

CRANBORNE MIDDLE  
SCHOOL

PARENT WELCOME  
PACK



*“Cranborne Means Success”*

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### Cranborne Middle School Policies

School Safeguarding Policy  
Special Educational Needs Policy  
Disability Awareness Scheme  
and  
Accessibility Plan  
Are available on the school website

Additional policies may be obtained, by request,  
from the School Office

## **Attendance and Absence**

Regular attendance is vital for good progress at school and pupils should only be absent when it's absolutely necessary. If your child is unwell and unable to come to school, please contact us before 8.30am on the first day of absence by means of an e-mail or telephone call to the school office. An answer phone service is in operation outside of school hours. A member of staff will investigate any unexplained absences at the start of each school day. If an absence is left unexplained, your child's tutor or head of year will contact you and should the absence remain unexplained, we shall ask the Education Social Worker to make further enquiries.

If your child has a medical or other appointment during school time, please let their tutor know by letter requesting that your child is allowed to leave the school premises. You will be required to sign your child out at the office before leaving. Upon returning, you must report to the school office for your child to be signed back in.

All absences are recorded and are shown in the pupil's annual report.

Schools are required to distinguish between authorised and unauthorised absences. Authorised absences include those for sickness, medical treatment and educational visits. Other absences such as annual family holidays taken during term time are strongly discouraged due to their impact on your child's progress and achievements. They are significantly disruptive and will disadvantage those pupils taking time off. Therefore, these can only be authorised by the Headteacher when a special application has been made and evidence that it is impossible to take the holiday during the school holidays. This application should be made prior to booking the holiday. Individual day requests for holidays are not considered as they do not fulfil the Government regulations for annual family holiday. Your child's education is of paramount importance to us and requires full attendance.

## **Uniform**

The school uniform is a crucial part of the sense of belonging that children feel to Cranborne Middle School and they are encouraged to wear it with pride. We thank parents for their co-operation in ensuring that pupils are neatly dressed in the appropriate school uniform.

### **Girls' Winter Uniform**

Either of these alternatives can be worn:

Black or grey school skirt of suitable length and material (as a guide 2" above or below the knee)

Black or grey school trousers may be worn instead of a skirt

White school shirt with school tie

School sweatshirt

White /black plain socks or grey/black plain tights

Black smart, sensible shoes or boots - with a thick heel of no more than 1" in height (no tapered heels)

### **Girls' Summer Uniform** - (from the start of the Summer Term)

Either of these alternatives can be worn:

Dresses in blue and white striped or checked material

Black or grey school skirt of suitable length and material (as a guide 2" above or below the knee)

Black or grey school trousers may be worn instead of a skirt

White blouse with revers-collar or short-sleeved shirt and no tie.

White /black plain socks or grey/black plain tights

Black smart, sensible shoes or sandals - with a thick heel of no more than 1" in height (no tapered heels). Sandals should be supportive

## **Boys' Winter Uniform**

Black or grey trousers  
White school shirt with a school tie  
Black smart, sensible shoes or boots  
School sweatshirt  
White/dark plain socks

## **Boys' Summer Uniform** - (from the start of the Summer Term)

Black or grey trousers or school shorts of the same colour  
Short sleeved shirt with collar but no tie required  
Black smart, sensible shoes  
School sweatshirt  
White/dark plain socks

## **School Sweatshirt**

School ties and sweatshirts with the school name and badge on the left breast are available in various sizes from the school office.

## **Hair**

Hair longer than shoulder length must be tied back at all times.

## **Jewellery**

The wearing of jewellery other than one pair of small plain studs or sleepers is forbidden. The wearing of watches is acceptable.

## **Outdoor Clothing**

It is important that children are provided with a sensible coat or jacket to provide adequate warmth and protection in cold or wet weather.

## **Sports Kits**

We believe that a well turned out child will perform more successfully. The following kit is required for P.E. and Games: -

### **Compulsory, standard kit**

- White polo shirt
- Royal Blue shorts
- Multi-skills top
- White socks and football socks
- Football boots for all field sports
- Trainers (except for gymnastics and dance which is done in bare feet)
- Plimsolls/trainers (not with black soles) are needed for the gym where children are unable to take part in bare feet

### **Optional kit**

- Fleece top
- Tracksuit trousers
- Raincoat

All sports kit, including optional kit, is available to order through the school. Please find enclosed an order form for your completion. Kit can also be purchased throughout the school year.

