



**CRICKLADE**  
**MANOR PREP**  
**SCHOOL & NURSERY**



**PREP HANDBOOK**  
**YEARS 3 - 6**  
**2023 - 2024**

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# WELCOME FROM MR BARRETT

A very warm welcome to the Prep department. The purpose of this handbook is to give both new and current parents useful information on the various routines and aspects of life in our Prep department.

Our aim is to enthuse children, enabling all to reach their potential and teaching them how to be independent as well as thoughtful and considerate of others. We provide a happy and caring environment, allowing everyone to flourish whatever their particular talents or interests and encouraging all to play a full and active role in the life of the school. In the Prep department, our pupils experience a diverse curriculum that encompasses every aspect of their development – from their academic, physical and creative prowess to their social, cultural, spiritual and moral well-being. Pupils learn to work successfully with others and celebrate their own and others' achievements.

We recognise that we represent only one of several key stepping stones along a child's educational journey and therefore a smooth transition to subsequent senior schools is vitally important for us. As pupils move on from Cricklade Manor Prep, we seek to equip them with the skills, confidence and enthusiasm to always give their best in the future and enjoy themselves whilst doing so.

Do please keep in regular touch with your child's Form Tutor. We are sure that you will agree that successful education is built on a strong partnership between home and school. We look forward to a happy and successful association with you and your family in the years ahead, working together to provide your child with educational excellence.

Please do not hesitate to contact us if you would like any further information or there are any aspects regarding the Prep department that you wish to raise.



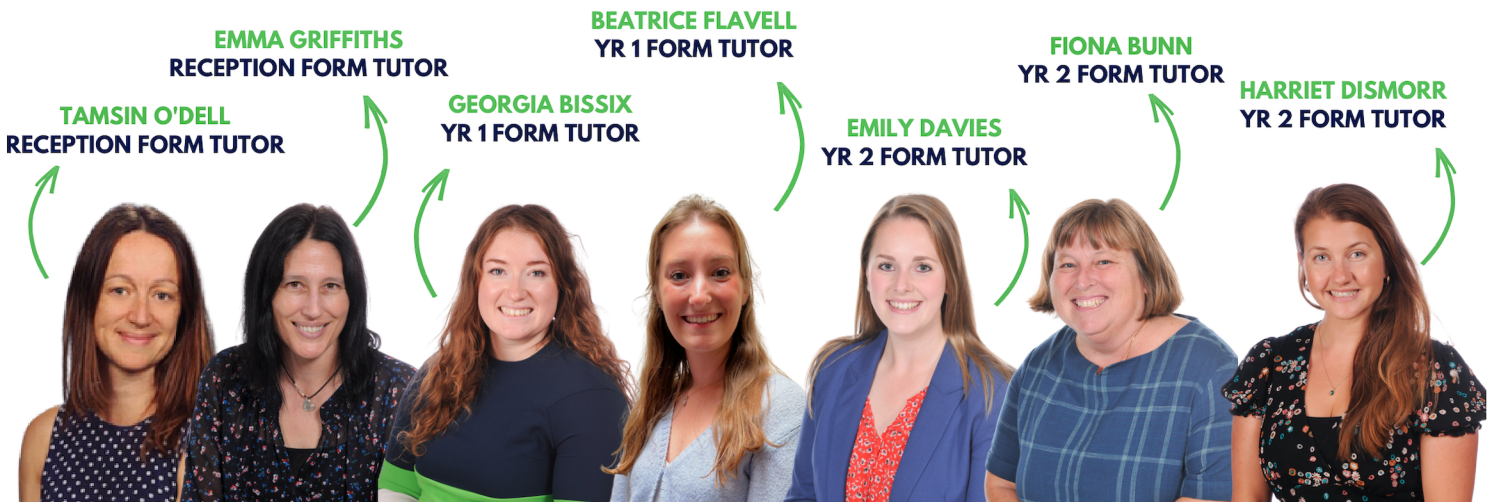
Guy Barrett  
Headmaster



# INTRODUCING CMP SCHOOL STAFF



## SENIOR LEADERSHIP TEAM



## PRE-PREP FORM TUTORS



## PREP FORM TUTORS

# INTRODUCING CMP SCHOOL STAFF

**TIFFANY BARRETT**  
SENCO &  
1-1 LEARNING SUPPORT



**LAURA SIMPSON**  
FRENCH



**RACHAEL FAIRBANKS**  
HUMANITIES



**CHLOE REYNOLDS**  
MUSIC & DRAMA

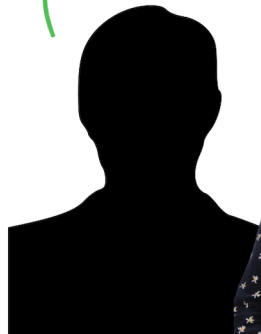


**HEATHER TIMBRELL**  
PERIPATETIC  
SINGING/PIANO



## SPECIALIST TEACHERS

**1-2-1**  
TA



**KATHRYN BLANFORD**  
TA



**TRUDY HEENAN**  
TA



**RUTH GREEN**  
TA



**JOANNE BRADLEY**  
TA



**BARBARA WIELINSKA**  
TA & ELSA



## TEACHING ASSISTANTS

**JACKY BARRATT**  
PA TO THE  
HEADMASTER



**PENNY KELLY**  
ADMISSIONS REGISTRAR



**ANNA HILL**  
ADMIN ASSISTANT



**FELICITY WESTALL**  
MARKETING & COMMUNICATIONS  
CO-ORDINATOR



## OFFICE STAFF

# INTRODUCING CMP SUPPORT STAFF

**MIKE HOBDAY**  
BUS DRIVER

**GUY POUNDS**  
ESTATES MANAGER

**NEW**  
GROUNDS

**NEW**  
MAINTENANCE



## GROUNDS STAFF

**SARAH BURRELL**  
ASSISTANT CHEF

**COLIN FORRESTER**  
CHEF MANAGER

**GEORGE CLASBY**  
CHEF



## KITCHEN STAFF

**LYNDA READ**  
HOUSEKEEPING

**LORRAINE CHANDLER**  
HOUSEKEEPING

**KAREN PONTING**  
HOUSEKEEPING

**CAMILA BARBOSA**  
HOUSEKEEPING



## HOUSEKEEPING STAFF

## SCHOOL STAFF CONTACT DETAILS

<b>SENIOR LEADERSHIP TEAM</b>	Barrett, Guy	jacky.barratt@cricklademanor.com	Headmaster
	Barton, James	james.barton@cricklademanor.com	Director of Pastoral Care, DSL
	Bayliss, Lesley	lesley.bayliss@cricklademanor.com	School Business Manager
	Davies, Emily	emily.davies@cricklademanor.com	Deputy Head, Head of EYFS
	Heywood, Palak	palak.heywood@cricklademanor.com	Director of Teaching & Learning, Science

