



Prospectus

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Contents

1. Foreword	4
2. Vision.....	5
3. School Times	6
4. After School Clubs	6
5. Rules & Consequences	7
6. Attendance	12
7. School Holiday Dates	13
8. Holidays During Term-Time	14
10. Access to School	15
11.School Uniform	15
12.PE and Games	15
13.Jewellery / Nail Varnish / Valuable Items	16
14. Emergency Contacts	16
15. First Aid / Medicines	16
16. School Meals	17
17. Entitlement to Free School Meals	17
18. Parental Involvement	17
20. Educational Visits / Leaving School Premises	18
21. Children with Special Education Needs	18
22. Child Protection	19
23. Ofsted	20
24. School Admissions	20
25. Staff List	21



Appendices

Admission Forms

Appendix A	Pupil Information Sheet
Appendix B	Consent Form
Appendix C	Acceptable Use Form
Appendix D	Use of Images
Appendix E	Home School Agreement

Other Forms

Appendix F	Holiday Form
Appendix G	Uniform Order
Appendix H	Free School Meal Form



Foreword

Dear Parents and Guardians,

All the staff, governors, and pupils of Caedmon Primary School would like to welcome you and your child to our school. This brochure is intended to help you to learn more about Caedmon Primary School.

This school was officially opened on 18th June 2004 as it ended its first academic year. We intend to continue to foster excellent relationships with parents, believing that a strong link between school and home benefits everyone.

We hope that you find this document both useful and informative as an introduction to our school. We would like you to appreciate not only the routines and structures by which we work, but also what your child will be learning. We hope you will support the teaching and learning.

You are always welcome to look around our school and to discuss any concerns you may have.

Yours sincerely,

Mr S. McLean
Headteacher

Mr S. Goldswain
Chair of Governors



Our Vision

At Caedmon Primary School, we are committed to being an open, supportive and professional team who are committed to ensuring that every child succeeds.

We aim to create a positive atmosphere of trust, mutual respect and high expectations between pupils, staff, parents and other professionals.

We are determined to ensure that we provide a happy, safe and calm environment where children behave well and develop into confident, creative and independent learners.

As well as all of the above, we want all of our children to develop the 'Caedmon Characteristics'.

Caedmon Characteristics

- Respect others
- Well mannered
- Friendly
- Happy
- Never give up
- Work hard
- Confident and try new things
- Well behaved
- Work well with others
- Enjoys and is interested in learning

Mr S.McLean
Headteacher



School Times

Lower and Middle Foundation

Morning session	8.45a.m. – 11.45p.m.
Afternoon session	12.15p.m. – 3.15p.m.

Upper Foundation

Morning session	8.55a.m. – 11.30a.m.
Playtime	10.45a.m. – 11.00a.m.
Lunch break	11.30a.m. – 12.45p.m.
Afternoon session	12.45p.m. – 3.00p.m.

Key Stage 1

Morning session	8.55a.m. – 12.00p.m.
Playtime	10.45a.m. – 11.00a.m.
Lunch break	12.15p.m. – 1.15p.m.
Afternoon session	1.15p.m. – 3.00p.m.

Key Stage 2

Morning session	8.55a.m. – 12.30p.m.
Playtime	10.45a.m. – 11.00a.m.
Lunch break	12.30p.m. – 1.15p.m.
Afternoon session	1.15p.m. – 3.00p.m.

After School Clubs

We offer a range of after school clubs for pupils between 3.00p.m. and 4.00p.m. throughout the week. Clubs range from sporting activities to art clubs. Letters will be sent out at the beginning of each term with more details.



Rules and Consequences

School Rules

School Rules	Playground Rules	Dining Hall Rules
<p>I do as I am asked first time.</p> <p>I speak politely and kindly to others - I call people by their proper names and say please, thank you and excuse me.</p> <p>I keep my hands and feet to myself.</p> <p>I listen carefully when other people are speaking.</p> <p>I put my hand up when I want to speak.</p> <p>I work and talk quietly and let others concentrate on their work.</p> <p>I always do my best and try to finish my work on time.</p> <p>I help look after our school and other people's work and belongings.</p> <p>I walk in the corridors and the classroom.</p>	<p>I do as I am asked first time.</p> <p>I speak politely and kindly to others - I call people by their proper names and say please, thank you and excuse me.</p> <p>I keep my hands and feet to myself.</p> <p>I ask if I need to go to the toilet.</p> <p>I stay inside the safe area of the playground.</p> <p>I let others play their games without spoiling them.</p> <p>I help to keep the playground free from litter.</p> <p>I use the playground equipment safely.</p> <p>I ask a teacher to help if I am having an argument.</p>	<p>I stay in my seat and at the same table.</p> <p>I put my hand up if I need something.</p> <p>I only eat my own food.</p> <p>I use a quiet voice.</p> <p>I help keep the dining hall clean and tidy.</p> <p>I walk in the hall and corridors.</p>



EYFS Consequences

The children are taught the school rules towards the end of the Nursery year. The following consequences are applied. However, it depends upon the age and development of the child.

