

# The Canterbury Primary School

The journey starts here



part of The Canterbury Academy

## **PARENT INFORMATION BOOKLET**

### **2020 / 2021**

### **Learn, Live, Laugh**

The Canterbury Primary School, Pride in ourselves and our school. Respect for others and our environment.

*In partnership with Simon Langton  Grammar School for Boys to provide a grammar school band for boys and girls in a comprehensive school for all the talents*

## **Welcome to The Canterbury Primary School**

The Canterbury Academy and The Canterbury Primary School together form The Canterbury Academy Trust. These two schools are located on The Canterbury Campus which also contains City View Pre-School & Nursery Ltd, Canterbury Adult Education and a number of other organisations which all work together to provide a great range of opportunities for our children and our community.

As an academy, The Canterbury Primary school is a wide ability school. We believe that ‘the journey starts here’ and want all of our pupils to realise their potential, to enjoy their learning and to realise that they are good at something. This is a school ‘for all the talents’.

We want our school to be part of a high-attaining and achieving academy trust with fully extended provision and to be widely recognised as an example of leading practice, so that we are improving the life chances of children and helping in the community.

Our school has 3 broad aims to encourage all our pupils to become:

- successful learners who enjoy learning, make progress and achieve
- confident individuals who are able to live a safe, healthy and fulfilling life
- active and responsible citizens who make a positive contribution to the wellbeing of present and future generations

**At The Canterbury Primary School, individuals matter.** We firmly believe that ‘all children walk with genius’ and that ‘every child must be good at something’. We work hard to make pupils believe in themselves; we work hard to help pupils get the best from themselves and we work hard to encourage pupils to become responsible citizens.

**It is important for pupils to experience success and to feel included.** We believe that the more opportunities for success we give pupils, the more successful pupils we will have and, therefore, we believe that we should provide ‘as much as possible, as often as possible for as many as possible’. Participation, motivation and perseverance all help pupils to develop their special personal qualities and skills. We want all our pupils to take advantage of the chances offered and to join in school activities.

Pupils at The Canterbury Primary School benefit from the relationship the school has with The Canterbury High School. Subject specialist teachers work across the academy to support and lead an extensive range of after-school activities and targeted in-school support in subjects such as Mathematics, Science, English and Modern Foreign languages. Academically able pupils are able to progress into the Simon Langton Grammar School band at The Canterbury High School.

**If pupils are to reach their potential, there must be a co-operative partnership between parents, pupils and staff members.** It is important that we work together, that we strive for excellence and that we expect success and responsibility.

Mr. J. Watson  
Trust Executive Principal

Mrs. B. Farrell  
Trust Executive Vice Principal – Primary Phase

## Useful Contacts

We encourage communication and contact. Please find listed below the names of staff and their responsibilities.

### Chair of Board of Directors (Governors)

Mr R Field

Should you wish to contact the **Chair of Governors** please email:

Mrs. D. Scott	Clerk	dscott@canterbury.kent.sch.uk
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### Executive Principal of the Canterbury Academy Trust

Mr. J. Watson		jwatson@canterbury.kent.sch.uk
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### Trust Executive Vice Principal

Mrs. B. Farrell		bfarrell@canterbury.kent.sch.uk
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### Senior Teaching Staff

Miss. B. Wilson	Head of School	bwilson@canterbury.kent.sch.uk
Mr. C. May	Head of School and SENCo	cmay@canterbury.kent.sch.uk (currently on parental leave)
Mr. B. Hawkins	Deputy Head Head of Years 4 and 5	bhawkins@canterbury.kent.sch.uk
Mrs. M. Philpott	Head of Foundation Years	mphilpott@canterbury.kent.sch.uk
Mrs. N. Young	Head of Year 2 and 3	nyoung@canterbury.kent.sch.uk
Miss. L. Cooper	Head of Year 6 and Transition	lcooper@canterbury.kent.sch.uk
Miss. K. Birch	Vice Principal Pastoral	kbirch@canterbury.kent.sch.uk

### Teaching Staff

If you email any of the following then please copy in bfarrell@canterbury.kent.sch.uk		
Mrs. S. Raffell	EYFS Teacher	sraffell@canterbury.kent.sch.uk (currently on maternity leave)
Mrs. N. Sillence	EYFS Teacher	nsillence@canterbury.kent.sch.uk
Miss. L. Austin	EYFS Teacher	laustin@canterbury.kent.sch.uk

