

The Cedars School Parent Handbook

Welcome

This booklet is designed to give you some information about The Cedars School and its daily life. If you have questions that are not covered in the booklet please do not hesitate to call or email us.

Aims

We aim to produce happy, secure, well balanced children:-

- who are curious and have a thirst for knowledge.
- know how to learn and work independently.
- understand their own abilities.
- will strive to produce their best results at all times.
- who are kind, compassionate and tolerant.
- who live healthy lifestyles.
- who know how to behave appropriately and are well mannered.
- who are prepared for the next stage in their life.

The school will:-

- ✓ provide the highest calibre of staff to form an enthusiastic, committed and caring team.
- ✓ provide a safe, stimulating and happy environment.
- ✓ uphold and teach the values of tolerance, understanding and respect.
- ✓ provide the children with the opportunity to work in small groups, according to their ability, and to develop at their own pace.
- ✓ follow an ongoing system of assessment and monitoring, so that lessons can be planned.
- ✓ provide a broad curriculum that will give opportunities and challenges for children of varying abilities.
- ✓ offer a broad range of subjects, activities and experiences.
- ✓ work to develop strong home/school relationships, aiming to provide high quality information, good communication and an "open door" policy.
- ✓ promote links with the wider community.

Ethos

We have a firm belief that children will learn if they are happy and secure in their environment. We believe that each child is unique, that all children have many talents and that it is our responsibility to seek out and promote these talents, so that each child can develop fully. We will provide an atmosphere of love and mutual respect in which all children can learn.

The Cedars

CONTENTS

	Page		Page
Contact details	3	Medical information	11
Staff details	3	Reports and parent meetings	12
Structure of the day	4	House teams/ School Council	12
Clubs	4	PE and Sports Day	13
Term dates	5	Outings	13
Diary dates	6	Uniform	14
Additional events	7	Dress code and lost property	15
Lunch and snacks	7	After School Club (Playzone)	16
School policies	8	Charities and fundraising	16
Promotion of good behaviour	8	School fees and Nursery Grant	16
Registration and absence	9	Music	17
Communication	10	Moving on	17
Emergency arrangements	11	Curriculum details	17
		Appendix A –e-Safety	18

If you have questions that are not covered in this handbook please do not hesitate to call or email us.

The Cedars School

Church Road, Aldermaston, Reading, RG7 4LR

Contact details

Telephone: 0118 9714251

Mobile number: 07917 391 737(available during term time and school holidays)

General email:

email: enquiries@thecedarsschool.co.uk

www.thecedarsschool.co.uk

Head Teacher

Mrs Jane O'Halloran

Deputy Head

Mrs Vicky Curtis

Teachers

Mis Danielle Belcher

Mrs Trudy Burbage

Mrs Amanda Cottingham

Mrs Jess Davies

Mrs Rosanna Roper

Mrs Karen Shaw

Mrs Mel Wilkes

Additional Needs Teacher

Mrs Judith Stewart

Teaching Assistants

Mrs Emma Tipper

Mrs Jane Mullin

Music Teacher

Mrs Vanessa Martin

A staff directory can also be found on our website

The Cedars

Structure of the day

School Day

Saplings: 8.50am to 3.15pm
Group 1: 8.50am to 3.15pm
Groups 2 & 3: 8.50am to 3.30pm

Before and After school care

We understand that parents may need care between 8am and 6pm and the following arrangements are in place:

- Before school care: 8am to 8.30am
- After School Care: end of your child's school day until 4pm.

If you require childcare after 4pm please refer to the section, Playzone.

If care is required please put your child's name on the relevant form which you will find on the Parent Notice Board. There is a charge for care in school which will be added to your invoice.

Bookings and payment for Playzone is made directly to the Club via their online booking system, Magic Bookings. Details of which can be found on the website for Aldermaston Primary School where there is a link to Playzone

Assemblies

All the children take part in a daily assembly.

Lego: Monday, 3.30pm to 4.15pm

After School Clubs

Lego: Monday, 3.30pm to 4.15pm

Judo Club: Tuesday

Year 1 and Group 1: 3pm to

3.30pm, collection 3.40pm

Groups 2 and 3: 3.30pm to 4pm

LOLA (Lots of Lovely Art): Thursday from 3.30pm to 4.30pm

Details of the Clubs will be sent through the School's Newsletter.