### **Pupils will also need the following:-**

- Shin pads (football/hockey)
- Football boots (football/hockey/rugby)
- Mouth Guard (hockey/rugby)

These items are not available from school but can be purchased from any good sports shop.

### Names in Clothing

Please ensure that all clothing and other items of personal equipment clearly show your child's name in permanent ink or by the use of named labels.

Responsibility for personal property rests with the owner and not the school.

### Lost Property

Any watches, keys, valuables and lost money that are found are handed into the office for safe keeping. Items of lost clothing and equipment are stored in the lost property boxes which are available for children and adults to search. Children who have lost items are asked to check lost property regularly. Lost Property Monitors return all named items which are found to their owner.

### Clothing Allowance

Parents in receipt of Income Support or Job Seekers Allowance may be able to apply for a clothing subsidy. Further details are available from the School Finance Officer.

### Music Payment

Payment for music tuition must be made a term in advance, unless an instalment plan has been set up by prior arrangement with our Finance Officer. This is a contractual agreement which requires half a term's notice and payment to cancel, to be given at the end of a term or half-term.

## **Medical Information**

Please supply any relevant medical information about your child on the admissions data form and write in to inform your child's tutor of any subsequent changes. There are several members of staff with First Aid Qualifications in school at all times. The School has a medical room where minor injuries and ailments are treated.

Our school nurse visits regularly to conduct medical examinations, hearing and vision tests as required. She also offers advice on particular health problems affecting educational progress. Parents are always given advanced notice of any medical examinations, tests of vaccinations. KS2 children

## **Medicines in School**

It is essential the school is aware of any regular medication that your child has to take e.g. an inhaler for asthma. We are happy to work with parents and GPs to ensure that your child is well whilst in school. We will make special arrangements to administer medication provided parents have, in consultation with their GP, provided the enclosed Authorisation for Administration form has been fully completed.

## **Accidents and Illness**

Accidents do occur on school premises from time to time and sometimes they are serious enough to require the advice and assistance of parents, doctors or dentists. Details of important information are kept on each child, including emergency contact telephone numbers for parents. It is essential that you complete and return the accompanying form and that the school is informed of any change in these details.

In all cases of emergency, the school will do its best to get in touch with the parents concerned, but if this is not possible we will act on the advice of the Medical Officer consulted.

If your child is not well enough to be in school, please do not send him/her. If a child arrives unwell, it is not fair to the teacher, other children and the child, who would be more comfortable at home.

### **School Nurse “Drop In”**

Our nurse offers pupils the opportunity to come and discuss medical concerns. The timings of these sessions are advertised in school and have proved very useful of the pupils. Key stage 2 pupils who would like to talk with the nurse require written parental consent.

### **Free School Meals**

Government rules mean that only children whose parent/s is/are in receipt of Income Support or income based Job Seekers Allowance qualify for free school meals. Please apply directly to the Pupil and Parents Service in the Education Department at County Hall, Dorchester.

### **School Meals**

Cranborne Middle School has its own cafeteria facility. It is open at morning break and at lunchtime serving high quality, freshly prepared and a well-balanced selection of healthy food. If children do not want to use the canteen, they are welcome to bring their own packed lunches and eat in the hall or the outside eating area. A special outside eating area is available to cafeteria customers.

### **Emergency School Closure**

Parents will be notified in advance when the school is to be closed or by telephone in the event of having to close the school during the course of the school day. Because of its remote location, Cranborne can be particularly affected by severe weather, so that it is impossible for coach firms to bring the children into school.

When the school has to be closed in such circumstances, information will be broadcast on local radio stations and uploaded onto the school website.

## **Employment of Children**

Parents and pupils are reminded that the type of part-time job that pupils of compulsory school age may take are strictly controlled by law. No child may have a job before his/her thirteenth birthday. Any child who has a job must have a work permit issued by the County Council, obtained from their place of work. Before granting a permit, the Council makes sure that the job will not interfere with the pupil's education or health, and that it satisfies the legal requirements. The Headteacher must sign to approve the permit.