<b>PRE-PREP FORM TUTORS</b>	Bissix, Georgia	georgia.bissix@cricklademanor.com	Yr 1 Form Tutor
	Bunn, Fiona	fiona.bunn@cricklademanor.com	Yr 2 Form Tutor
	Davies, Emily	emily.davies@cricklademanor.com	Yr 2 Form Tutor
	Dismorr, Harriet	harriet.dismorr@cricklademanor.com	Yr 2 Form Tutor
	Flavell, Beatrice	beatrice.flavell@cricklademanor.com	Yr 1 Form Tutor
	Griffiths, Emma	emma.griffiths@cricklademanor.com	Reception Form Tutor
	O'dell, Tamsin	tamsin.odell@cricklademanor.com	Reception Form Tutor

<b>PREP FORM TUTORS</b>	Blissett, Stacy	stacy.blissett@cricklademanor.com	Yr 4 Form Tutor
	Brookes, Nicky	nicky.brookes@cricklademanor.com	Yr 6 Form Tutor, Art
	Davies, Tom	tom.davies@cricklademanor.com	Yr 6 Form Tutor, Director of Sport
	Fitzgerald, John	john.fitzgerald@cricklademanor.com	Yr 4 Form Tutor, Computer Science & DDSL
	Howlett, Hannah	hannah.howlett@cricklademanor.com	Yr 3 Form Tutor
	Oldridge, Becky	becky.oldridge@cricklademanor.com	Yr 5 Form Tutor, Maths
	Richards, Corinne	corinne.richards@cricklademanor.com	Yr 3 Form Tutor & STEAM
	Williams, Rosie	rosie.williams@cricklademanor.com	Yr 5 Form Tutor, English

## SCHOOL STAFF CONTACT DETAILS

<b>SPECIALIST TEACHERS</b>	Barrett, Tiffany	tiffany.barrett@cricklademanor.com	SENCo & 1-1 Learning Support
	Fairbanks, Rachael	rachael.fairbanks@cricklademanor.com	Humanities
	Reynolds, Chloe	chloe.reynolds@cricklademanor.com	Music & Drama
	Simpson, Laura	laura.simpson@cricklademanor.com	French
	Timbrell, Heather	heather.timbrell@cricklademanor.com	Peripatetic Singing & Piano
<b>TEACHING ASSISTANTS</b>	Blanford, Kathryn	kathryn.blanford@cricklademanor.com	Teaching Assistant
	Bradley, Joanne	joanne.bradley@cricklademanor.com	Teaching Assistant
	Green, Ruth	ruth.green@cricklademanor.com	Teaching Assistant
	Heenan, Trudy	trudy.heenan@cricklademanor.com	Teaching Assistant
	Wielinska, Barbara	barbara.wielinska@cricklademanor.com	Teaching Assistant & ELSA
<b>SUPPORT STAFF</b>	Barratt, Jacky	jacky.barratt@cricklademanor.com	PA to the Headmaster
	Hill, Anna	anna.hill@cricklademanor.com	Admin Assistant
	Kelly, Penny	penny.kelly@cricklademanor.com	Admissions Registrar
	Westall, Felicity	felicity.westall@cricklademanor.com	Marketing & Communications Co-ordinator



# 1.0 LIFE IN THE PREP DEPARTMENT

## TIMINGS OF THE DAY

*Breakfast Club	Playground	Form Tutor / Registration	Assembly	Period 1	Period 2	Break	Period 3
7.30 - 8 am	8 - 8.20 am	8.20 - 8.40 am	8.40 - 9 am	9 - 9.50 am	9.50 - 10.40 am	10.40 - 11 am	11.05 - 11.55 am
Period 4	Lunch	CPD	Period 5	Period 6	Form Tutor	*After School Club	*Supper Club
11.55 - 12.45 pm	12.45 - 1.30 pm	1.35 - 2.05 pm	2.05 - 2.55 pm	2.55 - 3.45 pm	3.45 - 4 pm	4.15 - 5.15 pm	5.15 - 6 pm

\*optional with an additional cost

## 1.1 YOUR FIRST DAY IN THE PREP DEPARTMENT

On the first day of the Autumn term, staff will be on hand from 8.00 am to help new children and parents to find their way around the school. Children can be pre-booked into Breakfast Club between 7.30- 8.00 am or on the playground from 8.00 am.

If your child is joining Cricklade Manor Prep mid-year, their Form Tutor and your child's nominated buddy will come to meet you both on the playground when you arrive and take your child to their classroom.

Children should bring their school bag, pencil case, water bottle, PE/Games kit, coat and blazer on their first day in Prep. They should take everything to their classroom and their Form Tutor will ensure that all their belongings are put away in the correct place.

At the beginning of the academic year, pupils will spend the first two lessons of the day with their Form Tutors during which time pupil planners and exercise books will be issued. Form Tutors will also go through the lesson and homework timetable with their class and discuss any other important information.

Children require a Cricklade Manor Prep school rucksack and a clearly named pencil case containing pencils, rubbers, a sharpener and a ruler. A set of colouring pencils is also needed for Humanities lessons, gel pens can also be useful. Children will need at least one ink pen. This can be a cartridge pen or an ink roller ball (blue ink only).

Children are allowed to keep a clearly named Cricklade Manor Prep water bottle in class. These should only contain water and be taken home and refilled on a daily basis.

## 1.2 BREAKFAST CLUB 7.30AM - 8.00AM

A Breakfast Club is available between 7.30 am and 8.00 am. Ad-hoc bookings for Breakfast Club are available but require 24 hours' notice.

At 8.00 am, the children are taken out to the playground where they will have supervised play until 8:20 am when their Form Tutor will come out to collect them. If it is raining, their Form Tutor will be waiting in the classroom to greet them. Booking forms for Breakfast Club are sent out via the School Office.

Children arriving for Breakfast Club should come into school via the catering entrance and go straight to the Dining Room for breakfast.

## 1.3 DROPPING OFF 8.00AM - 8.20AM

The school opens at 8.00 am and all children should be in school by 8.20 am and wait on the playground, where they will be supervised by members of staff. On Mondays, sports kit should be taken to the appropriate changing room upon arrival at school. The children can then make their way to the playground.

We encourage children to come into school carrying their own belongings. If you wish to speak to your child's Form Tutor urgently, please inform the playground staff member who will arrange for the teacher to become available. Otherwise, the best method of communication is via email.

## 1.4 LATE ARRIVAL AFTER 8.20AM

If you arrive after 8.20am, please take your child to the School Office to sign the late register.

## 1.5 FORM TIME & REGISTRATION 8.20AM

Registration will take place in the classroom at 8.20 am. Any children entering the classroom after 8.20 am may be marked as 'late' in the register. Registration is an important part of the day when we prepare the children for the day ahead.

## 1.6 ASSEMBLY 8.40 - 9 AM

There are 5 assemblies each week as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Headmaster's Assembly	Form Tutor	Singing Assembly	Celebration Assembly	Class Assembly

Every Thursday, we like to celebrate the children's achievements inside and outside school during assembly. If your child has gained certificates, won trophies or achieved anything which you would like us to share with the whole school, you should send details in to their Form Tutor by Wednesday at the very latest.

Each class leads a Friday morning assembly once per year, but not in the term when they have a major production. Dates are published in the school calendar. The assembly starts at 8.40am and usually lasts for approximately 20 minutes. Parents and other family members are invited to attend; tea and coffee are served before and after assembly.

## 1.7 SNACKS, LUNCHES AND SUPPER

All children have a mid-morning snack during morning break.