Parking at school

Start of school: please park in the school playground. Reverse into a space and bring your child into school using the front door.

End of school: park in school playground, reverse into a space and collect your child at the side door.

Parking for events: there is limited parking space in the school playground therefore once spaces are filled please park lower down Church Road or in the High Street.

The Cedars

Term dates

Term dates can be found on the school's website and on the Parent Notice Board in school.

Diary dates

Dates of each term's events are sent, by email, to parents at the start of each term and a copy is on the Parent Notice Board. Parents will be notified of any changes to these dates through the school's Newsletter; parents can request a 'hard' copy.

Calendar of Events during a typical year

Autumn term

Cookery - all children cook every 2 weeks	Throughout the term
Family afternoon – a chance for new and existing parents to meet and chat with staff and one another.	Usually the 1 st Saturday of Autumn term
Harvest Festival at St Mary's Church, Aldermaston: Children sing during the service and all children are expected to attend.	End of September/ early October
Children design their own Christmas cards which are available to purchase	Mid September
'Look what we've done mornings'; opportunity to pop into your child's class and see the work they have done	Friday mornings in the Autumn term
School photographs, individual and whole school	October
Parent meetings for all children.	October
Halloween Disco for all children	Friday evening in November
Advent Fair	Friday evening, 6 to 8pm in November
Decorate classrooms for Christmas	First week in December
Carol Services in school – all children take part	December
Group 3 sing Carols at Charles Clore House	Last week of term
Christmas lunch for children	Last week of term
Christmas Party and Father Christmas	Last day of term

The Cedars

Spring Term

Spring concert: All the children take part	Friday morning in March, 9am
Parent meetings for all children	Evening before half term
Parents association AGM	Follows the Spring Concert
'Look what we've done' mornings; opportunity to pop into your child's class and see the work they have done	Friday mornings during the Spring term
Design and Technology Project	After half term
French Market	Alternate years
End of term service in school – all welcome.	Last day of term, 2pm

Summer Term

Residential outing for years 5 and 6	Usually during May for three days
Sports Day at Tadley Rugby Club	Friday afternoon mid June
Parent appointments for all children	Before half term
School reports for all children	June
Drop in session to discuss school report	One week after school reports sent out.
School Play – all children take part	July, afternoon & evening performances
School BBQ	Follows evening performance of the play
Leavers' Lunch for Year 6 Leavers	Last week of term
End of term and leavers' Service – all parents welcome	Last day of term, 2pm

Outings

- Outings take place during each term. It is usual that each class will take part in two outings per term. Examples of activities are: theatre visits, Windsor Castle, Beaulieu, Portsmouth, lambing days, pond dipping, Reading Museum, Houses of Parliament.

Lunch and snack time

Break times

Children have a 20 minute break during the morning. The lunch break commences at 12.30pm and finishes at 1.40pm.

The children play outside; in inclement weather there will be an indoor playtime.

The school has a healthy eating policy.

- **Nut Free School**
The school has a NUT FREE policy and we ask your help in ensuring that all foods sent to school do not contain nuts.

- **Break time snack**

Children to bring a snack of fruit/vegetables for a break time snack.

Lunch

The children bring packed lunches and eat together in the hall.

Please ensure that your child has a healthy, balanced lunch. We recommend that children do not have cakes/biscuits/sweets.

Children can bring hot food in a flask and school will provide bowls or plates.

A member of staff is always available to help children.

Lunch boxes need to be clearly labelled.

- **Drinks**

Water is available at all times during the day.

Drinks at lunchtime

Children can bring their own drink if required; fizzy drinks and drinks in glass bottles are not allowed.

All children need a named water bottle for PE at Tadley Rugby Club.

