

The Canterbury Primary School

The journey starts here



part of The Canterbury Academy

PARENT INFORMATION BOOKLET

2023 / 2024

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 three 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 is 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 Academy. 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 stream at The Canterbury Academy. **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
Chief Executive Officer

Mrs. B. Farrell
Trust Executive Vice Principal

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. M. Johnstone

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

Mrs. D. Scott	Clerk	dscott@canterbury.kent.sch.uk
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Chief Executive Officer 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 Leadership Team

Miss Wilson	Head of School	bwilson@canterbury.kent.sch.uk
Mr Hawkins	Deputy Head	bhawkins@canterbury.kent.sch.uk
Mr Jarvis	Deputy Head Phase leader Upper KS2	djarvis@canterbury.kent.sch.uk
Mr May	Head of Inclusion and SENCo	cmay@canterbury.kent.sch.uk
Miss Kelderis	Head of Early Years	ekelderis@canterbury.kent.sch.uk
Miss Austin	Phase leader KS1	laustin@canterbury.kent.sch.uk
Mrs Walker	Phase leader Lower KS2	sue.walker@cantacad.onmicrosoft.com
Miss Birch	Pastoral Manager	kbirch@canterbury.kent.sch.uk

Teaching and Support Staff

Key Stage 1

Year Group and Class		Class Teacher	Teaching Assistants
R	Hornby Class	Miss Kelderis and Mrs Raffell	Mrs Cooke, Miss Needham and Miss Spencer
R	Adeola Class	Mrs Williams and Mrs Raffell	
1	Donaldson Class	Miss Austin and Mr Green	Mrs Akintoye and Miss Gaynor
1	Bryon Class	Mrs Mansell	
2	Attenborough Class	Miss Clifford	Miss Molloy, Mrs Cooper and Miss Waters
2	Backshall Class	Miss Thompson	
3	Glennie Class	Mrs Biggin	Mrs Martin and Mrs Korra
3	Henry Class	Mr Gough	
Children who access Cavendish in Key Stage 1 will be supported by Miss Jones			

Key Stage 2

Year Group and Class		Class Teacher	Teaching Assistants
4	Seacole Class	Mrs Walker and Miss Bowles	Miss Bass and Mrs Bellas
4	Pankhurst Class	Miss Douaoui	
5	Farah Class	Mr Owen	Miss Silk and Miss Jones
5	Thompson Class	Miss Martin	
6	Peake Class	Mr Jarvis and Mr Graham	Ms Mennell and Miss Young
6	Franklin Class	Mrs McLean	
Children who access Cavendish in Key Stage 2 will be supported by Mr Troth.			

Pastoral	Miss Birch	Mrs Plumbley	Mrs Childs
Additional teachers	Miss Mills	Mr Platts	Mrs Bryant
Kitchen	Mrs Foster	Mrs Lee	Miss Tutt
Breakfast club / 326	Miss Martin		

Special Educational Needs

If you email any of the following, then please copy in bwilson@canterbury.kent.sch.uk		
Mr May	SENCo and Head of Inclusion	cmay@canterbury.kent.sch.uk
Miss Jones	Cavendish Specialist Resource Provision Lead Teacher and Lead Teacher for KS1	cjones@canterbury.kent.sch.uk
Mr Troth	Cavendish Specialist Resource Provision Lead Teacher for KS2	rtroth@canterbury.kent.sch.uk

Corporate Services

If you email any of the following, then please copy in bwilson@canterbury.kent.sch.uk		
Mrs Wellard	Corporate Service Manager for The Canterbury Primary School	dwellard@canterbury.kent.sch.uk
Miss Coombs	Corporate Services Assistant	rcoombs@canterbury.kent.sch.uk

School Website

Please visit our school website: 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 2023 / 2024

Please see below a table showing term times and important dates for the forthcoming year:

<u>Term 1</u>	
Friday 1 st September 2023	Staff Development Day
Monday 4 th September 2023	Start of Term 1
Thursday 7 th September 2023	Kent Test
Tuesday 26 th September 2023	Police workshops
Tuesday 26 th September 2023 / Wednesday 27 th September 2023	Dog Safety Workshops
Friday 29 th September 2023	Macmillan coffee morning
October 2023	Black History Month
Wednesday 4 th October 2023	Dog Safety Workshops
Wednesday 4 th October 2023	Academic awards
Tuesday 10 th October 2023 (am)	Harvest Festival
Monday 16 th October 2023	Parents' Evening
Tuesday 17 th October 2023	Parents' Evening
Friday 20 th October 2023	Last day of Term 1
<u>Term 2</u>	
Monday 6 th November 2023	Start of Term 2
Friday 10 th November 2023	Remembrance Day Celebrations
Week beginning Monday 13 th November 2023	Anti-Bullying Week
Tuesday 14 th November 2023	Reception Open Afternoon
Thursday 16 th November 2023	School Disco
Friday 17 th November 2023	Children in Need – Non uniform Day
Saturday 18 th November 2023	Reception Open Morning

