

CALDER HOUSE SCHOOL

Thickwood Lane, Colerne, Near Chippenham, Wiltshire, SN14 8BN

Parents' Handbook (December 2020)

This guide contains valuable information for you as parents and also our policies on various issues, which help to promote the happiness of our pupils and the smooth running of the school. Please spare a few moments to read through it, and let us know if anything is unclear or there are any other matters which you feel should be included.

We do not have a separate home/school agreement: this handbook outlines the school's aims, values and regulations including our responsibilities to our pupils and our expectations of them. It also describes the responsibilities and obligations of parents and carers towards the school and towards pupils while they are registered with us.

This edition of our Parents' Handbook includes advice regarding some of the alternative arrangements (in respect of Drop Off/Collection and Attendance) introduced as part of the School's response to the CV19 pandemic. It is intended that these arrangements will be temporary but they will remain in effect until further notice. The School has also written to parents to explain our expectations for home/school relationship during the CV19 pandemic. Parents should ensure that they have read and understood their obligations in relation to social distancing and responsibilities for helping the School to meet the safety, health and welfare needs of our pupils in line with Government Advice and our own risk assessments. If you would like copies of the latest advice from School, please contact the Office.

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1. Child Protection

Calder House is committed to safeguarding and promoting the welfare of its pupils.

If you have a safeguarding concern about a child, you should report it to Julie Delahay (Designated Safeguarding Lead), Jason Page (Deputy Designated Safeguarding Lead), Ray Barker (Nominated Governor) or the Wiltshire LA's Multi-Agency Safeguarding Hub (MASH).

All staff at Calder House receive training in child protection every year, and the Head of School (Julie Delahay) and Managing Director (Jason Page) have both completed advanced (L3) training in child protection and safer recruitment training. A member of the Governing Body has also completed safer recruitment training and training in child protection.

Please refer to our website for our Child Protection Policy and other policies designed to promote the welfare of our pupils.

Calder House believes that Child Protection is everyone's responsibility. We welcome the interest and involvement of our parent body in safeguarding matters. Parents are invited to reflect on our policies and procedures relating to Child Protection and to identify any areas where they believe there is room for improvement.

2. Security, dropping off and collecting

Our school is set well back from any public road or right of way and the playground is enclosed. Help is never far away, and the school is monitored by four CCTV cameras.

Pupils are expected to arrive at school for 08.30. The school day ends at 15.50 when class teachers will bring pupils down to the Pavilion to be dismissed.

- *Pupils arriving on time should be accompanied by an adult to the entrance of the Pavilion where they will be met by a member of staff - usually Ed. Children are not allowed to make their own way to the Pavilion unaccompanied.*
- ***Pupils should on no account be left unsupervised on the school drive or playground.***
- *Pupils who arrive late (after 8.40) must be brought to the Office for registration and must be accompanied by an adult. Parents should – on no account – allow children arriving late to come into school on their own.*
- *All pupils leaving at the end of the school day are to be collected by an authorised adult from the entrance to the Pavilion. Pupils are expected to say goodbye and shake hands with the member of staff at the gate (Ed/Mrs Delahay) before leaving. Parents are politely asked not to 'poach' pupils as they walk down the path to the pavilion!*
- *If you are collecting a child before the normal collection time, you must come to the Office.*
- *Similarly, if you arrive late (after 4pm) to collect your child, please come to the Office. Your child will be supervised by a member of staff until you arrive.*
- *At the end of the school day, once your child has been dismissed from the Pavilion, please make sure they remain under your careful supervision and control. Children are not permitted to play in any part of the field; this is not school property.*

Please note that our normal arrangements (set out in italics above) around dropping children off and collecting them have been temporarily suspended by the special arrangements described below.

CV19 (Coronavirus)



During CV19 pandemic, the School has introduced the following protocols regarding dropping off and collecting pupils at School. It is essential that parents are familiar with these and follow them:

Dropping pupils off at School:

Parents bringing pupils to School are asked to arrive for 08.30

Please park in any available parking space but do not obstruct the gateways, turning circle or disabled parking bay.

Remain in your vehicle with all of the children you have brought to school until you see two members of staff standing outside the Pavilion Gate ready to welcome pupils into school. They will be in position at 08.30.