Reception Autumn Term (first month)	
1	Warning
2	Warning
3	Time out for five minutes.

Reception (rest of the year)	
1	Warning
2	Time out for five minutes.

After February half term, the children will receive the same consequences as the other children for name calling, violence etc.

KS1 Consequences

If a child breaks a school rule, the following consequences will be applied:

1	Warning – "Think about which school rule you are breaking. Please make the right choice and there will not be any consequence. If you choose to continue you will miss 5 minutes of playtime, writing lines." If the pupil stops breaking the school rules, no consequence will be applied.
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If the pupil continues to break school rule, the following steps will be followed until behaviour improves.			
	In school	At playtime	In the dinner hall
2	5 minutes missed playtime, writing lines.	5 minutes missed playtime, standing against the wall/fence.	Wait until the last table in the row has gone for dinner before being allowed to join the queue.
3	10 minutes missed playtime, writing lines.	10 minutes missed playtime, writing lines.	10 minutes missed playtime, writing lines.
4	15 minutes missed playtime, writing lines.	15 minutes after school detention.	15 minutes after school detention.
5	Lunchtime detention with Deputy Head Teacher.	Lunchtime detention with DHT.	Lunchtime detention with DHT.



There are other consequences that are **additional** to those listed above. These are:

Action	Consequence
A child breaks the rule 'I keep my hands and feet to myself' at playtime.	The child will miss 2 days of play, writing lines.
A child is involved in a violent incident .	The child will spend the rest of that morning or afternoon the DHT.
A child swears (this must be heard by an adult).	The child will be removed for the rest of the morning or afternoon.
A child uses racist language	The child will be excluded for the rest of that day (please refer to the exclusions policy).
A child calls another child a name .	It is instantly 5 minutes missed playtime, writing lines.
A child runs in the hall or corridor .	It is instantly 5 minutes missed playtime, writing lines.
A child hits/kicks/punches a wall/door or something similar	The child will miss the next playtime, writing lines.
A child causes significant damage to furniture, equipment or something similar.	The child will be excluded for the day. Please refer this to the HT or DHT.
A child swings on a chair.	It is instantly 5 minutes missed playtime, writing
A child uses graffiti on school property.	Removed for that morning or afternoon.



KS2 Consequences

If a child breaks a school rule, the following consequences will be applied:

1	Warning – “Think about which school rule you are breaking. Please make the right choice and there will not be any consequence. If you choose to continue you will miss 5 minutes of playtime, writing lines.” If the pupil stops breaking the school rules, no consequence will be applied.
----------	---

	If the pupil continues to break school rule, the following steps will be followed until behaviour improves.		
	In school	At playtime	In the dinner hall
2	5 minutes missed playtime, writing lines.	5 minutes missed playtime, standing against the wall/fence.	Wait until the last table in the row has gone for dinner before being allowed to join the queue.
3	10 minutes missed playtime, writing lines.	10 minutes missed playtime, writing lines.	10 minutes missed playtime, writing lines.
4	15 minutes missed playtime.	15 minutes missed playtime.	15 minutes missed playtime.
5	Remove (working in another classroom or remove room for the remainder of the morning/afternoon)	Lunchtime detention with DHT.	Lunchtime detention with DHT.

There are some exceptions to these consequences:

Action	Consequence
A child walks/runs out of the classroom.	The child will be given 5 minutes to come back. If this does not happen, send for the DHT or HT. The parents of the child will be contacted and asked to come in to school to help resolve the situation.
A child breaks the rule ‘I keep my hands and feet to myself’ at playtime.	The child will miss 3 days of play, writing lines.
A child causes an issue on 2 occasions at lunch time (this begins when they line up to go outside and ends when they are back in the classroom ready to learn) over a period	The child will be sent home for their lunch for 2 weeks. <u><i>This must be implemented by the HT or DHT.</i></u>



of one half term.	
A child is involved in a violent incident.	The child will be removed for the rest of the morning or afternoon.
A child swears.	The child will be removed for the rest of the morning or afternoon.
A child uses racist language,	The child will be excluded for the rest of that day (please refer to the exclusions policy).
A child calls another child a name	It is instantly 5 minutes missed playtime, Writing lines.
A child runs in the hall or corridor	It is instantly 5 minutes missed playtime, writing lines.
A child hits/kicks/punches a wall/door or something similar	The child will miss the next playtime, writing lines.
A child causes significant damage to furniture, equipment or something similar	The child will be excluded for the day. Please refer this to the HT or DHT.
A child swings on a chair.	It is instantly 5 minutes missed playtime, writing lines.
A child uses graffiti on school property.	Removed for that morning or afternoon.



Attendance

Caedmon Primary aims to work together with parents in order to ensure the achievement of high levels of attendance and punctuality for all pupils.

All absences must be explained in writing or by a telephone call from a parent. The school will then decide whether or not it will authorise the absence. Absence from school may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances, such as bereavement

If your child will be absent from school please contact the office before 9.15a.m. If we have not received any information relating to your child's absence by this time, our nominated attendance officer will try to make contact with you. If we are unable to contact you we will send a letter home asking for a reason for the absence.