All children have a hot lunch which is freshly prepared on-site every day by our catering provider, Holroyd Howe. Copies of the menu are posted on the school website and on the Dining Room noticeboard. Two hot meal options are always available (one meat or fish and one vegetarian). In addition, jacket potatoes and a salad bar are available.

All children eat their lunch in the Dining Room with staff members to supervise them.

Parents should notify the school of any food allergies or other requirements using the Medical Form which is part of the Registration Pack. Should your child's needs change, please notify Mrs Barratt in the School Office.

Children staying for Activity Clubs and the After School Club are offered a drink and snack immediately after school and can choose to have supper at 5.15 pm for a nominal charge. The supper menu is included in the weekly menus which can be found on the website [www.cricklademanor.com](http://www.cricklademanor.com)

## 1.8 COLLECTION 4.00PM

The school day for Year 3 to Year 6 children finishes at 4.00 pm. Parents should park outside the Sports Hall and wait on the playground. Your child's Form Tutor will bring the children out down the path alongside Thames House and dismiss them one by one.

Children are dismissed in their navy school coat and blazers remain in the classroom. Children shake hands with their Form Tutor and say "Good afternoon" before leaving.

Form Tutors are only allowed to dismiss children to someone other than their parent if the School Office receives notification from you (this also applies to play dates). If we do not have permission, we will ring you to ensure that you are happy for the person presenting themselves to collect your child.

At 4.05 pm children who have not been collected will be taken into the Dining Room for a snack; in the event that children are left after that time and have not been booked into After School Care or After School Clubs, we take the children to Homework Club.

## 1.9 IF YOUR CHILD IS ILL OR ABSENT

If your child is unable to attend school due to illness or other circumstances, please call the School Office to notify us as soon as possible. If a child does not come into school and we have not heard from you by 9.00am, we will call to confirm the reason for the child's absence. Please see page 25 for guidance on illness and exclusion times.

# 2.0 LEARNING IN THE PREP

## LANGUAGE OF LEARNING

Our language of learning refers to our school aims, embodies our aspirations, values and culture and defines what our expectations are of each other. Our Language of Learning also matches the school's initials:

**C**hallenge **M**otivate **P**repare

Everything we do as a school can be encompassed in these three words. To expand on these terms we can reference our school aims and define Challenge, Motivate and Prepare further as:

### CHALLENGE

Pupils develop their initiative and resilience to accept new challenges and opportunities allowing them to build high levels of skill, knowledge and understanding.

### MOTIVATE

Pupils are happy, enthusiastic about learning and contribute to the school. They grow in independence and develop self-discipline and decision-making skills in a safe environment.

### PREPARE

Pupils develop their confidence and responsibility whilst being respectful and kind. They can communicate effectively, collaborate with others and show leadership in their learning and in preparation for senior school.

## 2.1 CURRICULUM

The curriculum in the Prep department is closely allied to the National Curriculum. However, as an independent school, we are able to extend this to provide a broad and stimulating curriculum to engage pupils and engender curiosity and a love of learning as well as achieve high academic standards. We also cover the required content to enable our children to be suitably prepared for the Gloucestershire 11+ examinations and a wide range of selective Independent Senior Schools.

At the start of each term, Curriculum Maps are sent out to parents, outlining what will be covered in each subject. If you would like further information on a particular area of the curriculum, please speak to the teacher concerned who will be able to provide details on content and delivery.

All pupils in Years 3 - 6 have a Form Tutor who is their pastoral point of contact and who will teach your child's class for part of the curriculum. Alongside the core subjects of English and Maths, children in Years 3 - 6 also have subject specialist lessons in: Science, Humanities, STEAM, Computer Science, Art, Music, Drama, French, Games and PE, Global Citizenship and PSHE. Children in Years 3 - 5 also take part in **CAP** Cricklade Activity Programme on a Friday Afternoon. This is a rotational series of activities that provide children with an opportunity to experience a range of activities such as fencing, sewing, tri-golf, model making etc. Children in Year 6 take part in the Cricklade Award, a merit-based diploma which encourages teamwork and leadership skills.

There is a wide scope of extra-curricular activities and opportunities for children in the Prep department. We develop the opportunity for sporting fixtures and tournaments with other local schools. There are trips, including residential visits in Years 4 - 6 during the Summer term, as well as other special events throughout the year, which greatly enrich the children's learning experience.

During the week, children also attend a variety of individualised learning sessions called CPD (Cricklade Pupil Development) for half an hour each day after lunch. These are intended to provide support, enrichment or extension and range from Maths and English support groups, problem solving challenges, handwriting and phonics practice.

## 2.2 EXTRA CURRICULAR LESSONS

Tuition is available in a range of instruments including piano, drums and singing, as well as speech and drama. If your child wishes to play an instrument that is not listed, we can usually find a teacher!

As with most schools, our music staff are self-employed and your contractual arrangement is directly with the teacher, who will invoice you on a termly basis.

If you would like your child to participate in any of these lessons, please contact Mrs Heather Timbrell, the Music Administrator, [heather.timbrell@crickladedemanor.com](mailto:heather.timbrell@crickladedemanor.com) for more information Your application form will be overseen by your child's Form Tutor so that they may contact you if they feel that attending music/drama lessons during the school day will have a negative impact on their learning.

## 2.3 SCHOOL TRIPS

Prep classes participate in at least one educational trip per term which is designed to support the children's studies.

Parents will be notified of trips well in advance and permission sought where necessary. The cost (travel plus entry fee) is added to your termly bill, in arrears. The school provides a packed lunch, drinks and snacks, as necessary.

Electronic equipment such as computer games and portable music players are not permitted on school trips.

## 2.4 HANDWRITING & READING

Children continue to practise their cursive script in regular handwriting sessions throughout the week. We place great emphasis on the standard of presentation of work in school and parents should also encourage children to pay careful attention to this when completing their written homework. There are some variations in the way that some cursive letters are formed; below is a guide to how we form our letters.

Aa Bb Cc Dd Ee Ff Gg  
Hh Ii Jj Kk Ll Mm Nn  
Oo Pp Qq Rr Ss Tt Uu  
Vv Ww Xx Yy Zz

Your child will be heard to read in a range of contexts throughout the day but not all these are recorded. When an adult hears your child read on a 1:1 basis, a comment will be made in their Reading Record/Pupil Planner.

We aim to hear all children read every week. Children requiring more support will be heard more frequently.

## 2.5 ESSENTIAL EQUIPMENT

Children in Years 3 - 6 are expected to have their own pencil case which should contain: a 24 set of colouring pencils, HB pencils, black fine liner pen, glue stick, eraser, sharpener, 30cm ruler and scissors. All books and other resources will be provided by the school. The following items will also be necessary for Year 5 & 6 pupils: a Casio FX-83GTX calculator or similar, 180 degree protractor and a pair of compasses for drawing a circle.

## 2.6 HOMEWORK IN THE PREP

We consider homework to be an extension of pupils' learning as well as an opportunity for parents to become more closely involved with their child's education.