Please escort the children you have brought to school to the posts outside the Pavilion – maintaining social distancing from other families.

Pupils arriving in lift shares must remain in their lift share group while this is recorded as part of our School's "track and trace" records.

Pupils should walk through the Pavilion and up to the main entrance gate. There are hand sanitiser stations on all cloakrooms for pupils to use on entry before they reach any classrooms.

Once your child has entered the Pavilion we ask that you leave the site immediately. Parents are not permitted to gather on school premises.

Staff will be on hand to help pupils to stay safe and to get used to the new procedures. A pupil-friendly familiarisation booklet will also explain the new system to the children.

Lessons will start promptly at 0840 so your cooperation in getting children to School for 0830 is appreciated.

If you arrive late, please wait in your parked car and phone the Office. A member of staff will come out to meet and register your child and accompany them into school as soon as possible.

Collecting pupils from School:

Parents collecting pupils from School are asked to arrive for 15.45.

Please park in any available parking space but do not obstruct the gateways, turning circle or disabled parking bay.

Please make your way to your child's designated pick up point. There are three pick up points:

Pavilion Gate: for children in the Green Class and Coral Class;

Top Gate (near the Silver Room and disabled parking bay): for children in the Blue Class and Yellow Class;

Main Gate: for children in the Purple Class and Brown Class.

Parents who are collecting more than one child must visit each pick-up point in turn. Please ensure that staff have recorded whose children, in addition to your own, you have collected.

Once you have collected all of the children you are taking home, please leave the site immediately. Please do not socialise or mingle with other parents or their children.



If you arrive late, please wait in your parked car and phone the Office. A member of staff will come out and accompany the children you are collecting to your car as soon as possible.

Who can collect a child from School?

The default position is that parents/legal guardians and only parents/legal guardians can collect a child from school. If you wish anyone else to collect your child you must notify the school office in writing or by email. Please note that the person collecting your child must be over 18 and the authority granting them permission to do so must come from a parent/legal guardian. Please also note that if you give us authority to allow someone else to collect your child, this authority will remain in place until you notify us that you wish to withdraw it.

Please consider our neighbours:

When travelling to and from school, please do not drive through Thickwood Estate as these are private roads maintained by our neighbours. There is no public right of way over these roads and our neighbours will be understandably upset if other people use them to get to Calder House. All journeys to and from school must be along Thickwood Lane – which is a public road. Kindly observe the 5mph speed limit on the school drive. For the convenience of all drivers and the safety of pupils, please do not park in the area of the turning circle or near to the arrival/dismissal gate. Please ensure that all dogs are kept on a lead. This is important as a public footpath runs through the field.

3. Drugs/Substance Abuse and Medicine in School

We have an ongoing educational policy to help pupils understand the implications and dangers of substance abuse of all types. We deal frankly with any issues the children raise and are able to provoke a sensitive discussion of a wide range of social issues. We believe that a robust self-esteem is one of the best defences against all the pressures they will encounter at secondary school and later in life. We endeavour to work with parents to give children the courage to say “no” to all inappropriate peer pressure.

Appropriate drama exercises, stories and discussion groups also heighten awareness of the dangers of all forms of drug abuse, including smoking.

Pupils are not permitted to have any medication in their possession in school. If you wish us to administer any medicine during the day you should hand it to an adult member of staff with **written instructions**, including timings, authorising its use. Please see point 17 below.

4. Relationships and Sex Education

From September 2020, Calder House School will be implementing a revised PSHE (Personal, Social, Health and Economic Education) and RSE (Relationships and Sex Education) Policy. Our new policy reflects changes to the statutory requirements effective from September 2020 and sets out the curriculum objectives and how these will be implemented. It is available from our website (see links below) and parents are invited to read it.

It is our policy to include information about the physical facts of human reproduction as part of the Science syllabus for Year 6 and Y7 and to answer any questions that the children put to us at any stage of their education. As appropriate, teachers seek to address, in context, the social implications



arising from the birth of a child and this is also addressed as part of our on-going PHSE/Relationships and Sex Education curriculum.

