You must behave in a way which reflects positively on the school at all times and in particular before and after school, each day, and on public transport.

10. The Sixth Form area is out of bounds for students in Years 7-11.

11. **Banned items** – under no circumstances may the following be brought into school, or on school outings. If you do so, you may be permanently excluded.

- Offensive weapons (or replicas) such as guns, knives or dangerous sprays or other items which could be used as weapons, **confused with weapons or encourage the possession of weapons**.
- Racist, Sexist or Homophobic materials.
- Pornographic or offensive materials.
- Lighters, matches, fireworks, stink bombs.
- Cigarettes, alcohol and illegal drugs.
- Stimulant drinks

12. **Illegal behaviour** will normally be sanctioned within the school as well as being reported to the police.

**Other serious misbehaviour** such as anti-social behaviour outside school, bringing unwanted visitors to or near the school, being involved in gang behaviours or acting in a way which supports such behaviour, bullying, humiliation (e.g. pulling down clothing), extortion or threats and persistent & defiant misbehaviour which affect the learning or safety of others are examples of behaviour which may result in permanent exclusion.

## **VALUABLES, LOST PROPERTY, LOCKERS and LUNCH CARDS**

## **Valuables**

Do not bring expensive items or large sums of money to school. During PE, items such as watches, earrings, wallets etc. should be handed in to the PE teacher's valuables box and collected at the end of the lesson. MP3 players and personal entertainment equipment should **not** be brought on to the school site but if it is it must be **switched off** and **out of site at all times** or will be confiscated until the end of the academic year or the end of the following academic year if confiscated in July. The school does not accept liability for loss, damage or theft however caused. The lunch system is cashless and parents/guardians are encouraged to pay in advance by cheque rather than give their children cash.

## **Lost Property**

Lost property should be handed into the Student Support Office (SSO) without delay before school, at break, at lunch or after school or handed to a teacher in lesson time. If you lose something please enquire at the SSO. It is important that items are marked clearly as the office will then be able to inform you to collect your property. Items lost in PE are kept for one week in the PE department and then passed on to the SSO. SSO is not available to pupils in lesson time except for first aid or medical emergencies.

## **Lockers**

Students have the opportunity to store their possessions in a locker which they can rent from 'Student Support' (SSO). It is the student's responsibility to look after the key and not let other people use the locker. Lost keys will have to be replaced by the student and there will be a charge. You can use the locker before and after school, break or lunchtime. Students are not allowed to use their locker during lessons or between the change-over of lessons.

## **Lunch Cards**

All students are issued with a lunch card when they first start school. The lunch card includes a photograph of the student to allow random checks of identity when a purchase is made. The card is credited with money either by cash or by cheque. Top up cash points are situated in the eating venues. Cheques should be made payable to '**Compass Services UK Limited**' and posted in the post box in the canteen. **The name of the student and tutor group should be clearly written on the back of the cheque.**

All students must show their cards as they enter school. If a student does not have their card they are sent home to collect it or £5 for a replacement card. If a lunch card is lost or damaged, the student will have to purchase a new one.

## **Messages**

At secondary school, we do not normally relay messages to pupils but will try to do so in truly exceptional circumstances. Secondary pupils are normally of an age and maturity to function with some independence and we would encourage this, whilst giving advice on personal safety. If there is a problem, students should come back onto the school site and seek help from reception.

Reception is open late in the evening and for periods at weekends so is still able to help if there is a need (e.g. after a school trip or event).

## LESSON ROUTINES

Students are expected to follow these routines in class. They will be displayed in the classroom and used as reminders. All staff will expect the same behaviour in each class.