Miss. E. Kelderis	Year 1 Teacher	ekelderis@canterbury.kent.sch.uk
Mrs. C. Biggin	Year 1 Teacher	cbiggin@canterbury.kent.sch.uk
Miss. C. Clifford	Year 2 Teacher	cclifford@canterbury.kent.sch.uk
Mrs. A. Williams	Year 2 Teacher	awilliams@canterbury.kent.sch.uk
Mrs. N. Young	Year 3 Teacher Head of Years 2 and 3	nyoung@canterbury.kent.sch.uk
Mrs. S. Supple	Year 3 Teacher	ssupple@canterbury.kent.sch.uk
Mrs. K. Teehan	Year 4 Teacher	kteehan@canterbury.kent.sch.uk
Mrs. K. Blackwell	Year 4 Teacher	kblackwell@canterbury.kent.sch.uk
Mrs. S. Walker	Year 5 Teacher	sue.walker@cantacad.onmicrosoft.com
Mrs. S. Kehoe	Year 5 Teacher	skehoe@canterbury.kent.sch.uk
Mr B. Hawkins	Year 6 Teacher Deputy Head Head of Years 4 and 5	bhawkins@canterbury.kent.sch.uk
Miss. L. Cooper	Year 6 Teacher Head of Year 6 and Transition	lcooper@canterbury.kent.sch.uk
Mr. C. Kee	Year 6 Teacher	ckee@canterbury.kent.sch.uk
Mrs. G. Bryant	Interventions and MFL Teacher	gbryant@canterbury.kent.sch.uk

### **Special Educational Needs**

If you email any of the following then please copy in bfarrell@canterbury.kent.sch.uk		
Mrs. V. Butler	The Canterbury Academy Trust SENCo	vbutler@canterbury.kent.sch.uk
Miss. C. Jones	Cavendish Specialist Resource Provision Lead Teacher	cjones@canterbury.kent.sch.uk

### **Teaching and Learning Support Staff**

If you email any of the following then please copy in bfarrell@canterbury.kent.sch.uk		
Mrs. D. Wellard	Corporate Service Manager for The Canterbury Primary School	dwellard@canterbury.kent.sch.uk
Mrs. L. Plumbley	Deputy Pastoral Manager and Forest School Coordinator	lplumbley@canterbury.kent.sch.uk
Miss. C. Wright	EYFS	cwright@canterbury.kent.sch.uk
Miss. C. Middleton	EYFS	cmiddleton@canterbury.kent.sch.uk

Mrs. C. Cooper	Year 1	ccooper@canterbury.kent.sch.uk
Mr. E. Stearn	Year 1	estearn@canterbury.kent.sch.uk
Mrs. T. Martin	Year 2	tmartin@canterbury.kent.sch.uk
Miss. C. Waters	Year 2	cwaters@canterbury.kent.sch.uk
Mrs. L. Hammick	Year 3	lhammick@canterbury.kent.sch.uk
Miss. H. Mills	Year 4	hmills@canterbury.kent.sch.uk
Mr. T. Graham	Year 4	tgraham@canterbury.kent.sch.uk
Mrs. J. Mennell	Year 6	jmennell@canterbury.kent.sch.uk
Mrs. R. Cooke	Speech and language Interventions	rcooke@canterbury.kent.sch.uk
Miss. N. Leonard	Dyslexia Interventions	nleonard@canterbury.kent.sch.uk
Miss. I. Molloy	Maths Interventions	imolloy@canterbury.kent.sch.uk

### **Corporate Services**

If you email any of the following then please copy in bfarrell@canterbury.kent.sch.uk		
Mrs. D. Wellard	Corporate Service Manager for The Canterbury Primary School	dwellard@canterbury.kent.sch.uk

### **School Website**

Please visit our school website: [www.canterburyprimaryschool.co.uk](http://www.canterburyprimaryschool.co.uk)

By visiting the website, you will be able to access additional parental information such as newsletters, policies, term dates and the most recent Ofsted Inspection report.

## Term Times and Significant Dates 2020/2021

Please see below a table showing term times and important dates for the forthcoming year 2020 / 2021.