In learning about relationships at Calder House pupils are taught about healthy, respectful relationships, focusing on family and friendships, in all contexts, including online. As it should in all schools, our teaching reflects the law (including the Equality Act 2010) as it applies to relationships, so that young people clearly understand what the law allows and does not allow, and the wider legal implications of decisions they may make.

Teaching children about relationships is now a statutory curriculum requirement at Key Stage 2. There is no requirement for children to be taught Sex Education at Key Stage 2 although there is a statutory requirement to do so at Key Stage 3. Calder House teaches Sex Education in small groups/classes to all pupils in Year 6 and above. The School will write to parents before teaching Sex Education and will seek to address any concerns that parents may have. The content of our Sex Ed. lessons will be available to parents prior to topics being taught. Our policy also outlines steps that parents are required to take if they do not wish their child to take part in this part of the curriculum.

5. Discipline / Bullying

Our school is a courteous and structured environment. Our Positive Behaviour Policy (which can be found in the policy section of our website) is aimed at making any punishments proportionate and appropriate to the misdemeanour, and seeks to rectify the wrong rather than humiliate the wrongdoer.

We regard ourselves as working in partnership with parents in helping to develop good social skills in our pupils, and we ask for your full support so that school and home speak with one voice on behaviour issues. All parents are required to respect the privacy of other people's children who are pupils at the school.

Exclusions:

The Head of School may require the immediate removal of a pupil if, in the Head of School's opinion, this is in the best interest of the pupil, the other pupils or the school. In this event, all monies held to the net credit of the parents' account will be refunded.

The School has a responsibility to protect the privacy of all of its pupils and members of staff. Parents will be held accountable for what they say and write about other people's children, our staff and our school – for instance on social media – and are therefore expected to act responsibly. The Head of School may require the immediate removal of a pupil whose parent breaches the privacy of another member of our school's community or who damages the good name of our school. In this event, all monies held to the net credit of the parents' account will be retained by the school and treated as liquidated damages in respect of the extra costs occasioned by this breach/defamation.

In the case that the parents are not satisfied with the Head of School's decision, parents are invited to invoke the appropriate part of the complaints policy and procedure. See below.

Bullying:

Being a member of Calder House School community brings responsibilities and rights.



All teachers have the right to work and the children to work and play in a safe and happy school environment, and all have the duty to respect the feelings and rights of other members of the school.

We have a positive anti-bullying policy, and the pupils and staff come together regularly to review and update our policy. We hold class workshops to discuss these issues and have procedures in place, which we hope will minimise the possibility of any child or member of staff feeling uncomfortable or humiliated. We ask parents to look for any signs that might indicate that their child is being bullied by other children, or is afraid of any teacher, and to raise any concerns they have with us immediately. Our anti-bullying policy is available on our website.

Use of physical intervention:

Staff are instructed to only use physical intervention if it is necessary to prevent a pupil injuring themselves or others or damaging property. We recognise that physical intervention could be necessary in exceptional circumstances - for example to separate children who are fighting, when words alone are not enough. In the event of such a serious incident, parents will be contacted and asked to come into school as soon as is reasonably practicable. A full written record of the incident will be prepared with input from all involved including, if appropriate, the child/children's parents. A copy of our Discipline Policy and Policy on Physical Intervention are available on our website.

6. Promotion of Racial Equality and access for Disabled Pupils

Calder House works to eliminate racial discrimination and to promote equality of opportunity and good relations between people from different racial groups. The school actively promotes the understanding and appreciation of cultural diversity. Appropriate measures are taken to ensure that any pupils for whom English is an additional language are able to fully access the teaching and learning in school.

Calder House promotes equal access to learning for all its pupils, and the curriculum and physical school environment are monitored, and where possible adapted, to ensure this. Our admission policy is transparent, and pupils are offered a place at the school if parents and the school agree that Calder House is able to meet the educational and pastoral needs of the child concerned. The school and the parents (or LA in the case of pupils with a statutory description of their educational needs) then enter into a contractual relationship.

7. Home / School Partnership

Teamwork is the key to successful education. Your children spend a large proportion of their day with us, and it is essential that we are all on the same team! We will sometimes make mistakes, but ask you to support us and let us know at once if we have given you cause for concern.