English and Maths homework is set via ATOM Learning. Atom Learning is an adaptive platform which means questions will become more or less difficult depending on how your child is performing. This keeps them challenged and stretched, without demotivating them. It is worth noting that if a child is stuck on a question, there are various help options available on the screen which offer additional pointers and help, such as videos and written hints.

In order to complete their homework, children will need access to any device which supports an internet browser. Children who complete their homework in Homework Club will be provided with a device upon which to complete their tasks. In Year 5 and 6 sometimes a teacher may set alternative an task which will be communicated to children via TEAMS. The children can supplement their Maths with practice on MangaHigh.

### READING AND SPELLING

We encourage children to read each night at home. Little and often is key – they are not expected to read the whole book, a few pages is perfectly adequate depending on the amount of text on each page. If you require any guidance, please contact your child's Form Tutor. We do not send reading books home during the school holidays, but rather encourage children to visit the library and select books that interest them.

The children will also be sent home with weekly spellings that they should practice every day. These are based on the Spelling Rule taught that week and age appropriate Common Exception Words.

	MON	TUES	WED	THURS	FRI
<b>YEAR 3</b> (Per Week) 20 mins English 20 mins Maths	Reading / Spellings	Reading / Spellings	Reading / Spellings	Reading / Spellings	Reading / Spellings  Spelling Test  Times Tables Test
	SPELLINGS: Set Friday and tested following Friday				
	TIMES TABLES: Set Friday and tested following Friday				
	ATOM Learning English: Set Friday due on Thursday				
	ATOM Learning MATHS & MangaHigh: Set Friday due on Thursday				
<b>YEAR 4</b> (Per Week) 20 mins English 20 mins Maths	Reading / Spellings	Reading / Spellings	Reading / Spellings	Reading / Spellings	Reading / Spellings  Spelling Test  Times Tables Test
	SPELLINGS: Set Friday and tested the following Friday				
	TIMES TABLES: Set Friday and tested following Friday				
	ATOM Learning English: Set Friday due on Thursday				
	ATOM Learning MATHS & MangaHigh: Set Friday due on Thursday				
<b>YEAR 5</b> (Per Week) 25 mins of English 25 mins Maths	Reading / Spelling	Reading / Spelling	Reading / Spelling	Reading / Spelling	Reading / Spellings  Spelling Test  Times Table Test
	SPELLINGS: Set Friday and tested following Friday				
	TIMETABLES: Set Friday and tested following Friday				
	ATOM Learning English: Set Friday due on Thursday				
	ATOM Learning MATHS & MangaHigh: Set Friday due on Thursday				
<b>YEAR 6</b> (Per Week) 25 mins of English 25 mins Maths	Reading / Spelling	Reading / Spelling	Reading / Spelling	Reading / Spelling	Reading / Spelling  Spelling Test  Times Tables Test
	SPELLINGS: Set Friday and tested following Friday				
	TIMES TABLES: Set Friday and tested following Friday				
	ATOM Learning English: Set Friday due on Thursday				
	ATOM Learning MATHS & MangaHigh: Set Friday due on Thursday				

At the start of each term, a Topic Homework Grid of activities and places to visit associated with the children's topics will be sent home. This provides opportunity for children to explore their topic in greater depth if they wish, and provides additional homework for those parents who want it.

We recognise that the holidays allow the children to rest between the school terms but we are also conscious that we need to keep their academic batteries topped up! During the holidays, children in the Prep department are expected to continue to read regularly. Pupils in Year 3 and 4 may be given tasks or some additional activities to support their learning. Children in Year 5 who will be sitting the 11+ examinations in the September of Year 6 will be set practice papers to complete during the Summer holidays.

## 2.7 SUPPORTING YOUR CHILD'S LEARNING AT HOME

There are a number of ways that you assist your child in their learning:

- Agree a timeframe for homework and work within it.
- Ensure that things are not left until the last minute - especially at weekends.
- Before starting homework check that your child is clear about the task and has the relevant materials and resources.

Please do let the relevant member of staff know if your child is having problems regarding the homework they have been set.

## 2.8 SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) DEPARTMENT

We have a department dedicated to supporting children who have particular learning needs. The SEND department may support children for a short period to close a gap in their learning, or over a longer period if the need arises. Support available includes group support in class, 1:1 intervention, Individual Action Plans detailing targets for the child and teachers to work on, and recommendations for liaison with external agencies such as Educational Psychologists and Speech and Language Therapists. Referrals to the SEND department are usually made by the child's Form Tutor, in consultation with the parents. However, if you feel that your child may benefit from the guidance or expertise of our SENCO, please do contact your child's Form Tutor or Miss Barrett directly ([tiffany.barrett@crickladedemanor.com](mailto:tiffany.barrett@crickladedemanor.com)). For further information, please see the SEND Policy on our website.

## 2.9 GIFTED AND TALENTED (GAT) DEPARTMENT

We also make provision for those children who excel in particular areas of the curriculum, or indeed across the whole curriculum.

We believe that all children have the potential to improve their level of performance and to become more able, acquiring and developing their skills through hard work. There will be those who are considered 'exceptionally able' whose individual needs will require special provision.

'Talented' children are those who are able in Art, Drama, Music and Sport; 'exceptionally talented' children will also require special provision.

Teachers will monitor the performance and progress of all children using assessments and examinations throughout their time in the school. The school considers that 'exceptionally able and talented' pupils are those pupils who achieve, or have the ability to achieve, at a level significantly in advance of the average for their year group.

Although the school has its own internal procedure for identifying and supporting Gifted, Able and Talented children, if you feel that your child should be considered for the programme, please contact Mrs Heywood who coordinates the programme ([palak.heywood@crickladedemanor.com](mailto:palak.heywood@crickladedemanor.com)). For further information, please see our Gifted, Able and Talented Policy on our website.

## 2.10 ASSESSMENTS

We conduct formal standardised assessments each term. In addition to curriculum tests that enable the teacher to identify gaps in learning, children also sit age standardised tests and phonics assessments, which enable us to track their learning as they move through the school to ensure they make good progress. If you have any questions regarding assessment, please do contact your child's Form Tutor.

## 2.11 PARENT CONSULTATIONS AND REPORTING

Staff are always willing to give feedback about a pupil's progress at any point in the year, but there are also set times of the year when parents will receive written or face-to-face communication about their child's progress. These are as follows:

<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Parents evening and grade card	Parents evening and grade card	Parents evening, grade card and additional extended report in English, Maths and PSHE

## 3.0 LIFE IN THE WIDER SCHOOL

### 3.1 REWARDS

The behaviour and attitude of the children at Cricklade Manor Prep is excellent and we strongly believe in the importance of a positive relationship between the children, parents and teachers.

#### HOUSE POINTS

- Are used to encourage, stimulate and reward children.
- Will be collected in the House Point tubes outside the Headmaster's Office.
- Are awarded predominantly for recognising effort, academic achievement and kindness to others.
- Are also given as instant rewards for children who model excellent behaviour, above and beyond our expectations.
- One or two House Points will normally be awarded to the children based on their achievement.
- Three House Points is the maximum number of House Points that can be awarded by teaching staff and will be accompanied by a CMP postcard, presented in our Celebration Assembly to take home.
- Four House Points can be awarded by the Headmaster and they will be accompanied by a Headmaster's Award, which will be presented in our Celebration Assembly to take home.
- There will be a termly reward for the House who collects the most House Points each term.