The Cedars

School Policies

The following school Policies are available on the Cedars website at: www.thecedarsschool.co.uk

- Admissions and Attendance policy
- Anti Bullying Policy
- Assessment, Marking and Reporting policy
- Child Protection and Safeguarding Policy
- Curriculum Policy
- Complaints Procedure
- Data Processing
- Educational Visits policy
- Equality and Accessibility
- English as an Additional Language
- E-Safety policy, including Social Media
- First Aid Policy
- Gifted and Talented
- Inclusion Policy
- Lost Child policy
- PHSEE
- Positive Behaviour policy
- Premises Management policy
- Recruitment and Vetting policy
- Risk Assessment policy
- Special Educational Needs policy
- Spiritual, Moral, Social Cultural Development policy
- Staff Code of Conduct
- Whistle Blowing

A copy of the Child Protection and Safeguarding Policy can also be found on the Parent Notice Board. Parents can request a copy of any policy from the school office.

The promotion of good behaviour

Good manners, kindness and consideration of others are important aspects of life at The Cedars; we have high expectations of our children and good behaviour is expected at all times. This does not depend on a long set of rules but on good example and high expectations that are integral to the school's ethos and aims.

We look to our parents to support us in maintaining high standards of behaviour.

Where necessary the school will impose punishment, taking into consideration the age of the child, the misdemeanor and any other relevant factors.

Corporal punishment will never be used.

Good behaviour is rewarded through the school's 'Child of The Week' Awards system. Rewards are also made through the school's Three C's, rewarding children for exceptional compassion, cooperation and courage. The names who receive awards are displayed in the school's entrance. Each week children who have completed exceptional work are rewarded with WOW award and their work is on display for parents to see. This work may not be the best piece of work in class but it is an exceptional piece of work for the individual.

Our school rules

- ✓ We will show respect to ourselves, our friends and all staff in our school
- ✓ We will celebrate that we are all special and be proud of who we are.
- ✓ We will look after each other.
- ✓ We will be honest and kind
- ✓ We will use our best manners
- ✓ We will be helpful to everyone
- ✓ We will listen carefully to others
- ✓ We will try our best in all we do
- ✓ We will move around school safely and quietly
- ✓ We will take care of school property, our own belongings and those of other people.

The Cedars

Absences

We encourage children who have been absent from school, through illness, to return as soon as they are well even though they may still be on medication; similarly, if a child has a broken bone for example, we will make reasonable adjustments in school to accommodate their return to full time education so that absences are kept to a minimum.

Regular attendance is important, not just because the law requires it, but also because it is the best way of ensuring children make the most of the educational opportunities available to them. When a child is absent from school he or she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons after his or her return.

There will be occasions when a child has to miss school, for example, when ill or for medical or educational appointments but other absences should be kept to an absolute minimum: routine dental appointments should be made outside school hours where possible. In particular, parents should avoid taking children out of school during term time in order to go on holiday.

Registration

It is important that children arrive in school in sufficient time to prepare themselves for the start of lessons at 8.50am: children who arrive in class after this time may miss the start of a lesson and cause disruption to other children whilst also putting themselves at a disadvantage.

Arriving late is not the best preparation for a good learning experience and we do encourage you to ensure that your child understands the importance of punctuality in life!

We are aware that there may be circumstances beyond your control which lead to your child being late for school.

Notification of forthcoming appointments (e.g medical or senior school visits)

If your child has an appointment please inform the school as soon as possible.

Request for special permission

If you require special permission for your child to be absent from school for any reason other than those mentioned above then you must seek permission from Mrs O'Halloran, failure to do so renders the absence 'Unauthorised'.

Requests have to be made formally on the 'Request for Absence' form that can be obtained from the school office.

Unexpected absence (e.g due to illness)

If your child is going to be unexpectedly absent you should email or call school before 9am and inform them of the reason for absence. If a child is absent and we have not been notified we will call you to ascertain the reason for absence.

Attendance Award

Full Attendance awards are presented at the end of each term and at the end of the school year to those children with full attendance.

The Cedars

Communication with parents

The school's aim is build and maintain outstanding lines of communication between school and home.

Parents are welcome in school each morning when information regarding a child can be passed to a child's class teacher via the member of staff who welcomes parents and children into school each morning.

Parents are also encouraged to use their child's Homework/ Reading Diary for day to day communication.

Parents are welcome to contact school by email or phone. Weekly Newsletters, sent by email, keep parents up to date.