## **Insurance**

The Authority's insurance does not extend to the personal property of teachers or pupils and the County Council will not be held responsible for loss or damage to equipment. Therefore, it is sensible for the owners of property regularly brought on to school premises to make their own arrangements regarding insurance. This is particularly important for musical instruments, whether owned by the child or borrowed from the school.

## **Term Dates 2011/2012**

### **Autumn Term**

Monday 5<sup>th</sup> September 2010 to Friday 16<sup>th</sup> December 2011

Half Term: Monday 24<sup>th</sup> October to Friday 28<sup>th</sup> October 2011

### **Spring Term**

Tuesday 3<sup>rd</sup> January 2012 to Friday 30<sup>th</sup> March 2012

Half Term: Monday 13<sup>th</sup> February to Friday 17<sup>th</sup> February 2012

### **Summer Term**

Monday 16<sup>th</sup> April 2012 to Monday 23<sup>rd</sup> July 2012

Half Term: Monday 4<sup>th</sup> June to Friday 8<sup>th</sup> June 2012

### **Inset Days 2011 - 2012**

Monday 5<sup>th</sup> September 2011

Tuesday 6<sup>th</sup> September 2011

Friday 10<sup>th</sup> February 2012

Friday 4<sup>th</sup> April 2012

Monday 23<sup>rd</sup> July 2012

## CRANBORNE MIDDLE SCHOOL STAFF LIST

**Mr C Watson - Headteacher**

**Mrs K Robertson - Deputy Headteacher**

### **TEACHING STAFF**

Mrs K Ashby - Year 7 Leader, D&T Leader

Miss R Cain - Leader of Teaching & Learning, Numeracy Leader

Mrs S Eadie - Teacher

Mrs C Everett - Art Leader

Miss R Towill - R.E. Teacher

Mr S Gillott - Year 8 Leader

Mr D Hilder - Teacher

Miss N Jennings - Music Leader

Mr D Lawford - Teacher

Mr E Lear - Humanities Leader

Mr P March - Teacher

Mrs D McLaughlin - French Leader

Mr M Pressling - Year 6 Leader, Assessment Leader

Mrs K Ramsell - ICT Leader