Class registers will be taken between 8.50a.m. and 9.00a.m. Children arriving after 9.00a.m. but before 9.15a.m. will receive a late mark. Children arriving after 9.15a.m. will receive an unauthorised late mark.

In some circumstances we may be able to arrange for a member of staff to collect your child from home if you are experiencing difficulty getting them to school.

When a pupil is persistently late or absent without good reason and school's efforts to effect improvement have been unsuccessful, school will refer the matter to the Education Welfare Officer.



School Holidays

Academic Year 2014/2015

	September 2014					October 2014				November 2014				December 2014				
Monday	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Tuesday	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30
Wednesday	3	10	17	24		1	8	15	22	5	12	19	26	3	10	17	24	31
Thursday	4	11	18	25		2	9	16	23	6	13	20	27	4	11	18	25	
Friday	5	12	19	26		3	10	17	24	7	14	21	28	5	12	19	26	
Saturday	6	13	20	27		4	11	18	25	1	8	15	22	6	13	20	27	
Sunday	7	14	21	28		5	12	19	26	2	9	16	23	7	14	21	28	

	January 2015					February 2015				March 2015				April 2015				
Monday	5	12	19	26		2	9	16	23	2	9	16	23	6	13	20	27	
Tuesday	6	13	20	27		3	10	17	24	3	10	17	24	7	14	21	28	
Wednesday	7	14	21	28		4	11	18	25	4	11	18	25	1	8	15	22	29
Thursday	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23	30
Friday	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	
Saturday	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	
Sunday	4	11	18	25		1	8	15	22	1	8	15	22	5	12	19	26	

		May 2015					June 2015					July 2015					
	Monday	4	11	18	25		1	8	15	22	29		6	13	20	27	
	Tuesday	5	12	19	26		2	9	16	23	30		7	14	21	28	
	Wednesday	6	13	20	27		3	10	17	24		1	8	15	22	29	
	Thursday	7	14	21	28		4	11	18	25		2	9	16	23	30	
	Friday	1	8	15	22	29	5	12	19	26		3	10	17	24	31	
	Saturday	2	9	16	23	30	6	13	20	27		4	11	18	25		
	Sunday	3	10	17	24	31	7	14	21	28		5	12	19	26		



Holidays During Term-Time

If at all possible we ask that children are not taken out of school during term time for holidays. If you do need to take your child out of school during term-time for a family holiday please complete a holiday form and return it to the school office as soon as possible. The Head teacher will then write to you stating if the holiday has been authorised or not. Please note the following points when planning a holiday.

- Only the Head Teacher can authorise term time holidays.
- The Head Teacher will not authorise more than 10 days family holiday absence in any academic year.
- Except in very exceptional circumstances parents should provide at least one month's advance notice in writing of any planned absence.
- The pupil and family should make arrangements to undertake schoolwork during the holiday/or arrange to complete schoolwork they have missed as soon as possible upon return.
- Holiday absence will not be authorised at the following critical times:
 1. At any time in September.
 2. For any pupil whose absence was avoidably below 95% in the previous 12 months.
 3. At any time during formal external examinations (Year 2 or Year 6 SATS)
 4. For any pupil who is persistently late.
 5. For any pupil with a history of poor behaviour.

Holiday absence taken without approval will be recorded as an unauthorised absence and can be referred to the Education Welfare Service. The Headteacher and Education Welfare Service will then decide on the appropriate action to take which could include formal written warnings or the issue of a penalty notice. The decision on which action to take will be influenced by the child's attendance history and the holiday circumstances.



Access to School

Nursery children should be brought and collected via the gates at the front of school. Older children should be brought and collected via the side gates accessed from Caernarvon Close and the pathway leading from Clynes Road. Children with siblings in Nursery can come into school through the nursery entrance. No vehicle access is permitted on the school site between 8.30a.m. and 9.15a.m., 11.15a.m. and 1.00p.m. and 2.45p.m. and 3.15p.m. This is to ensure the safety of our pupils during the times that they will be moving around the school site.

The main entrance to school should not be used by pupils arriving at school at the normal school time. The main entrance is only for children who arrive late on a morning, after 9.05a.m. to inform the office that they have arrived and for visitors and parents collecting children outside the normal school hours.

School Uniform

The wearing of school uniform gives the children a sense of identity and pride. All children are expected to wear the purple school sweatshirts which are embroidered with the school logo; these are available from the school office. Please find an order form at the back of this brochure. The sweatshirts are worn with white polo shirts. We also ask that boys wear black or grey trousers and girls either black or grey trousers or skirt. Girls can wear summer dresses during the warm months. Flat sensible shoes should be worn at all times. We have a full range of uniform in school for children to try on to ensure you order the correct size. We keep a small stock of sweatshirts in school to buy or they can be ordered with your child's name discreetly embroidered above the waistband. We also have a range of coats and bags available.

Shaved patterns, hair dye or extreme hairstyles are not permitted.