#### GOLDEN HOUSE POINTS

Are linked to the school's PSHE theme. They are awarded when a child demonstrates the skill or understanding of the PSHE topic covered that week.

#### STAR OF THE WEEK

Nominated by the Form Tutor in their form group in recognition of a concerted effort and/or achievement across a range of areas.

### 3.2 SANCTIONS

Occasionally, children will need to know that their behaviour is not what we would expect of them. At Cricklade Manor Prep we have a whole-school Behaviour Policy, which is available to view on the school website.

At Cricklade Manor Prep, we have clear expectations of good behaviour which are made explicit to staff, children and parents. We strive to be consistent and fair whilst taking into account individual needs. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

Positivity is key with our children and we will always strive to intervene in this way. However, once these positive interventions have been exhausted staff will apply the consequence system to restore a positive learning environment. Sanctions exist at four levels: C1 (consequence 1) to C4 (consequence 4).

### 3.3 HOUSE SYSTEM

All children and staff belong to one of Cricklade Manor's four Houses: Baines (red), Clifford (yellow) Brownlow (green) and Burton (purple). The House system encourages friendships between year groups, and enables children to foster the values of loyalty and responsibility. House Points are calculated and celebrated weekly, and inter-House competitions happen throughout the year. Children are allocated a House upon entry to Reception, and siblings are always assigned to the same House.



## 3.4 AFTER SCHOOL CLUBS AND ACTIVITIES

The school remains open until 6.00 pm every day, other than on the last day of term when the main school closes at 4.00 pm in the Autumn and Spring terms and 12.00pm in the Summer term.

At 4.00 pm, children either go to snack and an Activity Club or Homework Club.

Children who are still with us at 5.15 pm will be given supper for an additional cost. The supper menu is published each week along with the lunch menu.

### ACTIVITY CLUBS

A wide range of Activity Clubs are on offer each term, including sports, arts, music, dance, fencing, cookery and more!

Before the end of each term, a form will be sent home setting out details of clubs running in the next term. Parents are asked to return this form as soon as possible to register their child for their chosen clubs. Places are allocated on a first-come, first-served basis.

Activity Clubs start at 4.15 pm and finish at 5.15 pm.

Please note that there are no Activity Clubs during the last week of term. This is taken into account when the prices for clubs are set. Supervision in Homework Club is automatically available during the last week of term if your child is normally booked in for a club and you are unable to pick your child up at 4.00 pm.

## 3.5 HOLIDAY CLUB

We operate 8 weeks of Holiday Club a year. The dates of Holiday Club can be found on our website under term dates. During the periods that we are not running a Holiday Club parents may wish to access our sister school's Holiday Club provision at Westonbirt. Bookings should be made directly with them. Further details are sent out in time for the holidays.

Our Holiday Club is run by staff from the school and provides a wide range of activities run by our own staff and external specialists, including music and dance, sports, cookery and occasional trips out to local landmarks and playgrounds.

Holiday Club is booked via an electronic form and are sent home in advance of each holiday, all bookings and Holiday Club matters should be made through the Holiday Club email [holiday.club@cricklade Manor.com](mailto:holiday.club@cricklade Manor.com). The School Office will not be able to take bookings.

## 3.6 PARENTS OF CRICKLADE MANOR

Parents of Cricklade Manor (PoCM) is a parent body which aims to promote and build the school community by holding regular events, parent socials and raising funds for extra- curricular activities in support of learning.

PoCM is a group of fun-loving parent volunteers. They welcome and value any contribution you can make, however small or intermittent. Please see the PoCM pages of the school website for details of how to get involved or contact one of the committee members or class reps.

## 3.7 TRANSITIONS

During the Summer term, we prepare children for the move up into their next class. Transition meetings also take place between teachers, ensuring that the progression from one year group to the next is as smooth as possible for the children.

In the first week of July, the Headmaster will write to parents with details of Form Tutor allocations for the following academic year. During the final week of the Summer term, children will have the opportunity to spend an afternoon with their new teacher. On this day, parents are also invited to an informal tea party after school to meet their child's Form Tutor.

An essential role of the Prep department is to prepare pupils for the next stage of their education, so that they will progress to senior schools as confident and independent individuals, with a joy of learning. Parents of children in Year 4 - 6 are welcome to come into school to discuss their child's future schooling and parents are encouraged to visit different senior schools during the course of the year. We have an excellent relationship with each of the local senior schools and are ideally placed to work with parents to identify the right school for their child, whether in the independent or state sectors.

## 4.0 PRACTICALITIES

### 4.1 CONTACTING THE SCHOOL

Your child's Form Tutor has the responsibility for overseeing the academic and pastoral care of your child. It is the Form Tutor to whom you should turn to if you are concerned at any time about your child's work or social relationships. It is our hope that a constructive relationship will grow between your family and the Form Tutor that will enable everyday problems to be dealt with swiftly and satisfactorily.

The Form Tutor is supported by the Head of Pre-Prep, the Director of Academic Learning and the Director of Pastoral Care in monitoring academic progress and pastoral matters.

If you would like to discuss another area of school life, please contact the School Office who will direct you to the relevant member of staff.

#### THE SCHOOL OFFICE

Mrs Barratt or Mrs Kelly will be happy to answer your queries, take messages, or direct you to the member of staff with whom you wish to speak.

The office is open from 8.00am until 6.00pm, during term time, and from 9.00am until 4.00pm during the school holidays.

The main telephone number for the school is: 01793 750275

You may also wish to contact the school by email: [office@crickladedemanor.com](mailto:office@crickladedemanor.com)

Please note that any urgent or time-sensitive messages should be communicated to us by telephone.

News stories and general updates are posted on Instagram, Facebook, Twitter, in the Cricklade Chronicle and our website [www.crickladedemanor.com](http://www.crickladedemanor.com)

#### CONTACTING TEACHING STAFF

Due to the nature of their role, it is usually difficult for teaching staff to take telephone calls during the day.

If you need to speak to your child's Form Tutor, please either catch them at drop-off or pick-up, call the office to make an appointment, or email them. Email addresses are listed on page 5.

When emailing teaching staff, they will aim to respond within 48 hours. If your message is time sensitive, please call the school office.

## WHO SHOULD I CONTACT?

<ul style="list-style-type: none"><li>• Any issues relating to homework, and curriculum</li><li>• Questions about school trips</li><li>• Notification of achievements for assemblies</li></ul>	↔	<b>Form Tutors</b>
<ul style="list-style-type: none"><li>• Appointments with the Headmaster</li><li>• Requests for absence during term time, for the attention of the Headmaster</li><li>• Reporting any changes to medical needs</li></ul>	↔	<b>Jacky Barratt - PA to the Headmaster</b> jacky.barratt@cricklademanor.com 01793 750275
<ul style="list-style-type: none"><li>• Admissions</li><li>• Notification of sickness/unexpected absence from school or lateness</li></ul>	↔	<b>Penny Kelly - Admissions Registrar</b> office@cricklademanor.com 01793 750275
<ul style="list-style-type: none"><li>• After school activity &amp; ad-hoc bookings</li></ul>	↔	<b>Tom Davies</b> clubs@cricklademanor.com 01793 750275
<ul style="list-style-type: none"><li>• Questions relating to the school calendar</li><li>• Uniform queries</li></ul>	↔	<b>Jacky Barratt or Penny Kelly</b> (If you are unsure who to contact, Mrs Barratt or Mrs Kelly will direct you to the member of staff who can help you)
<ul style="list-style-type: none"><li>• Holiday Club - All Holiday Club communications should be directed through this address</li></ul>	↔	<b>Kathryn Blanford</b> holiday.club@cricklademanor.com 07551 074142

### ESCALATING

If, following your conversation with the Form Tutor you still have concerns, the next step is to contact the appropriate member of SLT. For academic matters please contact Mrs Heywood and for pastoral matters please contact Mr Barton. Following that, you should contact the Deputy Head. If the issue is still not resolved having spoken to the Deputy Head you should contact the Headmaster.