Tuesday 21 st November 2023	Flu Immunisation whole school
Friday 24 th November 2023	Canterbury Academy Christmas Market
Thursday 30 th November 2023	Reception Open Morning
Saturday 2 nd December 2023	Christmas Fair
Wednesday 6 th December 2023	Christmas Dinner
Wednesday 6 th December 2023 and Thursday 7 th December 2023	PIPA Cabaret
Thursday 7 th December 2023	Christingle
Friday 8 th December 2023	Carols around the tree
Week beginning Monday 11 th December 2023	Christmas Productions
Tuesday 19 th December 2023	Term 2 Reports sent home
Tuesday 19 th December 2023	Last day of Term 2
<u>Term 3</u>	
Wednesday 3 rd January 2024	Start of Term 3
Tuesday 9 th January 2024	Reception Open Evening
Sunday 21 st January 2024 – Saturday 27 th January 2024	Ski Trip
Thursday 25 th January 2024	Sports Award Evening
Tuesday 30 th January 2023 – Friday 2 nd February 2023	PIPA - Gulbenkian
Monday 5 th February 2024	Parents' Evening
Tuesday 6 th February 2024	Parents' Evening
Tuesday 6 th February 2024	Internet Safety
Friday 9 th February 2024	Last day of Term 3
<u>Term 4</u>	
Monday 19 th February 2024	Start of Term 4
Thursday 7 th March 2024	World Book Day
Week beginning Monday 11 th March 2024	STEM Week
Friday 15 th March 2024	Red Nose Day
TBC	Spring Concert
Thursday 27 th March 2024	Easter bonnet parade
Thursday 28 th March 2024	Term 4 Reports sent home
Thursday 28 th March 2024	Last day of Term 4
<u>Term 5</u>	
Monday 15 th April 2024	Start of Term 5
Wednesday 8 th May 2024	VE Day and Attenborough Day
Monday 13 th May 2024 – Thursday 16 th May 2024	Year 6 SATS
Saturday 18 th May 2024	Spring Fair
Friday 24 th May 2023	Term 5 Reports sent home
Friday 24 th May 2023	Last day of Term 5

<u>Term 6</u>	
Monday 3 rd June 2024	Start of Term 6
Thursday 13 th June 2024	Practical Learning Awards
Friday 14 th June 2024 – Monday 17 th June 2024	PGL Year 6
Week beginning Monday 17 th June 2024	Refugee Week
Wednesday 26 th June 2024	KS1 Sports Day
Thursday 27 th June 2024	KS2 Sports Day
Thursday 4 th July 2024	Year 6 transition day
Saturday 6 th July 2024	Year R Stay and Play
Thursday 11 th July 2024	Race for Life / British Heart Foundation
Friday 12 th July 2024	End of Year Reports home
Week beginning Monday 15 th July 2024	Communities Week
Tuesday 16 th July 2024	Parents' Evening
14 th – 17 th July	PIPA Gulbenkian
Friday 19 th July 2024	Summerfest
Friday 19 th July 2024	Year 6 Leavers' Assembly and Rounders
Monday 22 nd July 2024	Year 6 Gulbenkian
Tuesday 23 rd July 2024	Last day of Term 6

The School Day

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Breakfast Club	7.45	7.45	7.45	7.45	7.45	7.45	7.45
Gates Open	8.40	8.40	8.40	8.40	8.40	8.40	8.40
Period 1	8.55	8.55	8.55	8.55	8.55	8.55	8.55
Period 2	Continuous Provision	Continuous Provision	10.00	10.00	10.00	10.00	10.00
Playtime			10.45	11.00	11.00	11.00	11.00
Period 3			11.00	11.15	11.15	11.15	11.15
Lunch time	11.45 – 12.45	11.45 – 12.45	12.15 – 1.15	12.15 – 1.15	12.15 – 1.15	12.15 – 1.15	12.15 – 1.15
Period 4	Continuous Provision	Continuous Provision	1.15	1.15	1.15	1.15	1.15
Period 5			2.00	2.00	2.00	2.00	2.00
Pick up	3.00	3.00	3.00	3.05	3.05	3.05	3.05
3-2-6	6.00	6.00	6.00	6.00	6.00	6.00	6.00

Clubs and Extra-Curricular Activities

Breakfast Club and 3-2-6 afterschool club run every day. Breakfast club is from 7.45am and runs until school starts; 3-2-6 club runs from 3pm to 6pm every day. Miss Martin is the breakfast club and 3-2-6 coordinator. If you wish to apply for a place, the forms and further information are available from the main school reception or by contacting 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.