PE and Games

It is important that children are dressed appropriately for both PE and games. The main reason being their own safety when using apparatus. Children will be provided with a PE kit which will remain in school. During indoor PE lessons, it is preferable for children to work in bare feet, however if this is not appropriate, your child must be provided with a pair of PE shoes (not trainers) to change in to. Please ensure that all items of clothing are clearly marked with your child's name.

Every effort will be made to find any lost item, the school cannot accept responsibility for personal property left on the school premises.



All children will be expected to remove earrings for PE lessons. If children are unable to do this themselves, parents should remove them before school starts.

Jewellery / Nail Varnish / Valuable Items

There should never be any need for children to wear jewellery in school, mainly on the grounds of security and safety. The wearing of loop earrings will not be permitted. Nail varnish should not be worn. Pupils are not permitted to bring into school items which will disturb the routine of the school e.g. mobile phones, Ipods, portable games, etc.

If parents wish to have their child's ears pierced, we advise that they do so at the start of the summer holidays. This will ensure that PE lessons are not disrupted.

Emergency Contacts

It is very important for you to keep us informed of any changes to telephone numbers or addresses. In case of an emergency or illness, we must be able to contact you quickly.

First Aid / Medicines

There are appointed staff in school that will provide first aid treatment to pupils for any minor injuries. In the case of a serious injury, we would call an ambulance and contact parents immediately. We therefore ask that you keep us up to date with any change in contact details.

No one in school has the authority to administer medicine of any kind or to apply creams/ointments during the school day. Any medicines or ointment must be brought to school by a responsible adult who will be asked to complete a consent form. Medicines will be kept in a central place where children have no access. Medicines will not be administered without a signed form of consent. In some cases, you may be required to come into school to administer medication.

If your child's medical condition changes, please inform us as soon as possible in order for us to keep our records up to date.



School Meals

School meals are provided each day which are varied, balanced and nutritious. The money for the whole week will be collected on Monday mornings. You will be provided with envelopes to send money into school. The cost from September 2014 will be £2.05 per day. A choice of hot main courses and salad meals are available daily together with a variety of puddings, fresh fruit and drinks. As a result of the implementation of Government Nutritional Standards, all menus have been nutritionally analysed, using CRISP nutritional analysis software. The introduction of Nutritional Standards has also led to many recipes being adjusted, and levels of fat, sugars and salts reduced. Menus are available to view at www.redcar-cleveland.gov.uk

Packed lunches should contain a drink, either fruit juice, milk or water, but no carbonated drinks like coke. They must be kept in a secure container, not glass. It would be better if packed lunches did not include a drink at all, as all children are provided with water on their tables. It must be understood that packed lunches are left for a full morning in an uneven temperature as school is unable to store them in a fridge.

Our school lunch time allows the children to develop their social skills in an atmosphere of calm and this is appreciated by parents who support this ideal.

Entitlement to Free School Meals

Pupils whose parents are in receipt of Income Support, Pension Credit (guaranteed credit), Income based Job Seekers Allowance or Child Tax Credit, but not entitled to Working Tax credit and whose income does not exceed £16,190.00, may be entitled to free school meals. Application forms are available from the school office. Please note that applications cannot be back dated so please complete a form as soon as possible if your circumstances change. If your circumstances change and you may no longer be entitled to free school meals, please inform us immediately as the Local Authority may try to recover monies owed for free meals taken whilst not entitled.

Parental Involvement

We encourage parents to get involved with all aspects of school life and where possible we also ask parents to join school trips and come into school to join in lessons where appropriate.



Parents that have concerns about their child should contact the class teacher in the first instance. If issues remain unresolved, they should then contact the Headteacher.

Educational Visits / Leaving School Premises

When arrangements are made for pupils to leave the school site to participate in activities elsewhere, parents will be given, in advance, details of the proposed arrangements. Upon admission to school, all parents will be asked to sign a consent form giving permission of their children to attend educational visits in the local area. For any visits that will take place further a-field, you will be required to complete an additional consent form.

We always try to keep the cost of trips to a minimum and will endeavour to find funding from an alternative source before calculating the cost of trips. Where necessary we will ask parent/guardians to contribute towards the cost of visits and in most cases will be happy to accept small payments over a number of weeks. If you would like your child to go on trips but find meeting the cost difficult, please see the Headteacher as soon as possible.

Children with Special Educational Needs

Caedmon Primary School aims to ensure that all children's individual needs are met so that they are able to achieve their educational potential, and is committed to providing, for each pupil, the best possible environment for learning.

We recognise that many pupils will have special needs at some time during their school life. In implementing our SEN policy, we believe pupils will be helped to overcome their difficulties.

Values & principles

1. We value all the children in our school equally.
2. All children are entitled to experience success.
3. All children are entitled to be given maximum possible access to a broad and balanced curriculum including the National Curriculum.
4. The aims of education for children with difficulties and disabilities are the same as those for all children. The help children need in progressing towards these aims will be different.
5. All children with SEN should be taught together with their peers for as much of the time as possible.



6. Every child is entitled to have his or her particular needs recognised and addressed.
7. Any child may encounter difficulties in school at some stage.
8. Any special provision made should relate to the individual needs of the pupils.
9. It is the responsibility of all teachers to identify and meet the SEN of pupils. In this they can draw on the resources of the whole school.
10. All special educational provision is more effective if pupils and parents are fully involved.