- **Enter the classroom** in a calm, quiet and orderly fashion
- Sit in a **seating plan** produced by the teacher
- Get out all **equipment and books** needed for the lesson and put them on the desk and start learning as quickly as possible
- Copy down all **homework** into your diary
- Keep your **home-school planner** on the desk
- Use the time effectively to **learn** as much as you can
- Take off **coats** and put **bags** on the floor in a safe place
- Keep **silent** when the register is being taken except to clearly answer 'present' when your name is called
- **Raise your hand** to show that you could answer a question or if you need help
- Be **respectful** and **co-operative** at all times
- Tidy the classroom and put any **rubbish collected** in the bin
- Stand up and tuck **chairs** in under the table when the teacher instructs you
- Leave the lesson in a calm, quiet and orderly manner after you have been dismissed by the teacher

## **BEYOND THE CLASSROOM ROUTINES**

Students are expected to follow these routines around the school site and respect the rules and expectations of each particular area of the school.

It is important that there is a culture of respect and good behaviour beyond the classroom as this will also have an impact on behaviour within the classroom and make for a more pleasant working environment.

- **Line up** sensibly and quietly when required e.g. in eating areas, before lessons, at the bus stop, entering assemblies, etc.
- **Walk** safely in corridors, staircases and on the concourse
- Speak **quietly** inside the building and on the concourse
- Play **safely** on the playground and on the field
- Speak **politely** around the school
- **Walk** calmly in corridors at lesson changeover
- **Don't loiter** on the concourse, corridors and other places when you could be learning in classrooms

## CRANFORD ANTI-BULLYING AND ANTI-HARASSMENT POLICY

Bullying is not tolerated at Cranford Community College. Every student has the right to be safe, be respected and to learn. The school aims to deal with bullying in a sensitive but firm way.

The school recognises that different types of bullying may occur. Bullying is defined as deliberate, hurtful behaviour over time. The behaviour may be repeated over a period of time making people feel uncomfortable or threatened, whether it is intentional or not.

The school recognises that there are different types of bullying, for example.

1. **Verbal** - including name calling, teasing, intimidation, spreading rumours, making humiliating comments.
2. **Physical** - jostling, hitting, kicking, taking personal belongings, public humiliation by removing clothing or religious wear.
3. **Social or Psychological** - being unfriendly, excluding, tormenting, spreading rumours, writing unkind letters.
4. **Internet or Mobile** - sending abusive texts, emails, participating in hate websites, video websites, chat-rooms, etc.
5. **Racist/Sexist** - as above, targeting anyone as a result of the racial group or gender to which (s)he belongs.
6. **Homophobic** - as above, targeting anyone on account of their actual or perceived sexual orientation.

**Warning: The school reports all racist, sexist or homophobic incidents.**

As a student at Cranford **you** are encouraged to take individual and collective responsibility by reporting any incident of bullying to a member of staff.

If you feel you are being bullied speak to your parents, the Year Manager for your year group or another member of staff.

Students may find it easier to relate to fellow students rather than staff in expressing their feelings and emotions. The 6<sup>th</sup> formers attached to each year group are at hand to support students.

If you feel you cannot talk about the problem, you can seek help by writing down your concerns and placing them in the School Council Suggestion box in the LRC.

**REMEMBER** – ‘Not telling’ protects the bullies and gives the message that they can continue to bully.

## **REWARDS KEY STAGE 4**

***When we make good choices, there are positive consequences;  
When we make poor choices, these have negative consequences.***

Every student can be given Reward Vouchers for their effort, attainment, behaviour and various types of community service. These vouchers are placed into a box on a weekly basis and at the year assembly every week a name is drawn out to win a prize. Prizes are a choice of voucher from a range of local retailers that students themselves have chosen as their most popular.

At the end of every term, there is a celebration assembly. During this assembly, students who have gained a set number of reward points during that term will have their names automatically entered into a special prize draw. There are 3 main prize draws:-

☺	<b>Bronze -</b>	<b>£25 Prize</b>
☺	<b>Silver -</b>	<b>£50 Prize</b>
☺	<b>Gold -</b>	<b>£100 Prize</b>

Prizes given away previously include bikes, MP3 players, table hockey games, DVD players, Nintendo DS consoles and various portable and personal CD players. All students can qualify for these prize draws. You just need to collect as many reward points as possible.

There is a subject reward system running every half term where students are nominated by their teachers. At the end of every half term, there will be a subject prize draw with the winner getting a £15 voucher.