The Cavendish Centre Admissions Criteria

The Canterbury Primary School is a mainstream primary school and has a specifically designed 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 school holidays. 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 to 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 a parent / carer or a relative can be reached during school hours.

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

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 alone 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 Miss. B. Wilson or Miss. K. Birch. If any parent or any student has a specific concern about child protection, then they should report this to Miss. B. Wilson or Miss. K. Birch.

It should be noted that The Canterbury Academy has over 2400 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 and 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 1st 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 Head of School 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 pupils in Years R, 1 and 2, 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, unless they are eligible for free school meals. A menu has been sent home and can also be found on our school website. Children in Years 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 Years R, 1 and 2 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 Inclusion Pastoral Manager Corporate Services Manager for the Primary Phase	cmay@canterbury.kent.sch.uk kbirch@canterbury.kent.sch.uk dwellard@canterbury.kent.sch.uk
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School Dress

Students are required to wear:

- The Canterbury Primary School sweatshirt or fleece
- The Canterbury Primary School polo shirt with logo in purple or a plain white polo shirt.
- Grey or black trousers, skirt or pinafore dress
- Grey or black plain tailored shorts (knee length)
- Black shoes (with sensible heels) or trainers – no boots or high heels
- Summer dress – purple gingham check
- Socks – grey or white

For Physical Education students need:

- Plimsolls/trainers
- The Canterbury Primary School coloured house T –shirt
- Black shorts
- Tracksuits may be worn outside in the cold weather. Swimming costumes, towels etc. will be needed on the days a child goes swimming (Years 3, 4, 5, and 6 only).
- Only wristwatches (no smart watches) and one pair of small stud earrings are allowed. All jewellery, including stud earrings, must be removed or covered with appropriate tape for all P.E. lessons and others as directed.
- Valuable items of clothing or jewellery should not be brought into school. Loss or damage can cause distress and The Canterbury Academy is not responsible or covered for such losses via insurance.
- Sweatshirts, polo shirts, logos and P.E. kit may be purchased from the school office.

Please note:

- Leggings are not school trousers on their own, therefore a skirt should be worn over the top
- Trainers with stripes, logos, coloured trims are not acceptable
- Students who cycle MUST wear a helmet for head protection
- Please ensure students do not wear nail varnish and make up to school
- All Items of clothing should be clearly labelled with the child's name

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 Promises

At the Canterbury Primary School, we:

- Respect everybody and celebrate diversity.
- Have high expectations of ourselves and are ready to learn.
- Always give our best effort and persevere.
- All have a voice and listen to everyone.
- Take care of the school and wider environment.
- Are charitable and consider others.

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.
- Star of the Week – an opportunity for a personal achievement to be displayed on the star gallery.
- Each child belongs to a house team and dojo points are awarded which contribute to house totals for assemblies and termly tracking.
- Reading Challenge – prizes awarded at the end of each term.

Class Dojo

Our school uses Dojo points as our 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 avatar 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 suspension (increasing incrementally for repeat offences leading to a formal hearing with the Governing Body)
- A managed move to another school
- Permanent exclusion

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, Heads of Schools work according to this concept. It means that if the Head of School 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 Head of School 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 Head of School 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 Head of School 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 procedures and as such we do not need your permission for these activities. However, new data protection rules came into force from 25th 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 outlined 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.- 4.00 p.m. every day. This is to ensure that all pupils are safe when travelling between home and school.

If you are dropping off or collecting from 3-2-6 or breakfast club, this must be during a 5–10 minute window before 8.30am and after 4.00pm. If you are here for longer than this, you will be asked to move on.

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.

THE CANTERBURY PRIMARY SCHOOL

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

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

The Canterbury Primary School
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Email: canterbury-primary@canterbury.kent.sch.uk
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Follow us on Facebook, Twitter and Instagram