Due to Covid restrictions, it is possible that some dates may change. If you are at all unsure, please check the school website [www.canterburyprimaryschool.co.uk](http://www.canterburyprimaryschool.co.uk) or contact the school on Canterbury (01227) 463971.

<b><u>Term 1</u></b>	
Tuesday 1 <sup>st</sup> September 2020	Staff Development Day
Wednesday 2 <sup>nd</sup> September 2020	Start of Term 1
Friday 9 <sup>th</sup> October 2020	Harvest Assemblies this week
Monday 12 <sup>th</sup> October 2020	Parents' Evening
Tuesday 13 <sup>th</sup> October 2020	Parents' Evening
Friday 16 <sup>th</sup> October 2020	Last day of Term 1
<b><u>Term 2</u></b>	
Monday 2 <sup>nd</sup> November 2020	Start of Term 2
Wednesday 11 <sup>th</sup> November 2020	Remembrance Day Celebrations
Week Beginning 23 <sup>rd</sup> November 2020	Black History Celebration
Friday 4 <sup>th</sup> December 2020	Christingle Service (TBC)
Week beginning 14 <sup>th</sup> December 2020	Christmas Productions (TBC)
Friday 18 <sup>th</sup> December 2020	Last day of Term 2
<b><u>Term 3</u></b>	
Monday 4 <sup>th</sup> January 2021	Start of Term 3
Week beginning 18 <sup>th</sup> January 2020	STEM Week
Monday 8 <sup>th</sup> February 2021	Parents' Evening
Tuesday 9 <sup>th</sup> February 2021	Parents' Evening
Friday 12 <sup>th</sup> February 2021	Last day of Term 3
<b><u>Term 4</u></b>	
Monday 22 <sup>nd</sup> February 2021	Start of Term 4
Thursday 4 <sup>th</sup> March 2021	World Book Day
Week beginning 15 <sup>th</sup> March 2021	Art Week
Wednesday 31 <sup>st</sup> March 2021	Spring Concert
Thursday 1 <sup>st</sup> April 2021	Easter bonnet parade
Thursday 1 <sup>st</sup> April 2021	Last day of Term 4
<b><u>Term 5</u></b>	
Monday 19 <sup>th</sup> April 2021	Start of Term 5
Week beginning 3 <sup>rd</sup> May 2021	Media Week
Saturday 22 <sup>nd</sup> May 2021	Spring Fair
Friday 28 <sup>th</sup> May 2021	Last day of Term 5
<b><u>Term 6</u></b>	
Monday 7 <sup>th</sup> June 2021	Start of Term 6
Wednesday 16 <sup>th</sup> June 2021	Sports Day
Friday 18 <sup>th</sup> June 2021 – Monday 21 <sup>st</sup> June 2021	Year 6 PGL Residential

Monday 28 <sup>th</sup> June 2021	Race for Life
Monday 28 <sup>th</sup> June 2021	Parents' Evening
Tuesday 29 <sup>th</sup> June 2021	Year 6 Gulbenkian Rehearsal
Thursday 1 <sup>st</sup> July 2021	Year 6 Production
Saturday 3 <sup>rd</sup> July 2021	New Year R Picnic
Wednesday 21 <sup>st</sup> July 2021	Year 6 Leavers' Assembly
Thursday 22 <sup>nd</sup> July 2021	Last day of Term 6

### The School Day

Please note – items highlighted in Yellow indicate changes made due to Covid Government Guidance

These times are different to our usual school times due to Covid Government Guidance							
	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Breakfast Club</b>	7.45	7.45	7.45	7.45	7.45	7.45	7.45
<b>Drop Off</b>	9.00	8.30	8.40	8.45	8.45	8.50	8.50
<b>Door</b>	Year R	Year 1	Year 2	Entrance 2	Entrance 1	Entrance 2	Entrance 1
<b>Period 1</b>	9.00 am	8.45 am	8.50 am	8.50 am	8.50 am	8.55 am	8.55 am
<b>Period 2</b>	Continuous Provision	Continuous Provision	10.00	10.00	10.00	10.00	10.00
<b>Playtime</b>			10.30	10.30	10.30	10.50	10.50
<b>Period 3</b>			10.45	10.45	10.45	11.05	11.05
<b>Lunch time</b>	11.45 – 12.45	11.45 – 12.45	11.45 – 12.45	12.15 – 1.15	12.15 – 1.15	12.15 – 1.15	12.15 – 1.15
<b>Period 4</b>	Continuous Provision	Continuous Provision	12.45	1.15	1.15	1.15	1.15
<b>Period 5</b>			2.00	2.00	2.00	2.00	2.00
<b>Pick up</b>	2.40	2.45	2.55	3.00	3.00	3.05	3.05
<b>326</b>	3.00	3.00	3.00	3.00	3.00	3.00	3.00

