



Parent Guide for September 2023

Key information for parents to help their child return in September "Cantell Ready"

Dear Parents,

We are very much looking forward to welcoming back all of our students in September and returning to a safe and happy learning environment. This guide serves as a reminder to existing parents and an introduction to our Year 7 parents who may not be familiar with our school.

Contents:

<u>Page 2:</u>	Times of the Day, Term Dates for 2023-24 and INSET Days
<u>Page 3:</u>	Attendance, Punctuality and Travel
<u>Page 4:</u>	Year Group Bases, Behaviour and Mobile Phones
<u>Page 5:</u>	Uniform
<u>Page 6:</u>	Uniform continued, PE Kit and Lost Property
<u>Page 7:</u>	Equipment List, Reading, Work Proud and Homework
<u>Page 8:</u>	Timetables, Extra-curricular Clubs and House System
<u>Page 9:</u>	Your Contact Details, Parent Pay/Cashless Catering, Important Contact Details and Safeguarding

Times of the day

Since we have more students than ever we have moved to a split break system in order to more effectively serve food through our serving areas, and to give more time for eating and relaxing with friends we have evened out the breaks to two half hour slots. This will also allow students to use the toilets at these break times rather than having to leave lessons. We will return to only those students with medical passes going to the toilet during lessons except in emergencies.

Time	Lesson	YEAR	Time	Lesson	YEAR
0830-0900	A	7,8+11	0830-0900	A	9+10
0900-0950	1	7,8+11	0900-0950	1	9+10
0950-1040	2	7,8+11	0950-1040	2	9+10
1040-1110	BREAK 1	7,8+11	1040-1130	3	9+10
1110-1200	3	7,8+11	1130-1200	BREAK 1	9+10
1200-1250	4	7,8+11	1200-1250	4	9+10
1250-1320	BREAK 2	7,8+11	1250-1340	5	9+10
1320-1410	5	7,8+11	1340-1410	BREAK 2	9+10
1410-1500	6	7,8+11	1410-1500	6	9+10
1500-1545	<i>Period 7, Extra-curricular clubs, Aim High Sessions</i>				

Term Dates for the New Academic Year

Autumn Term 2023	Open	4th September 2023
	Half Term	23rd – 27th October 2023
	Close	15th December 2023
Spring Term 2024	Open	2 nd January 2024
	Half Term	12th – 16th February 2024
	Close	28th March 2024
Summer Term 2024	Open	15th April 2024
	Half Term	27th May – 31st May 2024
	Close	24th July 2024

Inset Days

Monday 4th September 2023
Tuesday 5th September 2023
Tuesday 2nd January 2024
Wednesday 3rd January 2024
Friday 28th June 2024

Attendance

The most important way a parent can help their child at school is to ensure that they have good attendance. At Cantell School our **minimum** expectation for attendance is 97%. To put this into context the table below shows how much learning is lost at each attendance figure.

Attendance percentage	Time Lost	Lessons Missed
97	1 Week	35
94.5	2 Weeks	70
92	3 Weeks	105
90	3 ½ Weeks	123
85	5 Weeks	175
80	7 Weeks	245

Please note that it is not just the Lessons your child misses that is an issue, they will also struggle in the next lesson to try and find out what they missed while absence and keep up with that lesson's learning.

If travelling overseas or booking holidays, please understand the impact this will have on your child's education and trips during the 14 weeks of school closure a year – **the school will apply for a Fixed Penalty Notice for those who do take students out of school** except in the most exceptional of cases.

If you need support with your child's attendance, please contact your child's Head of Year. Each Head or Year will write to you before September to introduce themselves.

You must report your child absent if they are not in school by 0830 by calling 023 80323 111 and following the link to the relevant year group.

Punctuality

We expect all students to arrive before 0830. This is the start of their first lesson and they should be at school in good time. The school building and rooms are open at 0815. We will lock the school doors after 0830 and students arriving at this time will be met by a member of the Senior Leadership Team to see how we can help students meet our expectations.

Travel

We would like to take this opportunity to remind students to travel to and from school in a safe and sensible manner. As mentioned in the school behaviour policy; "Students are expected to conduct themselves responsibly outside of Cantell School and meet school expectations for good behaviour at all times."

Please remind your children to take care on the roads, wear protective equipment if cycling and fit lights and wear Hi-Viz clothing in the winter months. Electric Scooters are not legal on pavements or roads so should not be brought to school.

