



# Parent Guide for September 2024

## 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.

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### 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 2024**

Open: 2nd September 2024  
Half Term: 28th October – 1st November 2024  
Close: 20th December 2024

#### **Spring Term 2025**

Open: 6th January 2025  
Half Term: 17th – 21st February 2025  
Close: 4th April 2025

#### **Summer Term 2025**

Open: 22nd April 2025  
Half Term: 26th – 30th May 2025  
Close: 22nd July 2025

### Inset Days

Monday 2nd September 2024  
Tuesday 3rd September 2024  
Friday 27th June 2025  
Monday 21st July 2025  
Tuesday 22nd July 2025

## 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. All parents will receive a copy of the new government guidance around FPNs in September. Parents of children in the new Year 8-11 will also receive a letter summarizing their child's attendance for the previous academic year.

If you need support with your child's attendance, please contact your child's Head of Year. For contact details please see Page 10.

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

Punctuality is a vital employability skill and as such 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 after this time will be met by a member of the Senior Leadership Team to see how we can help students meet our expectations. Sanctions will also be applied to those students who frequently arrive late to school.

## 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 MUST 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 1415-1545.** 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, either on the day or the next.**

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 and parents informed.

## **Mobile phones**

Mobile phones are a key part of modern life and rather than employ a blanket ban on their use, we wish to teach our students about responsible usage. Therefore, we have the following simple rules:

Mobile phones and headphones are **not allowed** at the following times and areas:

- In lessons
- During lesson changeover
- At social times - in non designated social spaces – corridors, stairwells and toilets etc.

Mobile phones and headphones **are allowed** to be used at the following times and areas:

- Before school
- During social times - any outside areas and canopied spaces and in indoor social spaces such as the main hall (Key Stage 3) and common room (Key Stage 4)
- After school

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 child's phone being banned from school.

## **Uniform**

We know that the cost of uniform can be a worry for parents/carers and we aim to keep the cost of Cantell's uniform below the national average. To try and support some families we do have a small supply of preloved uniform that will be available to purchase from Main Reception during the last week in August (27<sup>th</sup> – 29<sup>th</sup> August)

If you have any good quality Cantell uniform that your child has grown out of, we would gratefully welcome any clean, wearable donations.

Please see a copy of the uniform policy below. 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***

As a result of student and parent feedback, we now have the school polo shirt available in a long-sleeved version as well as short-sleeved.

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 – unless otherwise instructed by PE staff
- 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
- Protractor
- Glue stick
- 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)

#### **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.

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 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 27<sup>th</sup> 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 regularly 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.

### **Previously Looked After Children**

At Cantell school we are proud of our status as a school of sanctuary and the level of care that we provide to those children who are in the care of the Local Authority. We are able to extend this additional support to those children who have previously been in the care system. As such we would like parents and carers of qualifying children to make us aware if this applies to your child.

Previously looked-after children (PLAC) are those who:

- are no longer looked after by a local authority in England and Wales (as defined by the Children Act 1989 or Part 6 of the Social Services and Well-being (Wales) Act 2014) because they are the subject of an adoption, special guardianship or child arrangements order; or
- were adopted from 'state care' outside England and Wales. 'State care' is care provided by a public authority, a religious organisation, or any other organisation whose sole or main purpose is to benefit society.

To inform the school of your child's status as a PLAC, please email the Children Looked After team on: [CLA@cantell.co.uk](mailto:CLA@cantell.co.uk)

### **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 2<sup>nd</sup> 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	<a href="mailto:Jo.Hartley@cantell.co.uk">Jo.Hartley@cantell.co.uk</a>	SLT Link Mrs Phillips
Year 8	Mr Ryan Swain	<a href="mailto:Ryan.Swain@cantell.co.uk">Ryan.Swain@cantell.co.uk</a>	SLT Link Miss Dodds
Year 9	Mr Bradley Magookin	<a href="mailto:Bradley.Magookin@cantell.co.uk">Bradley.Magookin@cantell.co.uk</a>	SLT Link Mr Godwin
Year 10	Miss Sandy Bassi	<a href="mailto:Sandy.Bassi@cantell.co.uk">Sandy.Bassi@cantell.co.uk</a>	SLT Link Miss Sheath
Year 11	Mrs Karen Huelin	<a href="mailto:Karen.Gange@cantell.co.uk">Karen.Gange@cantell.co.uk</a>	SLT Link Mr Fehners
L2L	Mrs Lena Beattie	<a href="mailto:Lena.Beattie@cantell.co.uk">Lena.Beattie@cantell.co.uk</a>	SLT Link Mr Creswell
SENCo	Mrs Rachel Bridges	<a href="mailto:Rachel.Bridges@cantell.co.uk">Rachel.Bridges@cantell.co.uk</a>	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](mailto: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](mailto:ian.creswell@cantell.co.uk)**

**Our Deputy DSL is Mrs Michelle Stocker. She can be contacted on [michelle.stocker@cantell.co.uk](mailto:michelle.stocker@cantell.co.uk)**

**During school closures you can use this email address: [safeguarding@cantell.co.uk](mailto:safeguarding@cantell.co.uk)**