## **Clubs and Extra-Curricular Activities**

Breakfast Club and 326 afterschool club run every day. Breakfast club is from 7.45am and runs until school starts; 326 club runs from 3pm to 6pm every day. Miss Mills is the 326 coordinator and Miss Martin coordinates the breakfast club. If you wish to apply for a place, the forms and further information are available from the main school reception or by contacting:

[hmills@canterbury.kent.sch.uk](mailto:hmills@canterbury.kent.sch.uk) and [dmartin@canterbury.kent.sch.uk](mailto:dmartin@canterbury.kent.sch.uk)

We offer a range of after-school activities such as football, netball, tennis, basketball, cooking, ICT, craft, board games and environmental awareness. A comprehensive list of activities is available each term and places are allocated on a first come, first served basis. All activities run from 3-4pm unless otherwise stated. **Due to current restrictions, these are currently unable to run.**

Pupils are also invited to attend the Children's University which takes place on a Saturday morning at The Canterbury Academy. Please contact [rhuckle@canterbury.kent.sch.uk](mailto:rhuckle@canterbury.kent.sch.uk) for further information. **Due to current restrictions, these are currently unable to run.**

## **The Cavendish Centre Admissions Criteria**

The Canterbury Primary School is a mainstream primary school and has a specifically designed 15-place Specialist Resourced Provision to support the learning of children who have a diagnosis of Autistic Spectrum Disorder as their primary need. Pupils have full access to the National Curriculum, which may be modified to meet individual needs and programmes written to include the specific targets in their EHCP and details of any additional therapies/inputs from other agencies. The environment also affords space to ensure adequate work stations and personal space for each child. A strong emphasis is placed on good home/school liaison and the positive impact on the whole school community of the inclusion of children with special educational needs.

### **Admission Criteria**

Pupils must:

- Have an Education Health and Care Plan.
- Have a diagnosis and primary need of ASD.
- Be able to communicate basic needs and feelings.
- Demonstrate that they would benefit from and respond to being in a highly structured, low stimulus environment where ASD strategies are used.
- Be within the learning range of average ability.
- Be able to access a mainstream class

Specialist Support Offered:

- Staff experienced with supporting learning of ASD children.
- Access to support from an Education Psychologist (If required).
- Visual support
- Social skills training



- Positive Behaviour Management system that is also used in the Mainstream School.
- Access to Parent Support Group.

### **Attendance and Punctuality**

If a pupil is unwell, parents are asked to contact the school and leave a message by 9am. Unless we are made aware of a long-term medical condition, we will require parents to contact the school every day until their child returns to school. Parents must inform the office of the reason for a child's absence. Where possible, all appointments should be made outside of the school day. Proof of appointment is required when pupils are not present or leave during the school day e.g. a letter or appointment card, otherwise the request for leave may be unauthorised.

All attendance is monitored and pupils whose attendance is below 90% will be reviewed by the Educational Welfare Officer and the Pastoral team.

### **Request for leave in Term Time**

Families need to be aware of government regulations and of The Canterbury Primary School's policy regarding leave of absence, such as holidays during term time. Leaves of absence in term time are unlikely to be authorised by the school. You must put in writing your request for absence, stating why leave cannot be booked during non-term time. Only requests for leave under exceptional circumstances will be authorised. Each request will be considered individually.

### **Illness**

If a student is ill at school, they will be monitored by the class teacher and seen by a member of the first-aid team if required. If there is no improvement, we may ask a parent/carer to come and collect them. In cases of serious illness or accident an ambulance will be called.

**It is very important that we have an emergency contact number where your parent/carer or a relative can be reached during school hours.**

Please keep the school up-to-date with changes to contact details.