If dropping off your children – please also do this safely and sensibly. We would recommend dropping off children slightly further from the school to avoid three point turns. **Please remember**

that there is a SCC Bus gate in operation outside the school between 0800-0930 and 1400-1530.

Parents driving through the bus gate at these times will be liable to a fine from SCC.

Due to an increase in students and staff with mobility issues please can I ask that blue badge owners who are not visiting the school and are picking up children who do not need any adjustments, do not use the orange bays inside the turning circle.

Year Group Bases

In order to support a safe and calm entrance into school students should use the nearest available entrance and go to the following tutor bases:

Year 7 – Humanities corridor

Year 9 – Languages corridor

Year 11 – Maths corridor

Year 8 – English corridor

Year 10 – Top Floor Science corridor

Behaviour

To continue to support the exceptional teaching and learning at Cantell we will continue to use our successful “3 Strikes Policy”:

1. If you disrupt the learning, you will receive a first warning.

Your name will go on the board.

2. If you disrupt learning, again, a tick will go against your name.

**Your teacher will log a Behaviour Point and will phone your parents/guardian that day.
Your year leader will set an appropriate sanction.**

3. If you disrupt learning for a third time you will be removed to your Year Leader or SLT link.

Your year leader will set an appropriate sanction.

Any behaviour that is deemed to be a serious one off breach may result in immediate mediation and removal from the learning environment.

Mobile phones

Mobile phones will continue to be banned within the school building in order to support the learning environment. In order to be successful you must follow these simple routines:

1. *Turn you phone onto silent or switch it off and place in your school bag, with any additional accessories, at the start of the day, before you enter the school building.*

2. *Your mobile phone must stay in your school bag during lesson time and whilst moving around the school building. Don't get your phone out between lessons – this is not permitted.*
3. *You may take your phone out of your bag during social times when you have left the school building. Remember to place your phone back into your bag before you enter the building for your lesson.*
4. *When you have left the school building at the end of the day you may remove your phone from your bag.*

Students who fail to follow these simple routines will have their phone confiscated by the class teacher, for that lesson, and a behaviour point will be logged. Continual failure to comply may result in your phone being banned from school.

Uniform

Please see a copy of the uniform policy below. Thanks to feedback received from students, families and staff we have made a few alterations to the wording of the school uniform policy. Cantell's uniform is designed to be smart, professional and practical, enabling all students to access the curriculum comfortably and safely. Therefore, certain items of clothing listed below are not allowed.

A student's year leader will make a final decision regarding uniform issues and will inform students and parents in breach of this policy to change their attire. Students who persistently breach this policy will be provided with uniform to change into or will not be allowed into lessons or social time. This will be communicated to parents in advance by the child's year leader.

Polo shirts, sweatshirts and fleeces

Key Stage 3 (Years 7, 8 & 9) students must wear a blue Cantell polo shirt.
Key Stage 4 (Years 10 & 11) students must wear a black Cantell polo shirt.
Students may also wear a Cantell sweatshirt or fleece in the same colour.

Trousers and shorts

Trousers must be plain black and have either a standard or boot cut leg. Jeans, Chinos, tracksuit bottoms, combat trousers and leggings are not considered Smart Professional Wear and are unacceptable. Leggings can be worn under a skirt or school trouser type shorts in lieu of tights, but not worn on their own. Plain black 'school trouser type' shorts may be worn as desired all year, but again must be of school trouser type material and not causal wear.

Skirts

Skirts must be plain black, A-line or box pleat in style and should be worn so that the hem is no higher than 5cm above the knee. Very short skirts are not considered Smart Professional Wear. In order to conform to religious requirements, navy blue over-tunic and navy trousers may be worn.

Shoes and trainers

Students may wear shoes or trainers which are plain black in colour. Laces, logos and any parts of the sole which are visible with the shoe flat on the ground must be plain black in colour. Boots are not acceptable for school. Trainers and shoes with other colours are not considered Smart Professional Wear.

Facial piercings, hair and make-up

Plain, stud earrings are the only 'piercing' which may be worn in school. If your child wishes to retain piercings in other areas of the face (e.g. nose or lip) a small, clear plastic retainer must be worn. Make up should be subtle and natural in appearance. Eye-liner and lipstick should not be worn. Nails should be natural.