Child Protection

We aim to ensure that every child in school is well cared for both in school and at home. If you have any concerns regarding the welfare of a child please speak to Mr McLean, our nominated person for child protection or Mrs. Restorick, our deputy nominated person for child protection. We also have two school governors that ensure child protection policies are up to date and issues handled correctly, Chris Thompson our nominated governor and Michelle Sherris, our deputy nominated governor for child protection.



Ofsted

Our last Ofsted inspection took place in November 2013, during which the school was graded as good. The full report can be read on the school website.

School Admissions

As part of Redcar & Cleveland Borough Council, we follow their School Admission Policy. This policy can be found at www.redcar-cleveland.gov.uk

Our nursery currently offers 15 hours per week free to children within our catchment area once they reach their third birthday. If you wish your child to join full time school in the September following their fourth birthday, applications must then be made in accordance with the School Admission Policy.



Staff List

Need an up to date staff list.

Appendix A



Caedmon Primary School Pupil Admission Data Entry Sheet



Does the child have an older sibling who attends or has attended this school? Yes ☐ No ☐ Name: _____

Basic Details

For examination purposes the legal surname and forename must be as stated on the birth certificate or deed poll certificate.

Legal Surname Legal Forename
Preferred Surname Preferred Forename
Middle Name Gender Male ☐ Female ☐ Date of Birth / /

Contact Details

Home address
Postcode
Telephone No.

Parent / Carer 1

Surname
Forename Title
Relationship to pupil
e.g. Mother, Father, Carer,
Same address as pupil Yes ☐ No ☐
Address if different
Postcode
Daytime Telephone
Daytime Place
Mobile Number
Email Address
This e-mail address will only be used for general school letters, not to contact you in an emergency

Parent / Carer 2

Surname
Forename Title
Relationship to pupil
e.g. Mother, Father, Carer
Same address as pupil Yes ☐ No ☐
Address if different
Postcode
Daytime Telephone
Daytime Place
Mobile Number
Email Address
This e-mail address will only be used for general school letters, not to contact you in an emergency

PLEASE NOTE: IN THE CASE OF SEPARATED PARENTS, SCHOOL MUST HOLD CONTACT DETAILS FOR BOTH PARENTS WHERE EACH PARENT HAS LEGAL ACCESS AND PARENTAL CONTACT RIGHTS.

Please nominate two persons, other than the parent / carer that can be contacted in case of an emergency.

Contact Person 1

Surname
Forename Title
Relationship to pupil
e.g. Step-parent, Relative, Child Minder
Address
Daytime Telephone
Daytime Place
Mobile Number

Contact Person 2

Surname
Forename Title
Relationship to pupil
e.g. Step-parent, Relative, Child Minder
Address
Daytime Telephone
Daytime Place
Mobile Number

Please complete 2nd side ...

Medical Information

Doctor's Name

Telephone Number

Doctor's Address

Dietary NeedsNo Dairy Products ☐No nuts ☐Vegetarian ☐

Other

Medical Conditions**Ethnic / Cultural Information****Ethnicity****White**☐ British☐ Irish☐ Traveller of Irish Heritage☐ Gypsy☐ Any Other White Background**Asian or Asian British**☐ Indian☐ Pakistani☐ Bangladeshi☐ Any Other Asian Background**Mixed**☐ White and Black Caribbean☐ White and Black African☐ White and Asian☐ Any Other White**Black or Black British**☐ Caribbean☐ African☐ Any Other Black Background☐ Chinese☐ Any Other Ethnic Background☐ I do not wish an ethnic background to be recorded

This information was provided by:

Parent ☐Pupil ☐**Religion**Buddhist ☐Christian ☐Hindu ☐Jewish ☐Muslim ☐No Religion ☐Other Religion ☐Sikh ☐**Home Language:**

e.g. English, French, German

Additional Details**Meal Arrangements (tick one box only)**Free Meal ☐Home ☐Packed Lunch ☐Paid Meal ☐**Travel Arrangements (tick one box only)**Bicycle ☐Car ☐Public Transport ☐Taxi ☐Walk ☐**School History**

Previous School

Address

Start Date

Leaving Date

FOR SCHOOL USE ONLY:

Start Date

Yr Group

Reg Group

Birth Certificate Seen

UPN No.

House

Appendix B



Parent / Guardian Consent

Regular Out of School / Establishment Visits or Activities

Period of Consent: Start of Caedmon Education to End of Caedmon Education

I agree to **(Name of Participant:)**
taking part in recognised activities off the school site in the Tees Valley area (Redcar & Cleveland, Middlesbrough, Stockton-on-Tees, Hartlepool, Darlington). These may include for example, local environmental studies, surveys, school swimming, joint sporting activities and cultural visits.