Mr R Stevens - Year 5 Leader, PE Leader

Mrs E Taylor - PSHCE Leader

Miss A Travers - KS2 Science Leader

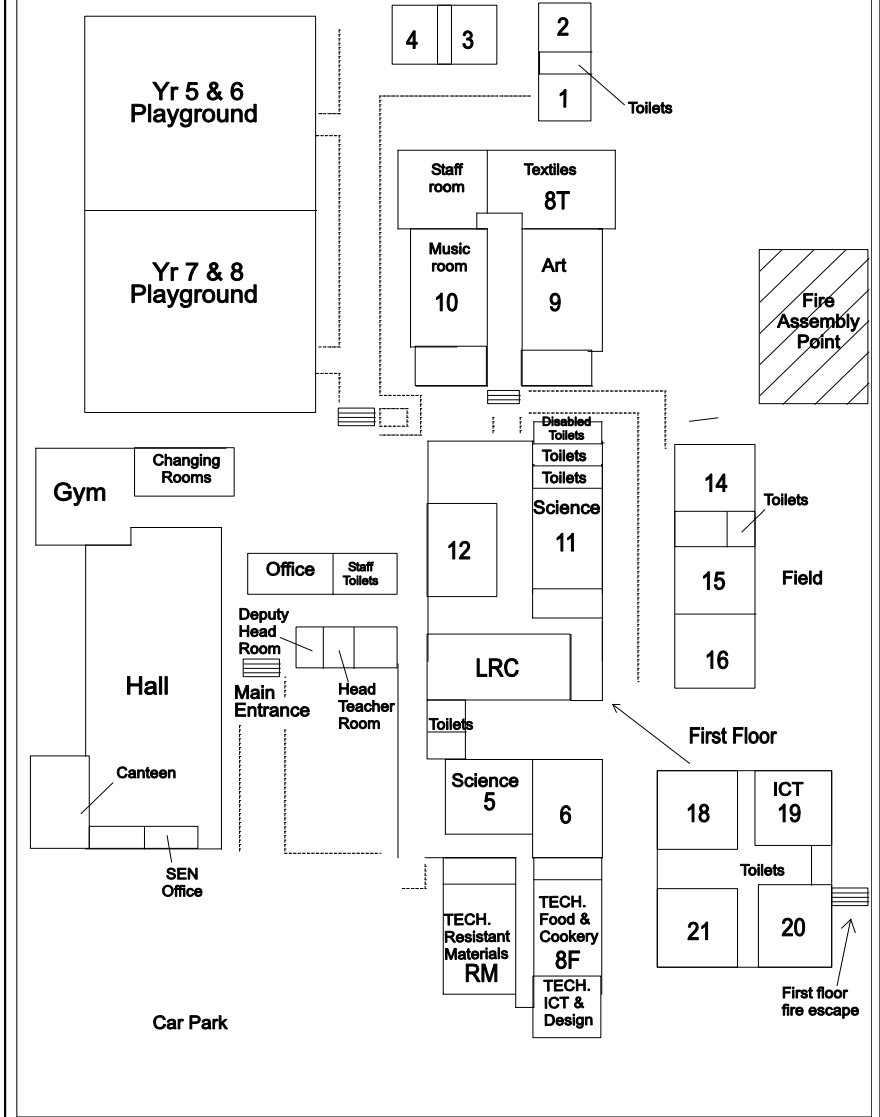
Mrs H Wemyss - Literacy Leader

Mrs A Williams - Teacher

## **SUPPORT STAFF**

Mrs J Allcock - Senior Lunchtime Supervisor  
Mrs A Allen - Administrative Officer  
Mrs C Amos - Finance Officer  
Mrs J Collins - Teaching Assistant  
Mrs K Cooper - Lunchtime Supervisor  
Miss S Culley - Teaching Assistant, Reprographics Assistant  
Mrs D Donaldson - Science Technician, Office Assistant  
Mr R Dyer - Teaching Assisnt  
Mrs E Foster - Design & Technology Assistant  
Mrs S Foster - Teaching Assistant  
Mrs J Harris - Senior Cook  
Mr R Hendren - Caretaker  
Mrs J Henley - Teaching Assistant  
Mrs L Holmes - Cover Supervisor, Pastoral Care  
Mrs N Lockey - Teaching Assistant  
Mr J Lowe - IT Systems Technician, D&T Assistant  
Mrs K Neame - Lunchtime Supervisor  
Mrs G Poore - Kitchen Assistant  
Mrs K Pulman - Teaching Assistant  
Miss L Shearing - Kitchen Assistant  
Mrs S Shepperd - Headteacher's PA, SEN Administrator  
Mrs B Southall - Lunchtime Supervisor  
Mrs G Smith - Cover Supervisor  
Mrs T Steele - Kitchen Assistant  
Mrs B Willmott - Administrative Officer, Catering Co-ordinator  
Mrs T Woodjetts - Lunchtime Supervisor

# Cranborne Middle School Site Plan



## TIMES OF THE SCHOOL DAY

Registration	08.30	08.40
Lesson 1	08.40	09.35
Lesson 2	09.35	10.30
Break	10.30	10.55
Lesson 3	10.55	11.50
Lesson 4	11.50	12.45
Lunch	12.45	13.40
Registration Assembly / Tutor Time	13.40	14.10
Lesson 5	14.10	15.10

## **Dorset L.E.A. - ADMISSIONS POLICY 2010/2011**

The Local Education Authority's policy for admissions to county schools, such as Cranborne Middle, is that 105 children are admitted to a school in the following priority order:-