### CONTACTING THE HEADMASTER

If you need to discuss a matter with Mr Barrett, please contact his PA, Mrs Barratt, to make an appointment. Mrs Barratt can be contacted on the main school number, or by email at [jacky.barratt@cricklademanor.com](mailto:jacky.barratt@cricklademanor.com).

### CONTACTING THE DIRECTOR

Mr Antrobus is always happy to meet with parents. He may be contacted via the Wishford website: [www.wishford.co.uk](http://www.wishford.co.uk).

### AFTER SCHOOL CLUB

Should you need to contact the After School Club, please first try the main school number: 01793 750275 or email: [clubs@cricklademanor.com](mailto:clubs@cricklademanor.com).

### HOLIDAY CLUB

Should you need to contact the Holiday Club, please use the Holiday Club email address: [holiday.club@cricklademanor.com](mailto:holiday.club@cricklademanor.com) or phone number: 07551 074142.

## 4.2 LOST PROPERTY

All named items are returned to the children. Any unnamed items of lost property will be placed in the Lost Property Room which is located to the right of the Dining Room next to the School Shop.

## 4.3 END OF TERM ARRANGEMENTS

School ends at noon on the final day of the Summer term and at 4.00 pm on the last day of the Autumn and Spring terms.

On the last afternoon of the Autumn and Spring terms, a Prize Giving Assembly is held, to which parents of prize winners are invited.

On the last morning of the Summer term, there is a formal Speech Day and prize-giving ceremony to which parents, family and friends are invited. This is followed by a bring-your-own picnic out on the playing fields.

## 4.4 SCHOOL POLICIES

Copies of our policies and procedures can be found on the school website or requested from the School Office.

## 4.5 PHOTOGRAPHS

The school will occasionally take photographs of pupils for curriculum or marketing purposes, or to record events such as sports matches, plays and performances or school trips. On joining the school, we ask you to complete a consent form.

Parents are welcome to take photographs of their own children participating in school activities. If parents wish to place photographs of their children on social media websites, they must ensure that the photographs are not going to cause offence or embarrassment to the school, or any other child in the photograph. No child should be named as appearing in a photograph without the consent of that child's parents.

## 4.6 SNOW

It may occasionally be necessary to close the school due to snow or other adverse weather. This will always be the last resort and the decision to close will only be taken if the Headmaster believes it is unsafe for the school to remain open.

If the school is to be closed, a notice will be placed on the website as soon as a decision is taken, and usually before 7.00 am. Staff and parents should check the website before travelling to school if in doubt about whether the school will be open. Updates will also be placed on social media.

If it starts to snow heavily during the school day, we will endeavour to get the children home as soon as possible and will contact parents using the telephone numbers provided. Parents should please ensure that they keep the school updated of any changes in contact details.

## 4.7 HOLIDAYS DURING TERM TIME

Since a change of law in September 2013 it is no longer possible for the school to authorise parents to take their children out of school for holidays during term time unless the Headmaster deems it an 'exceptional circumstance'. Requests for time off school should be made in writing to the Headmaster.

## 4.8 FEES AND INVOICING

Fees are payable in advance on, or before, the first day of each term. Fees should be paid by direct transfer into the school's bank account. Cash is not accepted for payment of fees. Interest will be charged on overdue balances and the school reserves the right to exclude children if fees are not paid.

Extras such as Activity Clubs, After School Club, Holiday Club and school trips are invoiced at the end of each term.

Childcare vouchers can be used to pay for Nursery fees, Activity Clubs, After School Club and Holiday Club, but cannot be used to pay school fees.

## 5.0 PRACTICALITIES CONTINUED

### 5.1 PLAN OF THE SCHOOL



- |   |   |
|---|---|
| <b>1</b> - Manor House - Headmaster, School Office, Business Office and Library | <b>10</b> - Wessex House - main pupil entrance to the school and Year 4 & 5 |
| <b>2</b> - The Old Chapel - Music room  | <b>11</b> - The Stables   |
| <b>3</b> - School Hall and Atrium   | <b>12</b> - Changing rooms  |
| <b>4</b> - Walled Garden - Nursery  | <b>13</b> - Swimming pool   |
| <b>5</b> - Saxon House - Music practice rooms, Art rooms, Year 6 classrooms     | <b>14</b> - Playground and netball courts                                   |
| <b>6</b> - Thames House - Science Laboratories                                  | <b>15</b> - Adventure playground  |
| <b>7</b> - Thames House - Reception, Year 1,2 & 3                               | <b>16</b> - Car park  |
| <b>8</b> - Dining Hall  | <b>17</b> - Sports Hall   |
| <b>9</b> - Coach House  | <b>18</b> - Playing fields  |
|   | <b>19</b> - Astro turf  |
|   | <b>20</b> - Forest School area  |

### 5.2 TERM DATES

For term dates for this academic year, please [CLICK HERE](#).

### 5.3 SCHOOL EVENTS

To see what school events are taking place throughout the year, please [CLICK HERE](#) to view them on our website.

## 5.4 UNIFORM LIST

\*\* Please note that Velcro top buttons on the children's shirts are not acceptable, as they pop open and the ties do not hold them closed\*\*

Asterisked items are branded and so must be purchased from our uniform supplier. Other items may be purchased elsewhere.