Every Year Team also runs a reward system where students can win a variety of prizes. Students in each year group compete for the Cranford Shield by gaining points for their tutor group. At the end of the year, the winning tutor group will get a prize and a trophy.

### **THE CRANFORD SHIELD**

This Year Group competition runs every year. Points are won by tutor groups in a variety of department and school activities. Each winning tutor group receives £200 to spend on a reward as well as the Cranford Shield.

## **SANCTIONS**

If a pupil chooses to behave in an anti-social manner, individually or as part of a group, the school will respond by taking action and imposing sanctions:

### **Our actions include:**

- Being spoken to by a member of staff and given a warning.
- Recording your behaviour on your school record.
- Detention. If the detention is to be longer than 25 minutes you will normally be given twenty four hours notice.
- Community service (this often means helping to clear up the school site).
- Being put on report (attendance/punctuality/behaviour) – teachers will sign every lesson to show daily attendance/punctuality/behaviour record. Parents/guardians sign every evening.
- Being put on report (behaviour/progress) – teachers will make a comment and sign the report card every lesson to show progress/behaviour within each lesson. Parents/guardians sign in the evening to show they have read the report.
- Mediation.
- A 'managed move or transfer' to another school.
- Internal exclusion from lessons and/or social time (called 'Seclusion').
- Restorative justice (Doing something for the person affected to make amends).
- A Behaviour Contract and/or final warning.
- A fixed period of exclusion from the school.
- Permanent exclusion from the school.
- A meeting with the Headteacher and/or a Governing Body convened panel.
- Involvement of other partners such as the police, housing, bus companies, etc for joint coordinated action.

NB: It should be noted that it is not necessary to go through any or all of the above sanctions before moving on to the next and that the sanction used will be dependent upon the severity of the incident.

### **Following a Serious Incident**

The majority of incidents that happen in school are usually dealt with by the class teacher, form tutor or individual member of staff who will sanction with one of the above actions. When a serious incident occurs this is reported to the appropriate Head of Department / Year Manager/ Head of Year, or senior member of staff. The investigation may involve taking written statements from the parties involved. In some circumstances it may be necessary for a student to re-write a statement if evidence from other sources indicates that the original statement is not accurate. Parents/guardians will normally be informed about very serious issues as soon as possible and reasonable after

the incident has occurred and the main facts have been established but the staff at the school will be acting in *loco parentis* and so will decide how to deal with the matter and when it is most appropriate to involve parents. After a serious incident parents/guardians are asked to come to school to discuss the matter with a senior member of staff. In extremely serious cases parents/guardians may be seen by the Headteacher or a Governing Body convened panel.

### **Contacting Parents**

When a student ignores the code of expectations or breaks the school rules the school will normally endeavour to contact parents. It is the School and Governing Body's wish that parents will play an active part in working with the school to change their son/daughter's behaviour should they break the school rules or behave in an anti-social manner. It is the responsibility of the parent/guardian to collect the student from school if the school contacts them.

## **PRESENTATION OF WORK**

Presentation of work is always important. Careless presentation will create a bad impression on your reader who may be distracted from what you have to say. Many readers will make judgements about your general ability and even your attitude, if the presentation of your work appears to be careless.

- Do not allow your books to be decorated with stickers or graffiti.
- Always start written work with a title and the date.
- Try to draft your work then check for content, organisation and accuracy.
- Re-work as necessary, then write-up neatly.
- Take care with a layout making proper use of margins and indented paragraphs. Write in black or blue ball point and only use colour when it is necessary to aid presentation.
- Proof-read all work for spelling, punctuation and grammar. Don't hope for the best – make sure your work is correct otherwise your marks and grades will suffer in all subjects.

## **HOMework**

Completing homework on a regular basis helps you to develop important skills.

The school will:

- Set homework for each subject.
- Set tasks which are suitable and varied.
- Set work which is related to work being completed.
- Mark homework and give you feedback.
- Provide facilities for completion of tasks in school (LRC homework club runs every day from 3.15 – 4.45 p.m.).