A note in your child's homework folder addressed to the teacher concerned is usually the quickest way to alert us to any problems relating to lessons, homework or other minor day-to-day issues. However, any concerns about the curriculum, social issues or behaviour should be addressed to the Head of School.

Alternatively, parents may also phone (01225 743566) the school Office or email either Mrs Coulston, our School Secretary: (office@calderhouseschool.co.uk) or Mrs Delahay, our Head of School: (delahay@calderhouseschool.co.uk)



The Office is normally staffed throughout the school day. However, if when you phone no one is available to take your call and you are put through to an answering machine, please remember to leave the number on which you can be contacted and we will endeavour to call you back as soon as possible.

We ask that parents to not attempt to talk to us about anything important or sensitive at the school gate or in the classroom. If you have something you want to discuss we will want to give you our full attention and maintain confidentiality, which we cannot do in the presence of pupils and other parents. If you want to talk about something with us please visit the school office, email or phone so that we can arrange to discuss it properly.

You will receive a written report at the end of each term. As well as recording your child's application and effort, this report details our teachers' assessments of attainment and, as appropriate, examination results expressed in terms of National Curriculum attainment and the results of assessments in Reading and Spelling.

You will also be invited each term to attend one of three scheduled parents' evenings. See point 8 below.

Effective communication between school and home is a high priority for us and we urge all parents to remember that our door is always open. If there is something worrying you, let us know. We cannot address problems or concerns that we do not know about. Please see point 18 below for more information.

8. Parents' Evening

The school secretary, Mrs Coulston, will write to you at the beginning of each term to invite you to attend a Parents' Evening. You will be offered a choice of three different dates. These evenings are an opportunity to meet all the teachers who teach your child as well as the Head of School. You will be given at least 10 minutes to talk to each member of staff individually and should expect to spend around two hours in school. So that we may speak frankly about their difficulties and progress, pupils are not invited to attend these evenings. Please note that, while we can offer two sets of appointments for siblings, we can only offer one set of appointments per child. Consequently, parents who have separated will be expected to attend parents' evenings together if they both wish to attend.

9. School Uniform

All the items in our school uniform are available from Michael Hope (01225 464 648) who is based in Box – except for the girls' culottes and the boys' swimming trunks both of which can be purchased at either John Lewis or Marks and Spencer.

The web link to the Michael Hope site is: <https://michaelhope.co.uk/>
Click on **Find your School / Club** and enter 'calde'.
Then choose **Calder House School** which will take you to our uniform page.

BOYS	GIRLS
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Mid-grey trousers or shorts	Mid-grey V-neck tunic with box pleats / or mid-grey skirt / or mid-grey culottes / or mid-grey trousers
White cotton polo shirt /or roll-neck	White cotton polo shirt /or roll -neck
Royal blue V-neck jumper	Royal blue V-neck jumper or cardigan
Grey long socks	Grey tights or socks
School coat	School coat
Black shoes – not slip-ons	Black shoes - lace ups, buckles or Velcro straps – not slip-ons or ballet shoes
Small rucksack	Small rucksack
Royal blue gloves, scarf and hat (Winter Term)	Royal blue gloves, scarf and hat (Winter Term)

TO BE KEPT AT SCHOOL

All-purpose trainers	All-purpose trainers
Overall or old shirt for art / DT	Overall or old shirt for art / DT

OPTIONAL - SUMMER TERM ONLY

Blue cap or hat	Blue cap or hat
	Blue gingham summer dress

SPORTS KIT

Drawstring sports bag	Drawstring sports bag
Separate trainers for sport	Separate trainers for sport
Sports shirt	Sports shirt
Royal blue shorts	Royal blue shorts
Navy track suit bottoms	Navy track suit bottoms
Royal blue hoodie	Royal blue hoodie
Royal blue sports socks	Royal blue sports socks
Royal blue swimming trunks	Royal blue swimming costume
Swimming towel with loop	Swimming towel with loop
Waterproof swimming bag	Waterproof swimming bag

DELIVERY / COLLECTION

Orders are sent to your home address for a postage cost of £2.00. Alternatively, you can choose to collect your order from Box.



Please note: all items of uniform must be clearly labelled with name tags.