I understand that:

- I will be informed of the dates of these visits prior to them taking place;
- Such activities will not extend beyond the school day, but that if, occasionally they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for my child's safe return;
- My specific permission will be sought for any educational visits or activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
- All reasonable care will be taken of my child in respect of the visit or activity;
- My child will be under an obligation to obey all directions given, observe all rules and regulations governing the visit or activity and conform to normal codes of behaviour and discipline;
- Any medical condition or special needs will be notified to the school now and as and when they arise;
- All participants are covered by the council third party public liability insurance in respect of any claim arising from an accident attributable to the negligence of the council. These arrangements do not provide personal accident cover.
- Personal accident cover is provided by the School Journey Policy arranged through the Local Authority. I will ask for further details if I require them.

Signature of Parent/Guardian:

Date:

Name of Parent/Guardian:



Acceptable Use Policy

The Caedmon learning platform is a secure website to help support children in their learning both at school and at home. Only people with a username and password will be able to view the learning platform. Teachers will use the learning platform to celebrate children's achievements, store work, notify dates and much more.

Children will have access to their own online classroom, relevant resource pages and parent information. It is expected that parents will be able to log on with their children at home to see what they are learning about in school, access help guides, find information about upcoming topics/events and access school documentation. Children/parents will not be able to see into classrooms other than the one that they are a member of.

- **I understand that any information, videos or images I have access to on the Learning Platform are the property of Caedmon Primary School and must not be transferred in any form or viewed by third parties.**

Each child will get their own account where they can store work and access resources. It is very important that children and parents do not tell other people the account password. If you or your child suspect that somebody else may know your password, please contact your class teacher to get it changed.

- **I understand that I must keep my password safe and secure and not pass it on to anyone else.**

As in all aspects of school life, we will expect high standards of behaviour on the learning platform. Inappropriate use may result in removal from the learning platform and will also be dealt with by the school who will be monitoring the pages regularly.

- **I understand that I must use the platform for educational purposes only and any inappropriate language, images or behaviour must be reported immediately.**

If you have read this letter and are happy to agree to the terms of use then please sign the attached slip to obtain a username and password for your child.

- **I have read the learning platform policy and agree to its terms for my child to have a user account.**

Child's name

Child's signature

Parent's name

Parent's signature

Appendix D



Photograph & Recording Release Form for Children

Name of Child: _____

Address: _____

Contact Telephone Number: _____

Location where pictures/recordings: Caedmon Primary School or trips taken with Caedmon Primary

Project: Various throughout the year

We would like to take a photograph or a recording of your child for promotional purposes. These images may appear in printed publications, on websites, in any composite video, broadcasting and/or exhibition.

To comply with the Data Protection Act 1998, we need your permission before we take photographs or recordings of your child. Please answer the questions below, then sign and date the form where shown. We will not use the image or recording, or any other information you provide, for any other purpose.

Name of the photographer or person taking the recording (professional or staff member):

Staff or professionals authorised by the Headteacher

-
- | | | |
|----|---|----------|
| 1. | May we use your image on our learning platform?
(Accessible only with a username and password) | YES / NO |
| 2. | May we use your image on our website?
(Accessible worldwide) | YES / NO |
| 3. | May we use your image in our printed publications
(Newsletters, etc) | YES / NO |
| 4. | May we use your image in external publications
(Evening Gazette, etc) | YES / NO |

Please note websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies. Printed publications will be circulated in the UK, but might be taken abroad by others.

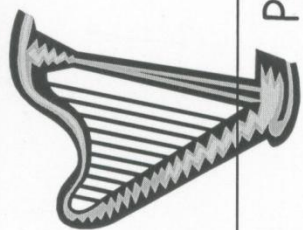
Please also note that the conditions of use of these images are on the bottom of the form

I have read (or been told verbally) and understood the conditions of use outlined below.

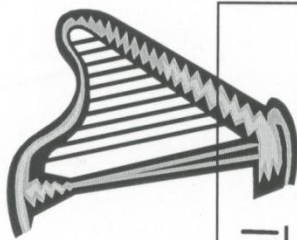
Your Signature: _____ **Date:** _____

Conditions of use:

1. This form is valid for the duration of your child's attendance at Caedmon Primary School.
2. Your consent will automatically expire after this time, data subjects have the right to withdraw consent and have the images/recordings deleted at any time.
3. We will not re-use any image or recording after this time.
4. We will not include details or full names (which means first name **and** surname) of any person in an image on our website, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent. However, we will not include the full name of a model used in promotional literature.
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on website or in printed publications.



Caedmon Primary School



Parent

I will try my best to:

- See that my child attends school regularly and on time, informing school immediately for reasons of absence.
- Ensure that my child is dressed according to the school rules and is properly equipped for lessons.
- Support the school's homework policy and provide opportunities for home-learning.
- Attend parents' evenings to discuss my child's progress with the teacher.
- Support the school in promoting good behaviour.

Parent's signature: _____

Pupil

I will try my best to:

- Be well-mannered and well-behaved.
- Respect my classmates and the adults who work in school.
- Follow the school rules in school, at playtime and on school trips.
- Work hard in class and complete my homework on time.
- Listen carefully to my teacher.
- Be responsible for my own belongings.
- Wear appropriate school uniform at all times.
- Refrain from wearing any jewellery, other than stud earrings and a watch.