### **Covid-19 Illness**

If your child is unwell or has **any** of the following symptoms, they should **not** be sent to school:

- **A high temperature** – this means they feel hot to touch on chest or back (this would be defined as 37.8 degrees or above).

- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.
- **A loss or change to sense of smell or taste** – they cannot smell or taste anything, or things smell or taste different to normal for them.

In addition, you should contact NHS to arrange for a test and contact us with the outcome before planning for their return.

## Health & Safety

Health & Safety issues can generally be regarded as matters of commonsense. However, pupils at a primary school will need greater levels of supervision than older pupils. Parents should consider the risks implicit in any situation and act accordingly, working with the school to help to educate the pupils about risk. Parents and children should also report to members of the senior staff those things they consider unsafe.

Pupils in Years R, 1 and 2, must be collected by an adult or a sibling over the age of 16. For pupils in Years 3, 4, 5 and 6, the school may consider authorising a sibling under the age of 16 to collect, with written consent from a parent or carer. Pupils in Years 5 and 6 may walk home with written consent from a parent or carer.

Pupils travelling to schools by bicycle should have had the appropriate training. They should always exercise the greatest care and wear protective clothing. Pupils should be taught to cross roads at the appropriate place, to take care by water, and be told never to venture onto any railway lines.

If any student, or parent, has concerns about any matter which could cause harm to pupils, then they should pass this on to Mrs. B. Farrell or Miss. K. Birch. If any parent or any student has a specific concern about child protection, then they should report this to Mrs. B. Farrell or Miss. K. Birch.

It should be noted that The Canterbury Academy has over 1800 pupils and adults present on working days. This includes pupils from the primary and secondary schools, learners in Adult Education, and visitors to the Sports, Tennis or Skills centres. The fire alarm system is, therefore, a vital element of health & safety. Setting this alarm off is both dangerous and selfish. If it is activated, then pupils and adults MUST evacuate the building.

## Smoking

On July 1<sup>st</sup> 2007 England became 'smoke free' and The Campus is now a 'No Smoking' site. We ask that all adults refrain from smoking on the site. Please note this also applies to the use of E-cigarette vaporizers. This applies to all adults whether they work here or are visiting. Smoking causes ill-health and doing it in front of children sets a very poor and dangerous example.

## **Changes in Contact Information**

It is vitally important that we are advised of any changes in your child's contact details in case of an emergency.

If you have changed address, telephone number or email address, we would be grateful if you could complete and return the page at the back of this booklet, showing the appropriate changes in order for us to be able to update our records. Please return the slip to the school office or email the school with the updated information, clearly stating the name of your child and your details.

## **Reports and Parents' Evenings**

Reports will be issued and sent home. These will provide details of progress in subject areas. The reports will also show attendance and punctuality. There will be three parents' evenings a year. Parents can contact the Principal or class teacher by email at any time for information about their child's progress. If you require a second copy of any school reports, or additional parents' evening appointments, please notify the office.

## **Homework**

The Canterbury Primary School will aim to:

- Ensure that parents are clear about what their child is expected to do.
- Ensure consistency of approach throughout the school.
- Use homework as a tool to continue to raise standards of attainment.
- Improve the quality of the learning experience offered to students and to extend it beyond the classroom environment.
- Provide opportunities for parents, children and the school to work together in partnership in relation to children's learning.
- Encourage students and their parents to share and enjoy learning experiences.
- Reinforce work covered in class by providing further opportunities for individual learning.
- Practice or consolidate basic skills and knowledge, especially in numeracy and literacy.
- Encourage children to develop the responsibility, confidence and self-discipline they require to study independently.

Within the primary phase, topic-themed homework is set in the last week of term for the following term. It consists of a variety of curriculum-based activities which will support and develop the pupils' understanding of the current class topic.

Pupils are given their homework in the form of a list of activities from which to choose. It is expected that at least one activity from the list is carried out each week, with literacy and numeracy-based tasks underpinning everything they do.

Weekly reading, spellings and times tables will also be set. Years 5 and 6 will be given additional weekly homework, which will also be related to either their topic or current class work.