10. Lost Property

Please help us minimise the amount of lost property at school by ensuring all clothes and footwear, pencil cases and bags are clearly labelled with your child's name. Obviously, it is much easier for us to return lost items if they are named.

11. Healthy Eating

We ask that your child brings a healthy snack into school each day to eat at break time in the morning. If you have had a long journey to school, you may wish to include a healthy snack for your child to eat when they arrive at school.

Every child at Calder House is expected to bring their own packed lunch into school. Children are given 20 minutes in which to eat lunch and during this time a member of staff reads a story to them. Please note that we ask staff to ensure that everything which hasn't been eaten at lunchtime is put back in each pupil's lunchbox and taken home. This includes wrappers, rubbish and pots. The purpose for this is to ensure that parents are made aware of what their children are actually eating – and what they are not. If we allow pupils to throw rubbish into the bins, it is difficult to stop them throwing away unwanted food – giving parents the impression they have eaten everything they have been given when in fact they have not.

We also remind you that we have a **no nuts policy** in school – see point 17 below.

For more information on what constitutes a healthy snack and packed lunch, please refer to: <http://www.nhs.uk/change4life/Pages/healthy-snacks-for-kids.aspx>

12. Lunchtime Clubs/Activities:

As long as the weather is kind to us there will be a number of sporting and non-sporting clubs at break and/or lunchtimes. We try to encourage children to take part in at least one club each term. Recent club options have included: football, rounders, cricket, badminton, tennis, netball, cartoon drawing, basketball, Lego, knitting, reading, creative writing, African drumming, craft and gardening.

13. School Trips

During the course of the year each class will have an opportunity to go on a number of school trips and outings. There will be no charge for these events but we will seek your permission.

14. Attendance

We ask you to ensure that your child attends school punctually and regularly. We are required to make returns to the DfE detailing any unauthorised absences. Please note that any absence, unrelated to illness or incapacity, will be considered unauthorised unless **prior permission** has been obtained. We publish our term dates well in advance and expect children to be present throughout the school term. Whilst we understand that there are times when exceptions have to be made, we would be grateful if you would request authorised leave of absence, in writing, well in advance. With effect from 1 September, 2013 the rules concerning holidays taken in term time have changed. The new rules specify that Head of Schools may **not** grant any leave of absence during term time unless



there are 'exceptional circumstances'.

According to the guidance 'exceptional circumstances' will be interpreted as:

- Being unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time;
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue;
- Where there is a special occasion such as attending the wedding of a close family member.

The Head of School is directed to look carefully at the child's previous attendance record and should she have concerns, for example should the child's average attendance be below 95%, it is unlikely that further absence will be authorised.

Requests for leave of absence during term time need to be in writing and should be addressed to the Head of School who will then be able to give authorisation in writing as required by the DfE.

Lessons start promptly at 8.40am and pupils should be in their classrooms by this time. Staff are on duty at the gate to admit pupils from 8.30am. Punctuality ensures that the full day's programme is not disrupted.

We have a duty to pass attendance information on to new schools; please help us to present a good attendance profile.

All contractual issues such as notice that a child is leaving etc. should also be in writing, and addressed to the Bursar/Registrar, Jason Page.

Illness

If your child is unwell, you are asked to notify the school as soon as is practical. The School Secretary will ensure that absence due to illness is properly recorded.

From time to time, a child may become unwell at school and it may be necessary for us to contact you to arrange for them to be taken home early. Please ensure that we have up-to-date emergency contact information for you. Please remember that if a child has been ill at home they should not return to school until 24 hours have elapsed. If they have experienced diarrhoea and/or vomiting, they should not return to school until 48 hours have elapsed.

A doctor's note from your GP surgery must be produced on the fifth consecutive day your child is absent from school due to illness.

It is really important that you talk to your child about what to do if they are feeling poorly. It is important that children understand that they must tell the truth about feeling unwell: that they feel able to say when they are feeling ill but not to use this as an excuse to avoid things they find difficult.

CV19 (Coronavirus)

During CV19 pandemic, the School has introduced the following protocols regarding attendance. It is essential that parents are familiar with these and follow them:

No one with symptoms of CV19 should attend school for any reason. The three most common symptoms are:



- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours;
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

No one who has been advised to self-isolate should attend school for any reason.