Child's signature: _____

School

The school will:

- Care for your child's safety.
- Ensure that your child is valued as a member of our school community.
- Provide a high standard of education and deliver a broad, balanced curriculum aimed at meeting the needs of all children.
- Achieve high standards of behaviour.
- Make parents feel welcome and keep them informed about their child's progress.

School: _____

Thank you for reading and agreeing to support our Home-School Partnership.
Welcome to the community of Caedmon Primary School.

Appendix F



HOLIDAY FORM

NOTES TO PARENT/CARERS

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request for leave must come from a parent with whom the child normally lives, and must be for the purpose of an annual family holiday.

When deciding whether to allow term time leave the school will consider:

- ◆ The time and duration of the leave
- ◆ Your child's record of attendance
- ◆ Learning that will be missed

A maximum of 10 school days per school year is permitted for family holidays.

If the school refuses your request and the child is still taken out of school, this will be recorded as **unauthorised absence** and this may make you liable to a £50/£100 fine.

I would like to request permission for my child(ren) to be authorised as being absent from school for a family holiday.

Names of child(ren)	_____	Class	_____
	_____	Class	_____
	_____	Class	_____
	_____	Class	_____

Dates of holiday: From: _____ to _____

Signed _____ (Parent/Carer) Date _____

TO BE COMPLETED BY SCHOOL

% Attendance this school year

Number holidays taken so far this school year

☐ Authorised ☐ Unauthorised

Signed _____

HEADTEACHER



Appendix G



HOUSE COLOUR UNIFORM
PUPIL ORDER FORM
CAEDMON PRIMARY SCHOOL
(Account No: CAEP)

ORDER NUMBER
[]

As all garments can have the child's name discreetly embroidered,
it is vital that the correct size is ordered as named garments CANNOT be exchanged

CODE	(All garments apart from Shorts carry School logo) ITEM	Please indicate below which house colour you require embroidering on to your garment				SIZE	QTY	AMOUNT
		Red	Blue	Green	Yellow			
(Trutex CJS-PUR)	PURPLE SWEATSHIRT 2/3, 3/4, 5/6, 7/8, 9/10, 11/12, 13yrs - £8.50 Small, Med, Large, XL, 2XL, 3XL - £10.00							
(Trutex CTC-PUR)	PURPLE SWEATCARDIGAN 2/3 3/4 5/6 7/8 9/10 11/12 13yrs - £10.00							
(Woodbank)	GOLD POLO 2/3, 3/4, 5/6, 7/8, 9/10, 11/12, 13, 14/15yrs - £6.50 Small, Medium, Large, XL, 2XL - £7.50							
(Woodbank)	WHITE POLO 2/3, 3/4, 5/6, 7/8, 9/10, 11/12, 13, 14/15yrs - £6.50 Small, Medium, Large, XL, 2XL - £7.50							
(Woodbank)	PURPLE POLO 2/3, 3/4, 5/6, 7/8, 9/10, 11/12, 13, 14/15yrs - £6.50 Small, Medium, Large, XL, 2XL - £7.50							
(Blue Max)	PURPLE POLAR FLEECE 3/4, 5/6, 7/8, 9/10, 11/12, 13yrs - £11.50 Small, Medium, Large XL, 2XL, 3XL - £12.50							
(Blue Max) (Mistral)	PURPLE SHOWERPROOF FLEECE 3/4, 5/6, 7/8, 9/10, 11/12, 13yrs - £15.00							
(Result R160)	PURPLE STORMPROOF COAT 3/4, 5/6, 7/8, 9/10, 11/12, 13/14yrs - £17.50 Small, Medium, Large, XL, 2XL - £23.00							

CODE	ACCESSORIES					PRICE	QTY	AMOUNT
(QD 51)	PURPLE BOOKBAG					£4.00		
(IB 02)	PURPLE INFANT BACKPACK					£6.00		
(JB 03)	PURPLE JUNIOR BACKPACK					£6.00		
							TOTAL	

Child's name to be embroidered on garment

Please write name in box below as it is to appear on their garment. As short as possible please to make it appear unobtrusive.

You can use initials, abbreviations, nicknames

If child's name is not required on garment, please leave box below blank

No more than 10 characters please, including spaces

Child's Embroidered Name									
-----------------------------	--	--	--	--	--	--	--	--	--

Please print name clearly & include any spaces required

CHILD'S FULL NAME.....CLASS).....

(PAID CASH) []

(PAID CHEQUE) []

Please make cheques payable to ' CAEDMON PRIMARY SCHOOL '

APPLICATION FOR FREE SCHOOL MEALS



EFSM – F1

PERSON NUMBER:

PLEASE NOTE THAT FREE SCHOOL MEALS CANNOT BE BACKDATED.
APPLICATIONS CAN ONLY BE CONSIDERED FROM THE DATE THE LOCAL AUTHORITY
RECEIVES YOUR FORM.