## **THE LEARNING RESOURCE CENTRE (LRC)**

Students are encouraged to use the Learning Resource Centre to support their learning. When a student wishes to borrow a book they are identified by a biometric scan of their thumb. This system complies with requirements of the Data Protection Act.

The LRC is open daily from 8.20 a.m. - 4.45 p.m.

## **COURSEWORK AND HOMEWORK**

Coursework and homework are a vital part of your school studies and contribute to your final examination grade. To ensure you manage and complete your home assignment effectively follow the guidelines below.

- Keep an accurate record of the work set in your diary. Make sure this includes your deadline. Ensure you understand exactly what you are required to do before you leave the lesson.
- Plan your work carefully. Ensure you set aside sufficient time to complete a home assignment before the deadline. With longer projects, plan each step separately and give yourself targets.
- Try to gather as much information as you can from books, magazines or computer databases to include in your coursework. Make full use of the school library and your local library. In addition use the resources on Fronter.
- Take a pride in your work. Always aim to produce work of the highest quality and take care in its presentation.
- Do your home assignments where there is good light, a comfortable place to work and no distractions. This will help you to concentrate.
- If you miss work through absence, catch up as soon as you can after your return to school. Use Fronter to access work on line.
- If you have problems with your home assignments, go to your tutor or subject teacher for help and advice.
- Make sure you show your diary to your parents or guardian and to your Tutor at least once per week.

### **Who can help me?**

Teachers, support staff, parents, older brothers and sisters, grandparents, friends, librarians, etc. Any of these people could be valuable sources of information.

### **Where else can I get information?**

Books, magazines, newspapers, television, radio, computer databases the internet and Fronter, etc. You could use any of these to get useful information.

### **Where should I do my homework?**

Try to find a quiet place with no distractions. This could be at home or at school.

### **Remember:**

- Students who regularly complete homework are more successful.
- Presentation is important. Always do your homework as carefully as you can.

## TARGET GRADES AND CURRENT ASSESSMENT GRADES

Near the beginning of each year, students are issued with a Fisher Family Trust Band D target (FFTD) for every subject based on prior attainment in SATs and aiming for achievement which will be at least in line with the top 25% of students nationally.

You should record your FFTD target grades here for future reference as soon as they have been given to you.

Near the end of each term, you should also record your formal termly assessment grade for each subject so that you can self monitor whether or not you are on track. Progress should be discussed with your teachers and with your parents at least termly.

The **school** may revise formally this target up or down during the year if the published criteria for this to happen are met.

Subject	FFTD Target	Revised Target	Term 1	Term 2	Term 3
English					
Mathematics					
Science					
MFL: .....					
R.E.					
P.E.					
Other:					
Other:					
Other:					
Other:					
Other:					
Other:					
Other:					
Other:					

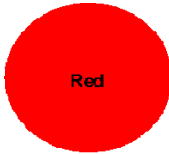
## HOW IS MY WORK MARKED?

All students are set minimum target grades for all of their subjects. Students are made aware of their minimum target grades and their progress is evaluated against their expected grade using the traffic light system stickers.

Subject teachers will collect students work regularly and decide whether the work assessed indicates that the student is making the required progress towards their minimum target grade. An achievement sticker is given for the student's work as follows:

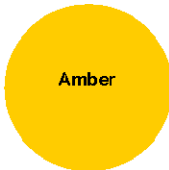
### *Are you on track?*

The traffic light system lets you know whether you are making progress towards your target



*You have stopped still.*

You are not making the progress needed to reach your target level. What can you do to change this?



*You are moving.*

You are making the progress needed to reach your target level. Well done.



*You are racing ahead.*

The progress you are making might eventually take you higher than your target level.