If your child or any other member of your household develops ANY of these symptoms (a high temperature; a new, continuous cough; a loss of/change in, their normal sense of taste or smell) you should not bring your child to school and you should notify the school immediately.

We ask that you notify us in writing by emailing office@calderhouseschool.co.uk. Please specify the nature of any symptoms, providing as much information as possible. Please note: the School will keep a record of this information so that it can fulfil its legal obligations and take appropriate action in line with Government advice.

On receiving notification that a pupil or member of their household has symptoms of CV19, the School will follow the most up-to-date Government advice. At present, this stipulates that the person who is symptomatic must self-isolate for 10 days from the onset of the symptoms. All other members of their household must self-isolate for 14 days. It is important that, when circumstances change within your household, you communicate this to the school without delay.

If your child or a member of your household develops symptoms of CV19, you will be asked to arrange a test to confirm whether this is a confirmed case of the virus or not. Tests can be arranged through the NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

You should inform the School of the outcome of the test as soon as possible.

Please note that, if your child or a member of your household has developed symptoms of CV19 or been required to self-isolate or to undertake a test for CV19, you must obtain prior authorisation from the Head of School before returning to Calder House.

What happens if my child becomes unwell in school during the CV19 pandemic?

If a child presents with any symptoms of CV19 while they are in school, a telephone call will be made to parents requesting that they collect the child immediately. A member of staff will be called to the classroom. The member of staff will be wearing PPE.

The pupil will be moved to the medical room, where they will be isolated. The member of staff will either wait with the child or outside of the medical room with the door ajar.

Parents will be requested to wait outside the school gate and telephone reception when they arrive. We will then escort the pupil to meet their parents. You will be advised to self-isolate and to arrange a test as soon as possible..

15. Homework

Parents play an important role in supporting the work we do here at school and also ensuring



homework is done properly and on time. The purpose of homework is to reinforce the lessons learned in school and encourage independent learning. Please try to let your child complete their written homework by themselves. However, we do understand that sometimes you may want (or need) to help them a little. On these occasions, please indicate where you have helped them with AS (Adult Support).

All pupils receive a homework folder in which their homework activities are recorded every day. You can also use this folder to send or receive messages to/from your child's teacher. Please check this diary daily, and sign and date it to ensure that you are aware of the work your child is expected to do. We will also be using the diary to record all the merits your child has received. It will enable you to keep tabs on how well your child is doing. Teachers will also be recording in the diary any poor behaviour, which results in a loss of Golden Time. (Please refer to our Positive Behaviour policy on our website for more information).

All pupils will bring home some homework each evening. It will consist of the following manageable tasks to aid their independent learning:

About 10 minutes Reading homework. Reading practise at home is a great way to spend quality time with your child. We ask you to organise a quiet time when your child can read to you the passage already practised earlier in the day in school. This will help to build confidence as well as giving invaluable reinforcement. As the children become more able they will be asked to 'read on' to a specific page - still reading aloud to you. In all cases the section to be read at home will be on their separate reading record. Please initial the separate reading record when the work is done, and feel free to offer any comments.

If you have time, and the teacher has included it, you may wish to work with your child upon the High Frequency Word List, too.

When listening to your child read please ensure they focus on our four reading goals:

1. Pay attention to punctuation
2. Read with expression
3. Summarise what you have just read
4. Explain the meaning of four words.

About 10 minutes of English homework. This may consist of a number of things – primarily aimed at improving spelling. Spellings need to be learned, and must be written out using the 'Look – Say – Cover – Write – Check' method. You will need to keep an eye on this at first to ensure that the words are written accurately. If you are able to supervise this part of the homework, until you are confident the correct method is being used, it would be very helpful.

On one day, the children will be revising for the next day's dictation – and if you could hear them spelling the words out loud, this too, would help.

Your child's spelling homework may also consist of covering words from the statutory word lists (taken from the National Curriculum). The Department for Education has been ambitious in setting these words, and we understand that some of our children will find them challenging.

However, our students are also 'set' according to their needs in Spelling, and - as such - receive teaching at the level appropriate for them.