### **School Dinners**

Pupils have the daily option of having a hot meal which is free to all KS1 pupils, funded by Central Government or they may bring a packed lunch from home. For pupils in KS2, school dinners are £2.50 per day (£12.50) per week. A menu has been sent home and can also be found on our school website. Children in Year R, 1 and 2 are given a piece of fruit or vegetable for breaktime provided by Central Government funding under the School Fruit and Vegetable scheme. Children under 5 will be given a carton of milk every day. Parents of children over 5 years old can opt in to pay for the daily milk to continue. We do encourage children to eat healthily and therefore discourage chocolate bars, sweets, crisps etc. in lunch boxes. No sweets or fizzy drinks are allowed. We also have pupils in school with severe nut allergies so please try to avoid sending your child in with nut products.

### **Free School Meal - are you entitled to this?**

We are also very keen to see that those children who are eligible for a Free School Meal through the current scheme are receiving the correct entitlement. This is different from the above Key Stage 1 universal free school meals which all children receive. If your child is in Year 2 or below they can get free school meals; therefore, those children who are moving to Year 3 are no longer eligible for free school meals under the universal free school meals' scheme. However, if you have a child in any year group and receive certain benefits, we can also obtain additional funding to support their learning if you register. For more information, please call the office or you can apply online at: <https://www.cloudforedu.org.uk/ofsm/kent/>

Your child might be able to get free school meals if you get any of the following:

- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.

### **Weekends & School Holiday Times**

The Canterbury Campus exists for its pupils, their families and the community. There are many activities and services that will be provided and maintained outside school and term time. Should you wish to find out what these are and to be informed of local facilities available then you should contact the school or email:

C. May K. Birch D. Wellard	Head of School Vice Principal Pastoral Corporate Services Manager for the Primary Phase	cmay@canterbury.kent.sch.uk kbirch@canterbury.kent.sch.uk dwellard@canterbury.kent.sch.uk
R. Huckle	Extended Schools Coordinator	rhuckle@canterbury.kent.sch.uk

### School Dress

- Plain grey/black skirt or trousers of acceptable length.
- Plain white/purple polo shirt with school logo.
- Plain purple sweatshirt with school logo.
- Plain black footwear, low heels, fully enclosed.
- We recommend that pupils wear only a watch and stud earrings to school to ensure that they do not get lost or cause a problem during PE and physical activities. No looped earrings or facial piercings are permitted.
- PE Kit: CPS PE t-shirt, black shorts and sensible trainers or pumps.
- In PE jewellery must be removed for reasons of health & safety.
- **ALL** items must be **clearly** labelled with your child's name.

Sweatshirts, polo shirts, logos and PE kit may be purchased from the school office.

Please note:

- Trainers with stripes, logos, coloured trims are not acceptable
- Pupils who cycle **MUST** wear a helmet for head protection
- Please ensure pupils do not wear nail varnish and make-up to school.

For safety and security reasons, certain items – ‘hoodies’, ‘caps’ or any other form of clothing, which could prevent facial recognition, must not be worn on site. However, during spells of hot weather sun hats are required to protect against the sun.

If pupils arrive at school inappropriately dressed, without good reason, then they may be sent home to change. This is not an exclusion from school since we wish our pupils to be learning in school but they must comply with the dress code. There is little point in having a dress code if pupils do not meet it or if we do not insist upon it. A dress code promotes cohesion by giving a common identity to the pupils of The Canterbury Primary school. There are many occupations where a uniform will be a requirement so our dress code also contributes to preparation for work. Please may I ask that you ensure pupils leave for school appropriately attired.

Only for genuine religious reasons or genuine material ones (supported by a letter from the appropriate authority) will it be altered – otherwise it is NON-NEGOTIABLE.

The following pages explain the school's sanction systems. The school will focus upon the positives but we are required to detail these expectations and powers. This is to ensure that both pupils and parents are clear about procedures.

## **General Discipline**

**'Pupils have the right to learn  
and teachers have the right to teach.'**

## **Pupils' Classroom Code of Conduct**

We expect pupils to:

- Enter the classroom in an orderly way: coats off and follow the instructions regarding early morning work.
- Listen when the purpose of the lesson is being explained.
- Listen carefully and always respect other people's points of view.
- Raise a hand before speaking.
- Stay on task.
- Always carry on working quietly when a visitor enters the room.
- Listen to the evaluation at the end of the lesson to check what has been achieved.
- Pack away quickly and quietly when asked.
- Keep the school a clean and pleasant place by not dropping litter.
- Go directly to all classes.