If you think that you are not receiving emails, please let us know.

For parents in EYFS, if you believe that your child is not making progress you expect, you are able to contact Ofsted: 0300 123 1231 or email, enquiries@ofsted.gov.uk

Questionnaires

Parents are regularly invited to complete a school questionnaire which helps us more closely identify areas for development.

Annually the children complete a questionnaire, where they are invited to share their views about the school.

Record keeping – contact details and other important information

We hold various pieces of information about you and your child; annually we write and ask you to confirm that this information is up to date.

As and when your personal details change please inform the school as soon as possible.

Changes may occur to:

- address
- mobile or land line telephone numbers
- email address

Other changes that we need to know about e.g your child may become allergic to a food item or they may need long term medication such as an inhaler.

Changes to the regular person/s bringing and collecting your child

There may be times when your child will be collected from school by someone who is not known to us or a child may be going home with a friend, if this occurs please let us know so that we can record the details and keep your child safe.

The Cedars

Emergency arrangements

Should it be necessary to close the school e.g due to a power cut or severe weather conditions every effort will be made to contact parents by email, the school website or by text; in the case of heavy snowfall we also notify the local radio who announce school closures..

We are fully aware of the inconvenience that school closure creates and do our very best to maintain normal school hours wherever possible.

Medical information

The school holds information regarding your child's health, any allergies and possible long term medication; if there any changes to this information please update us immediately.

Staff are happy to administer basic First Aid (including those with paediatric 1st Aid training) and there are always trained First Aiders both in school and during off-site visits.

There may be times when your child's medical records change i.e a child may become allergic to nuts and require the school to hold an Epi-pen, please let us know as soon as this occurs.

Medicines

If a child has been ill, is well enough to return to school but needs to finish a course of medication, staff are happy to administer this medication. Parents must give their consent for this to take place.

Long term medication

Inhalers or epipens; if your child requires an inhaler please provide the school with the correct inhaler that can remain on site.

Similarly epipens should remain in school.

Medication should be clearly named and the correct dosage should be readily visible.

It is the parents' responsibility to ensure that any medication is in date.

Illness

Sickness and diarrhoea: children must not return to school until 48 hours after the last period of sickness or diarrhoea.

Infectious diseases

The Health protection Agency (HPA) give guidance regarding incubation periods of certain illnesses; if your child has an infectious illness/disease please contact the school for further information regarding the timing of their return to school.

Head lice: If your child has head lice please treat them and inform the school.

Verrucas: If your child has a verucca, please keep it covered with a plaster.

The Cedars

How we keep you informed of your child's progress

Each term there is a formal opportunity to meet with your child's teacher.

Parent meetings for children in Years 1 to 6, include a discussion about the child's level of attainment against the school's KPI's (Key Performance Indicators). Children in years 4 to 6 join their parents to discuss progress. Discussions about children in their Reception year are based on the Early Years Foundation stage targets.

Annual Reports

Reports are completed in the summer term and sent home early July. For children in their Foundation Stage year, parents receive the Early Years Foundation Stage (EYFS) profile.

Whilst there is provision throughout the year for parents to meet with teaching staff to discuss progress at designated parent appointments, parents are also welcome to discuss their child with staff throughout the year. Parents can contact school by email, phone or speak to a member of staff who will arrange an appointment.

Tapestry for Reception year children

Tapestry is a two – way online communication system that parents of children in their Reception can access. It informs parents of day to day activities.

House Teams

On entering school children are placed into one of three House Teams: George, Andrew and David. There is a friendly but competitive rivalry between teams in sporting events, quizzes and competitions that take place throughout the year.

House Captains

All Year 6 children enjoy a time as House Captain.

School Council

The aim of the School Council is to give a voice to the children; each class elects a representative and children in Years 5 and 6 take the responsibility of Chair Person and Secretary.

The Cedars

PE

The children take part in PE lessons both at school and at Tadley Rugby Club.

PE at the Rugby Club takes place on Friday afternoons all year with the exception of the first part of the Spring Term.

Children are taken to Tadley Rugby Club by mini bus and parents collect the children from the Club, not from school.