About 10 minutes Maths reinforcement. Maths homework usually consists of 'Doodle Maths' (to be completed online) and some practice exercises (to be completed in your child's maths book). Homework will be checked the following day by your child's Maths teacher. Details of your child's 'Doodle Maths' login can be found in their homework diary. Please let us know if you have difficulty logging onto the site. You should **not** need to be involved in Maths homework. We know that you

are good at sums, and the teachers need to see the mistakes the children make! If, however, you would like to be involved, please refer to the booklet on our approach to the teaching of Maths (the CHS calculation policy which can be found on our website) which will advise you of the methods of calculation your child is being taught in school. Please do not confuse your child by introducing a method they may not know as this will lead to misunderstandings in class.

Don't forget to ensure children also practise their times tables at least once a day. The journey to and from school is a great opportunity to practice singing or chanting tables!

Mrs Cottle and Mrs Laughlen (Speech and Language Therapists) and Mrs Bleakley (1:1 specialist teacher) may also set homework tasks to support their remedial work.

Children in the higher groups may occasionally be asked to do a little more homework to help prepare them for transition back to mainstream. The older children will be asked to produce a History or Geography project from time to time on an alternating basis, and they will also be set Science homework. It is our hope that by the time they leave us, those moving to Secondary education will have learned to organise their work and 'pace' themselves. They are bound to find this difficult, which is why we want to start their training here. They will need your support – but again please do not 'do' the homework for them.

With ANY homework, please let us know if we have got it wrong. We are trying to build confidence not cause problems. Homework should not be a battle and your job is to create a calm environment where they can work quietly with no distractions. If your child is distressed, or takes too long over any given task, please **stop** them, let us know by email, phone or note as soon as possible and we will investigate.

Calder House also has a guide to the teaching of spelling compiled by the English Department. It is comprehensive and if you would like a copy please contact the school office.

Your child will bring home a personalised reading book-mark which gives pointers on how to support your child's reading. Please let us know if it is lost so that a replacement can be provided.

16. Electronic Devices

We ask that you ensure that no electronic devices such as mobile phones, iPods/ iPads, computers or e-readers are brought to school. We cannot be responsible for their safekeeping; they are not covered by the school's insurance policy; they can cause problems in the playground and are counterproductive to the social interactive skills we are trying to promote among the children. Moreover, they can be used to gain unsupervised access to the internet.

17. Medication and Nut allergies

If it is necessary for us to administer medicine in school, this must be agreed with the school in advance. We will require your written permission, and the medicine must be clearly labelled and supplied with written instructions for use. All medicine, including asthma inhalers, must be brought to the school office by an adult. Children are strictly forbidden to bring any medication into school themselves.

Please note that under no circumstances will we will agree to administer aspirin.



Specific instructions must be given in relation to all medication – please do not ask teachers to use their discretion. For more information please refer to our First Aid and Medical Conditions Policies, which are available on our website.

As mentioned under the 'Healthy Eating' section, due to the serious health risk posed by nuts and products containing nuts among people (pupils, staff and visitors) with nut allergies, the school has decided to ban all nuts and products containing nuts from school premises. Parents are asked to ensure that their children do not bring nuts of any sort or products containing nuts into school – either to eat as part of their pack lunches or for any other reason. We are sorry for any inconvenience this causes but trust that you will understand why we have taken this step. Staff are also aware that they must not bring nuts/nut products into school.

18. Use of Social Media

The School has a responsibility to protect the privacy of its pupils and members of staff. It also has the right to protect its own good name. Consequently parents are expected to think carefully about what they post online and to take responsibility for their actions. It follows that you should not post pictures of, or write about, other people's children online unless you are certain that their parents will not object to this. Similarly, you should respect the privacy of our members of staff and, if you are writing about our school, you should ensure that you do not post anything that is inaccurate or defamatory. Any parent who does otherwise risks forfeiting their child's place at Calder House – see point 5 above under Exclusions. If you are concerned about something that has been posted online by another parent and wish to bring it to the School's attention, please take a screen shot and email this to us.

19. Stationery

Our school fees include school trips along with the exercise books normally required by pupils while they are at school. However, parents are asked to supply a simple, transparent pencil case along with basic stationery – including two full length pencils as well as an eraser, pencil sharpener, ruler, protractor and set-square. Please ensure your child comes into school with these things and that each is marked with your child's name.