Acrylic, false nails and extreme, unnatural hair colours, or shaven designs are not considered as Smart Professional and so are not allowed.

Non-Uniform Day dress code

At Cantell school we regularly hold non-uniform days either to raise money for the charities we support or as a reward for students. Whilst students are free to wear their normal clothes, they will still be going to lessons and otherwise enjoying a normal day. As such there is a smart casual dress code which is the same for staff.

In particular we ask that chosen clothes still meet the school policy of being practical and suitable for school when travelling up and down stairs and participating in lessons such as Technology, Drama, Art and Science. As such, very short skirts, low cut tops, crop tops, clothes with political or offensive language and slip on, open-toed shoes such as sliders, flip-flops or crocs are not allowed. A student's year leader will make a final decision regarding non-uniform and request that students in breach of this policy change their attire before going to lessons.

PE kit and changing rooms

All students use the changing rooms in order to change for their PE lesson. Your child's PE teacher will advise them which changing rooms they will be accessing to get ready for the lesson. Any student forgetting their PE kit will be lent spare kit in order for them to fully participate in their PE lessons. A student may be excused from PE, but must wear their PE kit during their lesson, if they provide a medical note.

The following items of clothing must be worn in all PE lessons:

- Cantell PE polo top
- Cantell Shorts
- Cantell socks
- Suitable and safe sports trainers
- Cantell PE Fleece (optional)
- Cantell tracksuit bottoms (optional)

Lost Property

We display lost property at student services. However, we would politely request that you ensure all of your child's school uniform, including coats and PE kit is **fully named**. This will ensure that any lost property can be reunited with the owner. Please help us to help you! We are unable to store lost property indefinitely and so we dispose of all lost property at the end of each term.

Being Cantell ready to learn

Equipment List

For students to be prepared for learning, we recommend they have the following equipment:

- Backpack (with room for exercise books)
- Reading Book
- Water bottle
- A pencil case (you will need a clear pencil case for exams)
- At least two black pens
- At least two pencils
- Green pen
- Highlighters
- Ruler
- Eraser
- Scientific calculator (we recommend the Casio Classwiz FX-83GTX (battery only) or Casio Classwiz FX-85GTX (dual power); for students that are looking to take Statistics at GCSE and/or maths at A level, they may want to consider the FX-991EX)
- Protractor
- Glue stick

Reading at Cantell

Reading is an integral part of school life here at Cantell. We recognise that reading is a fundamental skill to learning success, as well as a very enjoyable past time. We encourage our students to read widely and, as such, all students are expected to carry a reading book in their bag so they can actively participate in the reading activities we have on offer.

Work Etiquette/ Work Proud

Remember your work is a reflection of you. Your work will help you know and remember more as you can use your work for revision. You should always be proud of your work. We expect you to give each piece of work a date and a title that is underlined using a ruler. If you make a mistake, cross it out with a neat line; it doesn't need a scribble - it's a learning point!

Homework

At Cantell School we believe that homework, additional learning, study, research and revision outside of the classroom is an integral part of students' learning. As well as improving performance in individual subjects, it develops positive routines which students can utilise effectively in their journey through Key Stage 4, College and Further Education, as well as in the world of work.

We are therefore fully committed to the setting, completion, tracking and assessment of homework as part of each student's educational provision.

Research indicates that students who take part in additional study support activities outside of their normal learning get better results at Year 11 than their peers of equal ability who do not participate. The potential benefits of participation in these activities are significant. Pupils who take part in study support do better in their Year 11 examinations than their peers of equal ability who do not take part.

Homework will be set regularly across all subject areas in both Key Stage 3 and Key Stage 4 which consolidates, deepens and extends students' learning. Satchel (Previously branded as Show My

Homework) is used to set and track homework across the school. Satchel is an online calendar which allows parents, carers and students to review the homework that has been set and keep a track of relevant submission dates.

Homework clubs are available at the end of each school day for all year groups and are and staff are on hand to provide support and guidance.

Student Timetables

On students' return to school, they will receive a copy of their timetable. At Cantell we continually monitor students' progress across teaching groups and make adjustments in order to provide the best possible teaching and learning experience for all of our students. Following research into the best methods to ensure maximum progress for students, alongside feedback from class teachers, and conversations with Faculty Leaders, Year Leaders and Students, our teaching groups reflect our school community. We are confident that these groups strengthen the classroom climate and raise student belief and potential. We will obviously continue to monitor these groups to ensure the very best outcomes for our students.