Finish times at Tadley Rugby Club:

All children - 3.15pm

Sports Day

Sports Day is held at Tadley Rugby Club and all children take part in competitive races; there are also races for younger siblings and adults.

After the races the Parent Association provide a delightful afternoon tea!

Following afternoon tea it is a school tradition for parents of children in Years 5 and 6 to play the Year 5/6 group in a match of Rounders; this finishes at approximately 4pm.

Outings and residential activities

Children take part in a range of outings designed to enhance their classroom learning e.g Years 3 and 4 were studying the Romans and spent the day at Fishbourne Roman Palace.

Padworth College visits

The school is fortunate to have close links with Padworth College and we are welcome to use their extensive grounds to complete a range of activities, including forest skills, pond dipping and orienteering.

Residential Outing – Years 5 and 6

During the Summer term years 5 and 6 take part in a 3 day residential stay at Foxlease, a Guiding House in the New Forest, where they take part in a series of activities designed to offer the children new outdoor experiences which will help build confidence.

The Cedars

Our uniform suppliers are:

Oliver Embroidery who are based in Burghfield village.
Oliverembroidery.co.uk
0118 9834768

A list of uniform can be found on their website.

Items can be ordered online or in the shop and can be collected or posted.

School dress code

The children are expected to arrive and leave school looking neat and tidy, wearing the correct school uniform. Clothing should always be clean and in good order.

Hair must be neat and worn away from the face; hair that is collar length must be tied back with red or green slides, hair bands, ribbons or scrunchy.

Jewellery and nail varnish are not allowed. Children who have their ears pierced are asked to do so at the start of the summer holidays to allow healing to take place before returning to school.

All items of clothing must be clearly marked. Please ensure that PE bags have large initials on the outside for easy identification (these can be ordered at the Uniform shop).

Shoes

Shoes should be well fitted, supportive and safe; girls should not have ballet pumps. Please ensure that all footwear is clearly marked.

Second hand uniform

The school holds a supply of good quality second hand uniform, including blazers. Please let us know the item and size and we will check our uniform supply.

Lost property

Items of clothing, pencil cases etc that are found but have no name, are placed in the Lost Property box in the cloakroom area. If an item has been lost and cannot be found please let a member of staff know and we will do our best to find it.

The Cedars uniform

SUMMER	
Boys	Girls
<ul style="list-style-type: none"> • Grey shorts • White polo shirt with school logo • Scarlet V-neck pullover with school logo* • Short grey socks • Black shoes • Grey blazer with school badge • Bottle green cagoule • Red sun hat with school logo 	<ul style="list-style-type: none"> • Green gingham dress • Scarlet V neck pullover or cardigan with school logo • Short white socks • Black shoes • Grey blazer with school badge • Bottle Green cagoule • Red sun hat with school logo

WINTER	
Boys	Girls
<ul style="list-style-type: none"> • Long grey trousers • White shirt – long sleeved • Tie – red and green striped • Grey socks • Scarlet V-neck pullover with school logo* • Black shoes • Fleece red hat with school logo, fleece red scarf and gloves • Grey blazer with school badge • Bottle green cagoule 	<ul style="list-style-type: none"> • Grey pinafore dress (Girls in Year 5/6 may wear a skirt) • White shirt – long sleeved • Tie – red and green striped • Long grey socks, or grey or scarlet tights • Scarlet V-neck pullover or cardigan with school logo • Black shoes • Fleece red hat with school logo, red fleece scarf and gloves • Grey blazer with school badge • Bottle green cagoule •

PE KIT	
All children	Juniors (Yrs 2 – 6) only
<ul style="list-style-type: none"> • Scarlet polo shirt with school logo • Black shorts or girls can wear a 'skort' • White socks • Trainers • Scarlet fleece • Black jogging bottoms • Green PE bag with child's name on outside. 	<ul style="list-style-type: none"> • Red football socks • Shin pads (Autumn and Spring Terms)

The Cedars

Playzone

Playzone is the After School facility that is based at Aldermaston Primary School. It is run for the benefit of children at The Cedars and at Aldermaston School and operates each school day until 6pm.