20. Contact with School

Minor issues for the attention of the class teacher should be noted in the homework folder your child will bring home daily. If you wish to communicate something more significant or confidential please either:

- a. Write a note addressed to the Head of School
- b. email the Head of School (delahay@calderhouseschool.co.uk)
- c. Telephone the School Secretary on 01225 743566 and ask her to arrange for the Head of School to contact you.

At any point during your child's journey through our school, if you wish to meet with the Head of School to discuss something, the School Secretary will be happy to arrange this. When requesting an appointment to see the Head of School, please send an email to the School Secretary outlining the topic for discussion. This will help us to ensure that any information that needs to be gathered and/or discussion with relevant members of staff can be completed prior to the meeting.



It is very important to the school that the lines of communication between parents and teachers are open and mutually supportive; you must not hesitate to let us know if you feel in any way unhappy with our provision or your contact with us.

It is our School Policy to communicate transparently with all the adults who have parental responsibility for a child. It follows that, where parents have separated, we will copy the emails we send to one parent to the other – so that both can see what is being said. This is to ensure that the School does not enter into private communications about a child with one parent of which the other parent is unaware and to which they are denied access. The only reason we would not copy correspondence to both of parents would be if we felt confident that the matter was so trivial as to make this unnecessary or we felt it disclosed something that would put a child at increased risk of harm from the recipient.

During the school holidays and outside school hours you may contact the directors of Calder House Ltd by writing to them at the school address and/or by emailing the Managing Director:

jasonpage@calderhouseschool.co.uk

If you are unhappy about an issue and wish to make a complaint, please follow our Complaints Policy and Procedure. This can be found on our website:

<http://www.calderhouseschool.co.uk/about/policies>

If you feel that something has been done especially well, please feel free to let us know. It is helpful to know which aspects of Calder House parents particularly value.

Thank you for reading this document.

Please let us know if you have any amendments to suggest or other comments.

Date of last review 12.10.20



Appendix:

Our Positive Behaviour Policy describes the standard of the behaviour we expect of pupils and we draw parents' attention to this. Copies of all of Calder House's School Policies are available upon request from the office and the following policies can also be downloaded from our website www.CalderHouseSchool.co.uk:

Information for Parents

[Admissions Policy and Ethos](#)
[Advice on Hearing and Vision Tests](#)
[Calculation Policy](#)
[Curriculum Policy](#)
[Complaints Policy and Procedure](#)
[Exclusion Policy](#)
[Fund-raising Policy](#)
[Homework Policy](#)
[Parents' Handbook](#)
[PHSE/RSE Policy](#)

A Safe Learning Environment

[Anti-Bullying Policy](#)
[Anti-Bullying Policy \(Pupils' Version\)](#)
[Child Protection Policy](#)
[Drugs Policy](#)
[Guidance on Out of School Activities](#) (incl. risk assessment and mini-bus policy)
[Health and Safety Policy](#)
[Intimate Care Policy](#)
[Keeping Children Safe in Education Part 1 \(Guidance from DfE - September 2020\)](#)
[Physical Intervention Policy](#)
[Positive Behaviour Policy](#)
[Prohibited Items](#)
[Putting Young People First: our safeguarding checklist](#)
[Medical Conditions Policy](#) (incl. summary of common symptoms and useful templates)
[Remote Learning Policy](#)
[Safeguarding Flowchart No.1: Concerns about a child](#)
[Safeguarding Flowchart No.2: Allegations against an Adult](#)
[Safe Use of the Internet](#)

Data Protection (incl. GDPR)

[Data Protection Policy](#)
[Privacy Notice: Prospective Members of Staff](#)
[Privacy Notice: Prospective Pupils and Parents](#)
[Privacy Notice: Pupils and Parents](#)

Equal Opportunities

[Accessibility Policy](#)
[Policy on Racial Equality](#)
[Policy on Safer Recruitment](#)



Members of staff at CHS have access to additional on-line resources and policies including the latest version of KCSIE Parts 1 - 5 and the CHS Code of Conduct for School Staff. To request access to these resources please [email](#) the School Office.



01225743566 / www.CalderHouseSchool.co.uk / enquiries@CalderHouseSchool.co.uk
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