### WINTER

#### UNIFORM A



- White shirt
- House tie (not elastic)\*
- Navy jumper with crest\*
- Navy blazer with crest\*
- Grey shorts or trousers
- Grey ankle socks or grey knee length socks with navy turnover\*
- Navy blue fleece lined waterproof coat\*

#### UNIFORM B



- White shirt
- House tie (not elastic)\*
- Kilt\*
- Navy jumper with crest\*
- Navy blazer with crest\*
- Navy tights or navy knee length socks
- Black leather shoes
- Navy blue fleece lined waterproof coat\*

### SUMMER

#### UNIFORM A



- White shirt
- House tie (not elastic)\*
- Navy jumper with crest\*
- Navy blazer with crest\*
- Grey shorts or trousers
- Grey ankle socks or grey knee length socks with navy turnover\*
- Navy blue fleece lined waterproof coat\*

#### UNIFORM B



- Summer dress\*
- Navy blazer with crest\*
- White ankle socks
- Black leather shoes
- Navy blue fleece lined waterproof coat\*

## OTHER UNIFORM ITEMS

- Black school shoes
- Back pack with crest\*
- Scarf, gloves, winter hat, sun hat (optional)
- Navy blue hair accessories



CMP Junior Rucksack  
Yrs 1-2



CMP Backpack  
Yrs 3-6

## BASIC SPORTS KITS REQUIRED EVERY TERM

### PE KIT



- White PE shirt with crest\*
- Navy shorts or skort with crest\*
- Navy sweatshirt with crest\*
- White ankle socks\*
- Trainers

### GAMES KIT



- Navy base layer with logo\*
- Navy rugby shirt with crest (boys)\*
- Navy hockey shirt with crest (girls)\*
- Navy shorts or skort with crest\*
- Navy splash top with crest\*
- Navy tracksuit pant with crest\*
- Navy games socks\*
- Trainers

## SEASONAL SPORTS KIT

### AUTUMN TERM

#### BOYS

- Gum shield
- Trainers
- Rugby Boots

#### GIRLS

- Shin pads
- Gum shield
- Hockey astros
- Hockey stick
- Hockey stick bag  
(big enough to hold gum shield and shin pads as well)

### SPRING TERM

#### BOYS

- Shin pads
- Gum shield
- Hockey astros
- Hockey stick
- Hockey stick bag  
(big enough to hold gum shield and shin pads as well)

#### GIRLS

- Trainers

### SUMMER TERM

#### BOYS & GIRLS CRICKET

- Cream cricket shirt with crest\*
- CMP blue baseball style hat with crest\*

## **WINTER UNIFORM**

Winter uniform is worn from the first day of the Autumn term until the last day of the Spring term. Navy coats should be worn when travelling to/from school. Reception children should bring in wellies during the Autumn and Spring terms. Blazers for all children will be kept in school during the Autumn and Spring terms, but to be taken home for the Summer term.

## **SUMMER UNIFORM**

Summer uniform is worn from the first day of the Summer term until the last day of the Summer term.

## **HAIR AND JEWELLERY**

Hair must be tied back if it touches, or is longer than, shirt collars. One pair of plain gold or silver stud earrings may be worn and these must be removed or taped up for Games and PE. Watches that have the ability to take photographs are not permitted. No other jewellery is permitted at school for health and safety reasons. Hair ribbons and bands should be navy or school uniform colours.

Make-up and nail varnish is not allowed in school unless it is part of a stage production and relevant to the role.

## **NAMETAPES**

Nametapes may be ordered through the uniform supplier.

All tops are to be labelled at the back of the neck. All bottoms are to be labelled on the waistband. Please label the navy school coat and school blazer at the back of the neck, not in the pocket.

Please ensure that all uniform is labelled, as misplaced unnamed items will be passed to the second-hand shop.



## 5.5 ILLNESS AND EXCLUSION TIMES & MEDICAL NEEDS

From time to time children are sick (vomit or diarrhoea) either at home or at school. Unfortunately, it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea. In the Health Protection Agency document, "Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings", the guidance is:

### DIARRHOEA AND VOMITING EXCLUSION

Diarrhoea and/or vomiting commonly affects children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands), especially in children. In general, it is recommended that any staff member or child with diarrhoea and/or vomiting symptoms must stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well. Personal hygiene whilst ill must be very strict.

If your child is sick at school, we will ask you or your emergency contact to take your child home. They should not return for 48 hours. We appreciate that this is inconvenient in many cases, and you may not believe your child is ill, but you will appreciate that we do this in all cases and it should reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting.

Thank you for your understanding with this. Further guidance on infection control may be found on the Health Protection Agency website.

### OTHER EXCLUSION TIMES

Illness	Symptoms	Exclusion time
Chicken Pox	Feeling sick, headache, high temperature, aching, painful muscles, spots in clusters anywhere on the body	Children should be kept away from school until all blisters have formed scabs
Scarlet Fever	Widespread fine pink rash, which feels like sand paper to touch, high temperature, flushed face, red and swollen tongue, sore throat	Children should be kept away until they have been on a course of antibiotics for at least 24 hours
Slapped Cheek	Bright red rash on cheeks, sore throat, headache, temperature, itchy skin	Children should be kept away while they are showing the red cheek symptoms
Conjunctivitis	Sticky eyes in the morning, runny eyes during the day	Children do not need to be kept away from school, but should consult a Doctor or Pharmacist about cream which can be put on during the day
Norovirus	Sickness, stomach cramps, diarrhoea	Children should be kept away from school for 48 hours after the last episode
Hand, foot & mouth disease	Fever, poor appetite, runny nose, sore throat, blister-like rash on hands, feet and in mouth	Children should be kept away from school if they have the rash and a fever
Ringworm	Ring like rash anywhere on the body, but feet and groin area are most common	Children do not need to be kept away but the school should be notified to enable more stringent hygiene measures to be put into place
Worms	Most common type is threadworm which looks like small white pieces of thread in stools. Sometimes people also get itchiness around the bottom and genitals	Children do not need to be kept away but the school should be notified to enable more stringent hygiene measures to be put into place

## **MEDICAL NEEDS**

At the time of registering you would have filled out a medical form, containing details of any known medical conditions, allergies, etc. This information is held in the school's medical register and Form Tutor and kitchen staff are informed of any specific conditions or requirements.

Please inform the School Office of any change to an existing medical condition, or any new condition.

If your child is prescribed medication which needs to be administered during the school day, you will need to complete a Medical Consent Form, which can be obtained from the School Office.

We are able to cater for most dietary requirements, and a vegetarian option is always provided. Please inform the School Office of any change in requirements.

Please note that Cricklade Manor Prep is a Nut Free Zone. Please do not bring any products containing nuts or nut products onto the school site.

## 5.6 CONCERNS OR COMPLAINTS' PROCEDURE

### WHAT TO DO IF YOU HAVE ANY CONCERNS OR COMPLAINTS

The school's Concerns or Complaints' Procedure can be found on the website. The key points are summarised below:

#### INITIAL PROCEDURE

It is hoped that most concerns or complaints be resolved quickly and informally. If parents have a concern or complaint they should normally contact their child's Form Tutor.

In many cases, the matter will be resolved straightway by this means to the parents' satisfaction. If the Form Tutor cannot resolve the matter alone, it may be necessary for them to consult the Head of Pre-Prep.

Concerns or complaints made directly to the Headmaster will usually be referred to the relevant Form Tutor or Head or other member of SLT, unless they deem it appropriate for them to deal with the matter personally.

The Form Tutor or appointed SLT member will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved or in the event that the Form Tutor and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

#### FORMAL RESOLUTION

If the concern or complaint cannot be resolved on an informal basis, then the parents should submit their concern or complaint in writing to the Headmaster. The Headmaster will decide, after considering the concern or complaint, the appropriate course of action to take.

The school's current Concern or Complaints Policy can be found on the school's website.

#### FURTHER STEPS

Details of the procedure for parents who are not satisfied with the outcome of this process can be found in the Concerns or Complaints' Procedure.

Parents wishing to make a complaint about the Headmaster should do so to the Director, Mr Antrobus, who can be contacted via the School Office.