The Play Leader, Angie Garland, is in charge of the day to day running of the facility; there is a committee made up of parents, Head Teachers from both schools, the Playzone Leader and parents.

Contact details for Playzone: 07733066136

If you would like your child to attend Playzone it is advisable to arrange a visit beforehand when you will be given the registration information. Once you have made a booking please sign the inform us.

There is a signing up sheet on the notice board for parents to indicate which days their child will need to be taken to Playzone. This should be completed at the start of each week and any changes notified to us as soon as possible

Children are transported to Playzone by a member of staff who has full insurance cover; car seats for children under 135cm are provided. There is a form for parents to complete which gives staff permission to transport their child.

Charities and fund raising

The school aims to encourage children to consider the needs of others and one of the ways in which we do this is by supporting Treloars School which is based in Hampshire. The school is a charitable foundation for severely handicapped children. We have strong links with the school and raise money to help them provide additional equipment for the children.

Our Year 5 and 6 children visit Treloars alternate years.

To date we have raised £10,000 for them.

School fees, Nursery Grant and additional costs

Fees are payable on or before the first day of each term; parents will receive an invoice at the end of each term on which the following term's fees will appear together with details of any additional charges.

The school endeavours to keep school fees as low as possible whilst maintaining the highest possible standards. School fees include all materials your child will need in school - books, pens, pencils, paint etc. Additional charges are made for school trips.

Siblings

There is a 7.5% reduction for siblings.

Nursery Grant:

We participate in the Government's Nursery Grant Scheme which provides a daily grant for three and four year old children in school; the amount of Nursery Grant, for which your child is eligible, is deducted from the term's fees.

The Cedars

Music

All children enjoy class music where they take part in singing, playing instruments and learning to read music; children in Years 3 to 6 also learn to play the recorder or a percussion instrument. From Year 2 onwards there is also an opportunity for your child to learn another instrument, for which there is an additional charge.

Moving on

Preparation for a child's next school is important and there are ongoing discussions with parents about their choice of secondary school. We are aware of the entrance requirements of schools and prepare children for entrance tests and interviews. The latter takes place during years 5 and 6.

Curriculum details

The school's curriculum details can be found on our website.

August 2019

Appendix A

E-Safety

Acceptable Use Agreement of e-Safety Rules – KS2 Children

I will only use IT in school for school purposes

I will only open/delete my own files

I will make sure all IT contact with other children and adults is responsible, polite and sensible

I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find something like this I will tell my teacher immediately

I will tell my teacher immediately if I see anything on-line which makes me feel uncomfortable

I will not give out my own or others details, such as name, phone number or home address.

I will not arrange to meet or send an image unless this is part of a school project approved by my teacher

I will be responsible for my behaviour when using IT and understand that these rules are to keep me safe

I will support the school approach to on-line safety and not upload or add any images, video, sounds or text that could upset any member of the school community

I know that my use of IT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety

I will not sign up for any on-line services, unless this is an agreed part of a school project approved by my teacher and I am old enough to do so

I will not bring a Smart Watch to school, because I am not allowed to wear one in school

These rules help me to stay safe on the Internet

Think then Click

e-Safety Rules for Early Years and KS1 Children

We always ask an adult if we can use the Internet

We may click on the buttons and links only when we know what they do

We only use apps and websites that an adult has chosen

We tell an adult if we see anything that makes us feel uncomfortable

We never give out information about ourselves or passwords

We do not use Internet Chat Rooms

The Cedars School Parent e-Safety Acceptable Use Agreement

IT, including the Internet, email and mobile technologies, has become an important part of learning in our school. We expect all children to be safe and responsible when using IT.

Please read and discuss these eSafety rules with your child(ren) and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please contact Jane O'Halloran.

Please take care to ensure that appropriate measures are in place at home to protect and support your child(ren) on-line.

.....

- I have read and understood the school's eSafety Acceptable Use Agreement and give permission for my child to access the Internet in school
- I understand that Internet use by my child(ren) will be supervised by an adult
- I understand that the school will take all reasonable precautions to ensure that my child cannot access inappropriate material
- I will sign the consent form held in school for my child(ren) upon their entry into school and annually thereafter

Signed:.....

Name:.....

Child's Name:.....