At least once each half term a practical or extended written task is set. In addition to the level or grade awarded and the traffic light stickers written feedback is given in the form of:

**W W W** = **What Went Well**

**E B I** = **Even Better If**  
(What needs to be done to reach the next level up)





## Cranford Active World Citizenship Award

The purpose of The Cranford Active World Citizenship Award is:

- To encourage students to be involved in activities beyond the classroom
  - To encourage students to take part in shaping the school's future
    - To develop skills for the future
    - To gain self confidence and self awareness
      - To become a rounded individual
      - To develop leadership skills
  - To recognise and award student achievement

<b>Bronze – Complete 4 Challenges Silver Award – Complete 9 Challenges Gold Award – Complete 15 challenges</b>	<b>Examples</b>
Take part in a school trip	e.g. theatre trip
Attend an extra-curricular club for at least one term	e.g. football club, drama club
Helping out in the classroom for a term	e.g. book monitor, helping to clear away
School participation at an internal event e.g. excellence evenings, talent shows, student panel etc.	e.g. excellence evenings, talent shows, student panel
To gain evidence of improvement in one area which needs development over a year	e.g. attendance, punctuality, attainment in a subject
Presenting/ speaking to a large group of people	e.g. presenting an assembly, excellence evening
To visit a foreign landmark	e.g. Battlefields, Eiffel Tower, Berlin
To become a mentor helping younger students	e.g. helping year 7 students to settle in
Help run a lunch time club for a term	e.g. year 7 area, rounders club, LRC
Represent the school in an external event	e.g. Jack Petchey Awards evening,
100% attendance over 2 terms	e.g. 2 terms in a row
Complete an additional language course - Learn an extra language in your own time for at least 3 months	e.g. Mandarin, Arabic
Complete a successful 2 week work experience	e.g. year 10 work experience
To be involved in the organisation of a charity event raising a minimum amount of £100	e.g. raise money at a school event
Volunteer work in your local community	e.g. retirement homes, house work for at least 3 months
Learn a brand new skill outside school	e.g., photography, cookery classes, Martial Arts for at least 3 months
<b>PLATINUM AWARD – Gain the Gold award and then complete the following 4 extra challenges</b>	
International experience / placement	e.g. Fulcrum Challenge,
Gain an external award	e.g. Diana Award
Volunteer work in the community for 6 months	e.g. working at local hospital, care home
Complete a minimum of 2 terms of school duties	e.g. prefect, dinner hall duty, playground monitor

**Cranford Active World Citizenship Award**  
**Record of Achievement**

<b>Bronze – Complete 4 Challenges</b> <b>Silver Award – Complete 9 Challenges</b> <b>Gold Award – Complete 15 challenges</b>	<b>Date of completion</b>	<b>Signature</b>
Take part in a school trip		
Attend an extra-curricular club for at least one term		
Helping out in the classroom for a term		
School participation at an internal event e.g. excellence evenings, talent shows, student panel etc.		
To gain evidence of improvement in one area which needs development over a year		
Presenting/ speaking to a large group of people		
To visit a foreign landmark		
To become a mentor helping younger students		
Help run a lunch time club for a term		
Represent the school in an external event		
100% attendance over 2 terms		
Complete an additional language course - Learn an extra language in your own time for at least 3 months		
Complete a successful 2 week work experience		
To be involved in the organisation of a charity event raising a minimum amount of £100		
Volunteer work in your local community		
Learn a brand new skill outside school		
<b>PLATINUM AWARD – Gain the Gold award and then complete the following 4 extra challenges</b>		
International experience / placement		
Gain an external award		
Volunteer work in the community for 6 months		
Complete a minimum of 2 terms of school duties		

### MY TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
P1					
P2					
P3					
P4					
P5					

### Timings of the School Day

Activity	Time
<b>Arrival at school</b>	<b>08:00 - 08:30</b>
<b>Assembly/registration</b>	08.40 – 09.05
<b>Period 1</b>	09.05 – 10.05
<b>Period 2</b>	10.05 – 11.05
<b>Break</b>	11.05 – 11:25
<b>Period 3</b>	11:25 – 12:25
<b>Period 4</b>	12:25 – 13:25
<b>Lunch</b>	13:25 – 14.15
<b>Period 5</b>	14.15 – 15:15
<b>Supervised Extra-Curricular Clubs</b> (see website)	15:15 – 16:30 No pupils allowed on site after <b>16:45 p.m.</b>

**After School Enquiries - School Reception: 020 8897 2001**