Section 1 – Applicant Details (the Parent or Guardian in receipt of benefit)

Forename's of Father/Guardian _____	Surname _____
Forename's of Mother/Guardian _____	Surname _____
(Mrs/Ms/Miss delete as appropriate)	
Address _____	

Post Code _____	Tel No _____
National Insurance Number of Father/Guardian _____	Date of birth _____
National Insurance Number of Mother/Guardian _____	Date of birth _____
Are you a One Parent Family? Y / N	Have you applied before? Y / N
Previous address if moved within last 12 months _____	

Section 2 – Children

First Name	Surname	Date of Birth	Name of School	Relationship to Child

Section 3 – Benefit

I am in receipt of: (please tick relevant box)

- ☐ Income Support
- ☐ Jobseekers Allowance (Income Based)
- ☐ Pension Credit (Guaranteed Credit)
- ☐ Child Tax Credit with a joint annual taxable income not more than £16,190.00.
- ☐ Employment and Support Allowance (Income Related)

Section 4 – Declaration

I CERTIFY that the information given on this form is correct to the best of my knowledge and belief, and **I will notify the Council immediately of any change in circumstances.**

I agree that you will use the information I have provided to process my claim for Free School Meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement. I understand that the results of any Free School Meals eligibility check may also be used to assess my entitlement to receive free travel to school. I also understand that the information contained in this form maybe passed to a third party if they are involved in the provision of free school meals.

Signature of Applicant _____ Date _____

Applicants are advised that it is a criminal offence to knowingly make an untrue statement or other false information to obtain a grant, contribution or other financial benefit from the Council. This Council is under a duty to protect the public funds it administers and to this end may use the information on this form within the authority for the prevention and detection of fraud.

OFFICE USE ONLY: -

Date ECS Checked: - _____

Date Information Requested: - _____

Notes: - _____

FREE SCHOOL MEALS APPLICATIONS IMPORTANT NOTES



Parents/Guardians will no longer be required to send a copy of their benefit evidence to support their claim.

We will check your entitlement on the Free School Meals Eligibility Checking Service where data is held by the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs and the Home Office. If the Department for Education's Eligibility Checking Service is unable to confirm that you are entitled to Free School Meals, it will be necessary for us to ask you to provide evidence.

From the 1st May 2009 where a parent is entitled to Working Tax Credit during the four week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to Free School Meals.

If you are in receipt of one of the following you may qualify for Free School Meals: -

**Income Support, or
Pension Credit (Guaranteed Credit) or
Jobseekers Allowance (Income Based), or
Employment and Support Allowance (Income Related), or
Child Tax Credit and their joint Annual Taxable Income (as assessed by Her Majesty's Revenues and Customs) is £16,190.00 or less**

IT SHOULD BE NOTED THAT IF YOU ARE IN RECEIPT OF WORKING TAX CREDIT ON A REGULAR BASIS YOU WILL NOT QUALIFY FOR FREE SCHOOL MEALS.

Application forms should either be returned to your child's school or the **Revenues and Benefits Assurance Section, Educational Benefits, Redcar and Cleveland Borough Council, Redcar and Cleveland House, Kirkleatham Street, Redcar. TS10 1YA**

Alternatively you can contact Educational Benefits on 01642 774774 and an application form can be completed over the telephone.

If you have any questions about Free School Meals you can contact us by:

- Telephoning – 01642 774774
- Emailing – educationalbenefits@redcar-cleveland.gov.uk
- Visiting - Visiting Customer Services at Redcar and Cleveland House, Kirkleatham Street, Redcar, Low Grange District Centre, Normanby Road, Southbank or Belmont House, Rectory Lane, Guisborough.

FREE SCHOOL MEALS APPLICATIONS IMPORTANT NOTES



Parents/Guardians will no longer be required to send a copy of their benefit evidence to support their claim, except if you receive Child Tax Credit you will still need to provide a copy of all the pages of your Tax Credit Award Notice (TC602).

We will check your entitlement on the Free School Meals Eligibility Checking System – Department for Children, Schools and Families Online Hub where data is held by the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs and the Home Office. If the Department for Children, Schools and Families Hub is unable to confirm that you are entitled to Free School Meals, it will be necessary for us to ask you to provide evidence.

From the 1st May 2009 where a parent is entitled to Working Tax Credit during the four week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to Free School Meals.

We are unable to directly confirm this 4 week period of eligibility via the Hub so we must ask parents to provide a copy of their Tax Credit decision notice.

If you are in receipt of one of the following you may qualify for Free School Meals: -

**Income Support, or
Pension Credit (Guaranteed Credit) or
Jobseekers Allowance (Income Based), or
Employment and Support Allowance (Income Related), or
Child Tax Credit and their joint Annual Taxable Income (as assessed by the Inland Revenue) is £16,040.00 or less**

IT SHOULD BE NOTED THAT IF YOU ARE IN RECEIPT OF WORKING TAX CREDIT ON A REGULAR BASIS YOU WILL NOT QUALIFY FOR FREE SCHOOL MEALS.

Application forms should either be returned to your child's school or the **Revenues and Benefits Assurance Section, Educational Benefits, Redcar and Cleveland Borough Council, Redcar and Cleveland House, Kirkleatham Street, Redcar. TS10 1YA**