## 5.7 TEAMS GUIDE

### TEAMS

All children are set-up with a TEAMS account. Your Form Tutor will advise you of your child's username and password and how they intend using the system.

### INSTALLING TEAMS

For computers go to [www.office.com](http://www.office.com) type in your username and password and then click on the TEAMS icon.

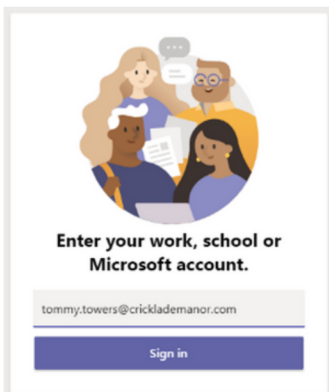


For tablets download the TEAMS app and the OneNote app.

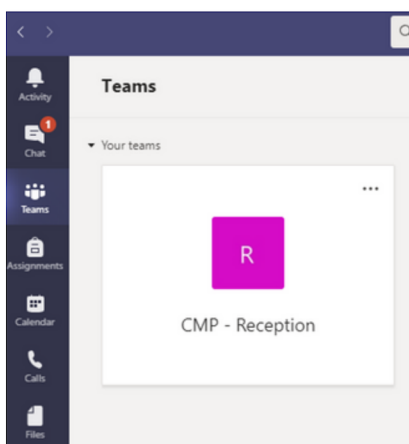


### OPENING TEAMS

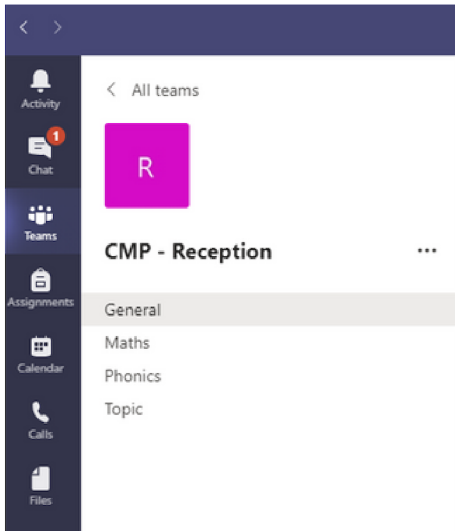
Once you have downloaded TEAMS open the app and enter your username and password to sign in. Remember – your password is case sensitive.



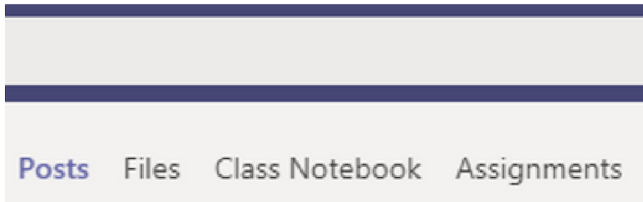
Click the TEAMS tab on the left and then click on your year group to 'enter' your class.



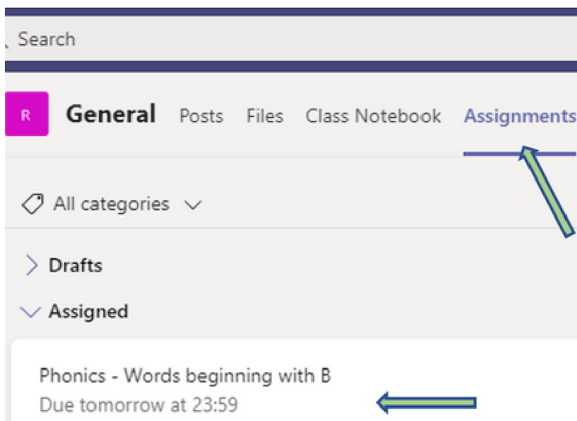
On the left you will see all the different channels for your class. These are divided into different subjects. In each channel you can find extra information about your learning.



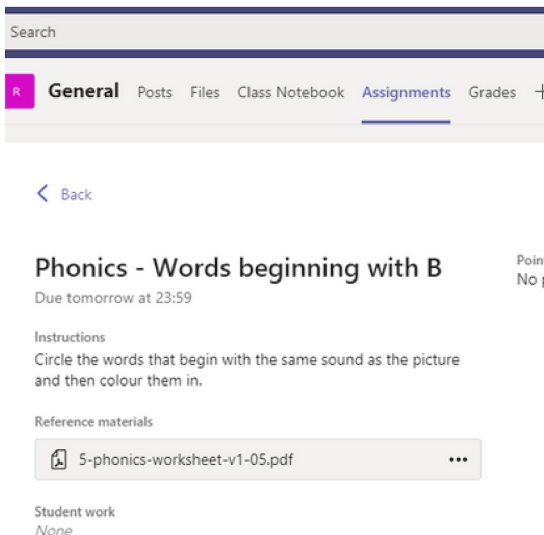
At the top is the Files tab. In here you can find documents and files that your teacher has placed there to help you.



To get to your homework, click on the Assignments tab at the top. Next you need to click on your homework assignment.



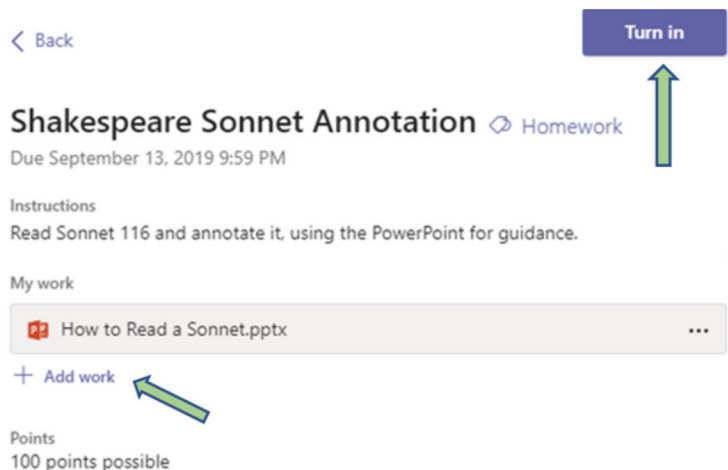
Once you click on your homework assignment, you will be taken to this page where you will see your instructions. At the bottom are your resources that you need to complete your homework.



After clicking on the resources, they will open and look like this. You can then complete the task by using your tablet or device to edit the worksheet. Alternatively, you can print off the worksheet if you like.



Once you have completed your task you can take a photo or screen shot of it and upload it by pressing Add Work. Don't forget to press Turn In to submit your homework to your teacher! If you accidentally submit your learning before you are finished you can press the button again to undo the turn in.



## 5.8 COMMUNICATIONS

### COMPLETE-ED

A weekly newsletter, called the Cricklade Chronicle, is sent to parents every Friday evening during term time. The letter is sent via our Management Information System called COMPLETE-ED. If you receive an email from the following address: no-reply@e.complete-ed.co.uk please note this source is genuine and should not be blocked. Although it shows as a 'no reply', depending on who sent the communication, a response can be sent and it will arrive in the relevant person's Outlook inbox. In addition, information such as future Parent Evening bookings and school reports are available through the Complete-Ed database. Although instructions on how to access Complete-Ed will have been sent to you, please contact the School Office if you require further assistance.