Extra-curricular

At Cantell we pride ourselves on offering our students a range of different extra-curricular activities they can take part in. We believe that these extra-curricular clubs help build life skills that our students will use whilst at Cantell but also in the wider community. Some of the many clubs that we have offered are listed below:

Anime; Chess; Friends of Daisy Dip; Gardening; Drop Zone; Rock Challenge; Clay Model Movie Making; Pen Pal; Homework Club; Breakfast Club; Girls only Crafts; Improv4; Languages Film Club; Law Club; LGBT+ Society; Ukulele; Instrument Lessons; Saints Foundation; Vocal Group; Annie; STWM; Technology Club; Cooking; Rebel Writers; Strategy Gaming; Dungeons and Dragons; WOWs Society; History Films; K-Pop; C.A.L.M. Club; STEM; Basketball, PLATO debating society; Football, Netball; Dodgeball; Dance; American Football; Cricket; Rounders; Athletics; Trampolining; Tennis; Ariel Hoop; Badminton; Ultimate Frisbee; Drama; Set construction; Music; Band; Relaxation; Fitness; Yoga; Table Tennis.

The majority of our extracurricular clubs take place after school from 3pm to 3.45pm and students can sign up to these clubs by using the EduLink App. More details on the EduLink App will be shared in September.

On Friday 29th September we will run our annual Horizons Fair where students will be able to sign up for clubs and choose a taster activity to take part in.

House System

All students and staff at Cantell are members of one of the four school Houses: Discovery, Endeavour, Pioneer and Voyager. Each House is named after a famous space craft, and the names of the Houses were chosen by Cantell students. There is a logo and a colour specific to each House. Each House meets fortnightly for an assembly, organised by their House Leader. Students take part in challenges, sports and competitions to earn points for their House, and compete to win the House Cup each year.

Contact Details

Under the Data Protection Act, we are required to ensure that all the data we have is correct. If any contact or address details for your child have recently changed, please notify Student Services in writing so that we can amend our records accordingly. For Safeguarding purposes, we ask that we have at least **two** contacts per child. It is also important that we have up to date email addresses as we are increasing communicating with parents by email.

ParentPay / Cashless Catering

Thank you to those who have activated their ParentPay accounts. For those who have not done we will be sending home separately a reminder of your log in details w/c 5th September. For a guide on to use ParentPay, please go to the parent's section on the website – ParentPay. Alternatively, if you require any assistance with accessing ParentPay please contact a member of the Student Services team.

Please note, as we are a cashless school, ParentPay will be used for making all school payments for trips/visits, school bus, lockers etc. in the coming year. It will also have information letters and consent slips for all trips & visits. We are no longer able to take payments by card over the phone, this is to ensure we are able to answer other phone calls in a prompt and efficient manner.

Contact Us

Please see the contact details below which you can use if you need to discuss anything with your Year Leader:

Year 7	Mrs Jo Hartley	Jo.Hartley@cantell.co.uk	SLT Link Mrs Phillips
Year 8	Mr Bradley Magookin	Bradley.Magookin@cantell.co.uk	SLT Link Mr Fehners
Year 9	Miss Sandy Bassi	Sandy.Bassi@cantell.co.uk	SLT Link Mr Creswell
Year 10	Mrs Hazel Evans	Hazel.Evans@cantell.co.uk	SLT Link Miss Dodds
Year 11	Mrs Karen Gange	Karen.Gange@cantell.co.uk	SLT Link Mr Gill
CAP	Mrs Lena Beattie	Lena.Beattie@cantell.co.uk	SLT Link Mr Fehners
SENCo	Mrs Rachel Bridges	Rachel.Bridges@cantell.co.uk	SLT Link Mr Kutty

Also if you have any administrative concerns – FSM, Buses, Uniform, ParentPay etc. please contact reception on:

023 80 323111 or Info@cantell.co.uk

Safeguarding

We take our duty of care for the safety and wellbeing of our students very seriously. If you are concerned about anyone in our community please contact our DSLs (Designated Safeguarding Lead):

Our DSL is Mr Ian Creswell, Deputy Head. He can be contacted on: ian.creswell@cantell.co.uk

Our Deputy DSL is Mrs Michelle Stocker. She can be contacted on michelle.stocker@cantell.co.uk

During school closures you can use this email address: safeguarding@cantell.co.uk