## **School Rules**

- We respect people and call them by their name.
- We always keep each other safe.
- We always look after equipment.
- We think before we act.
- We make good choices.
- We learn from our mistakes.

## **Recognition & Rewards**

The Canterbury Primary school believes that all children are good at something. It is a school for all the talents. Achievement will come in many forms – academic, artistic,

sporting, social, musical or dramatic – and The Canterbury Primary school will run a variety of different ways of recognising and rewarding this.

- Praise.
- Dojo achievement points.
- Stickers and certificates for special effort in work or behaviour.
- Inclusion in the Golden Achievement Book – names recorded and read out in Achievement Assembly. **Due to Covid restrictions, these will take place in class.**
- Star of the Week – an opportunity for a personal achievement to be displayed on the star gallery. **Due to Covid restrictions, these will take place in class.**
- Each child belongs to a house team and house points are awarded individually for academic or citizenship achievements.
- Reading Challenge – prizes awarded at the end of each term.

### **Class Dojo**

Our school uses Dojo points as reward system and all parents should have received information on how to log on from home and see what rewards your child has received during the school day. Using the app pupils can also change how their class dojo looks. Parents can also send messages to teachers using the app. All dojo points are turned into house points for each pupil.

### **School Sanction System**

The sanctions available to the school (at present) include:

- Dojo points removed
- Withdrawal from lessons
- Time out from playtimes
- Lunchtime reflection room
- Fixed term exclusion (increasing incrementally for repeat offences leading to a formal hearing with the Governing Body)
- A managed move to another school
- Permanent exclusion

Years R and 1 operate a traffic light behaviour system. In class, a red, amber and green face are displayed. At the start of the day, after playtimes and lunchtimes all pupils will be on the green face. If a pupil is given a warning for their behaviour in class they will move to amber and if a further warning is given, or the behaviour is severe they are moved to the red face. All red incidents are recorded and passed to the Pastoral manager before being passed to the office where this is recorded on SIMS.

All red incidents are discussed and tracked by the Pastoral manager and detailed information must be recorded to enable them to fully investigate the incident. After a review, parents may be contacted by the Pastoral manager to discuss strategies to support positive behaviour in school. During the sessions, pupils who respond positively will be able to move back to amber

or green. If a child has been on red in the session they will only be able to move up to amber. This is to reflect the seriousness of the incident.

Any pupil on red at playtime, lunchtime or the end of the day will miss 5 minutes of their play. Any child who breaks school rules during playtime and lunchtime which is deemed to be a red incident e.g. fighting, will be required to spend a lunchtime in the reflection room with a member of SLT.

The aims of the school's behaviour policy and systems are: to promote good behaviour, self-discipline and respect; to prevent bullying; to ensure that all pupils can work to the best of their ability. Education Acts have given teachers and non-teachers the power to discipline pupils for breaking a school rule, failure to follow instructions or other unacceptable behaviour. Furthermore, teachers are permitted to regulate the conduct of pupils when they are off school premises and not under the control of school staff. Thus, the claim that it 'happened outside of the school gate and is nothing to do with school' is no longer valid in many circumstances, if it ever was. It is important to note that any action committed by a student of this school which could bring this school into disrepute will be dealt with under the school's sanction system.

### **Academy sanctions**

Given recent events in the country, changes to the law and in order to avoid any ambiguity in the future please understand that:

- Any student bringing a weapon to school with intent to use it, or to threaten to use it, will be permanently excluded and reported to the police
- Any student supplying drugs will be reported to the police and almost certainly will be permanently excluded
- Any student who uses violence, the threat of violence or incites others to violence will be automatically considered for permanent exclusion
- Any student who commits a serious offence or has a history of offences may also be permanently excluded
- Any student who prevents others from learning will be considered for permanent exclusion
- Any student making a false allegation against a member of staff which is intended to damage that member of staff and/or delay the school implementing its sanctions system will result in a sanction, including permanent exclusion

### **Balance of Probability**

In terms of school discipline, Principals work according to this concept. It means that if a Principal believes that 'on the balance of probability' (which means more likely than not), rather than absolute proof, that something happened, they can then take action and apply any of those sanctions identified above.



## The Use of Force

Clearly, all adults must obey the law and schools cannot use force to punish children.

However, and contrary to popular belief, there is not 'a no touch rule' in schools. It is neither illegal, nor is it an assault, for a member of staff to use reasonable and proportionate force to control or restrain a student if this proves necessary in the following circumstances:

- To stop a student committing a criminal offence (or for younger pupils what would be a criminal offence)
- To protect self or others
- To prevent damage to property
- To maintain good order and discipline (which can include physically removing a child from a classroom or any other situation where learning is being prevented through ill-discipline)

## The Power to Bar Abusive or Aggressive Parents

School premises are private property and parents will generally have to have permission from the school to be on the premises. This permission is implied and parents are welcome on site but if they wish to speak with someone then they will need to book an appointment and to sign in. **Obviously, any visitor to the site should treat people on it with respect and courtesy. In the unlikely event of a parent being abusive or aggressive towards children, other parents or staff, or if their presence is inherently unhelpful, then the principal can ban them from the school site.** Please refrain from using mobile phones whilst on site. It is an offence (section 547 of The Education Act 1997) for any person to cause a nuisance or disturbance on school premises.

## Searching Pupils and their Possessions

The Principal can authorise a search of pupils and/or their possessions without their consent if there are reasonable grounds for doing so. Reasonable and proportionate force may also be used to execute a search. This power will apply to searching for weapons (which must then be passed to the police), drugs, cigarettes, alcohol, fireworks, stolen items, materials or items which may cause offence or which could disrupt the orderly ethos of the school. Normally, only senior members of staff may conduct such searches. The school will endeavour to conduct same sex searches with another adult present.

The Principal also has the right to confiscate any items included above.

## Pupils' Property

**Pupils should not bring valuables** such as large sums of money, jewellery, cameras, mobile phones, MP3 Players, iPods and other items into school. On discussion with the class teacher, some parents may arrange for their child to bring in a mobile phone under specific circumstances. **The school cannot take responsibility for the safekeeping of personal items.**

**The school is not insured for any loss. The school will therefore not make any payment or refund for the loss of any personal property.**

If you intend to cycle to school, it will be important to ensure that your bike can be securely padlocked and the helmet safely stored and that you take responsibility for doing this.

### **Photographs of Pupils**

At The Canterbury Primary School we take photographs and film pupils as part of our core activity of education. During your child's time at school, this occurs as part of normal teaching, learning, assessment and safeguarding procedure and as such we do not need your permission for these activities. However, new data protection rules came into force from 25<sup>th</sup> May 2018. To ensure The Canterbury Primary School meets the new requirements, we need to obtain your consent for photographs of your child to be used in ways other than those outline above. We seek your permission for this through a separate form.

We really value using photos of your child to showcase what they do in school and demonstrate what school life is like to other stakeholders and the wider community.

### **Safety On and Off Site**

In order to promote your child's safety, we ask that you reinforce these safety tips:

- Always use subways and crossings where possible to cross major roads. Pupils must not take shortcuts across Rheims Way.
- Remember railways are electrified in Kent. Never play on trains or on railway lines.
- Stay away from the river.
- If cycling, remember your proficiency test and wear a helmet.
- Running, jumping, pushing in corridors or on the stairs is dangerous.
- Be careful near large glass windows.
- Keep off and away from any building works that are taking place on site.
- Please do not ride or use bikes, scooters or skateboards on the primary school site.

**The school car park is NOT to be used by parents from 8.30 a.m.-3.30 p.m. every day. This is to ensure that all pupils are safe when travelling between home and school. Permits will only be given out under exceptional circumstances. Please contact Mrs. Farrell for further information.**

If pupils, or parents, are aware of anything that could harm any of our pupils or staff then they are encouraged to let us know. A simple phone call will suffice.

Please return the slip to the school office or email [dwellard@canterbury.kent.sch.uk](mailto:dwellard@canterbury.kent.sch.uk) with the updated information, clearly stating the name of your child and your details.

<b>Changes to Contact Details</b>	
<b>Name of Student</b>	
<b>Parent/Guardian Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	
<b>Additional school report or parents' evening appointments needed?</b>	
<b>New or updated court order details (please provide a copy of this to the office)</b>	

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