1. Where all parental preferences for places at the school can be satisfied all children seeking a place will be admitted.
2. Where there are too few places available (see footnote 2) to satisfy all preferences places will be allocated according to the following priority order:-
  - i) children with a Statement of Special Educational Needs which specifies attendance at the school;
  - ii) children who are looked after by the local authority (see footnote 3);
  - iii) children living within the school's catchment area and who will have a brother/sister attending the school at the time of admission (see footnotes 4,5 and 6);
  - iv) children living within the school's catchment area (see footnote 4);
  - v) children living outside the school's catchment area who have a brother/sister attending the school at the time of admission (see footnotes 5 and 6);
  - vi) children living outside the school's catchment area
3. Where there are too few places available to satisfy all preferences in any category above, the following priority order will apply:-
  - i) children who have exceptional medical reasons for attending the preferred school. Applications would need to be supported by the clinical/medical officer's report which can demonstrate the reasons why the child must attend a preferred school rather than any other;
  - ii) children who were attending one of the preferred school's recognised maintained feeder schools during the previous year (see footnote 7 and 8);
  - iii) children whose parents wish them to attend a Voluntary Controlled school because of the family's links with the local church (will require support from the vicar or other church authority);
  - iv) all other children.
4. If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's closeness to the preferred school (defined by straight line measurement using the Map Info Professional computer mapping system – see footnote 9 below).

- i) children who have exceptional medical reasons for attending the preferred school. Applications would need to be supported by the clinical/medical officer's report which can demonstrate the reasons why the child must attend a preferred school rather than any other;
  - ii) children who were attending one of the preferred school's recognised maintained feeder schools during the previous year (see footnote 7 and 8);
  - iii) children whose parents wish them to attend a Voluntary Controlled school because of the family's links with the local church (will require support from the vicar or other church authority)
  - iv) all other children.
4. If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's closeness to the preferred school (defined by straight line measurement using the Map Info Professional computer mapping system – see footnote 9 below).

#### Footnotes

1. The places available are defined as the published Admission Number for the school for that year of entry.
2. The term "looked after" specifically relates to children with either a care order (full or interim) or who are accommodated under Section 22 of the Children Act 1989.
3. The school's catchment area is a geographical area defined by the authority following consultation with the Governors of the school and neighbouring schools. Details are held by each school.
4. The term "brother/sister" also includes stepbrother/sister/foster siblings living in the same family unit.
5. For details of recognised maintained feeder schools parents are advised to refer to "Admissions to Dorset Schools: a Parents' Guide – 2004/05"
6. This category applies to statutory aged pupils only. It does not apply to children attending pre-schools, day nurseries and playgroups.
7. The use of the "straight line" measurement method applies to the allocation of places only. It will not be used to determine transport entitlement, where it is a legal requirement to measure by the nearest available walking route.

## **Admissions Policy**

The responsibility for the implementation of the admissions policy lies with the Local Authority. Any queries/difficulties should be directed to them.

### **Admissions to Cranborne Middle School**

Cranborne admits children from 9 years to 13 years of age. Children transfer from a wide designated area but essentially the following schools:

St James' CE VA First School, Alderholt

Cranborne CE VA First School

Wimborne St Giles CE VA First School

Sixpenny Handley First School

Children from other schools in the area often make up the intake number, e.g. Broadchalke Primary, Trinity First School, Hillside First School and Verwood C.E. First School. These addresses are outside of the designated catchment area but are very welcome to apply and will be considered in the light of the Dorset Admissions Policy.

At 13, children transfer mainly to Queen Elizabeth's School, Wimborne.

**DORSET COUNTY COUNCIL**

CRANBORNE COUNTY MIDDLE SCHOOL  
CRANBORNE, WIMBORNE, DORSET BH21 5RP

Telephone: Cranborne (01725) 517348

[www.cranbornemid.dorset.sch.uk](http://www.cranbornemid.dorset.sch.uk)

\* \* \*

HEADTEACHER

Mr C Watson

DEPUTY HEADTEACHER

Mrs K Robertson

\* \* \*

CHAIR OF THE GOVERNORS

Mr F Sims

\* \* \*

COUNTY EDUCATION OFFICER

Mr David Goddard

County Hall

Dorchester

Dorset

DT1 1XJ

# How to find Cranborne Middle School



Cranborne County Middle School

Damerham Road

Cranborne

Wimborne

Tel: 01725 517348

Fax: 01725 517984

E-mail: [office@cranbornemid.dorset.sch.uk](mailto:office@cranbornemid.dorset.sch.uk)

Website: [www.cranbornemid.dorset.sch.uk](http://www.cranbornemid.dorset.sch.uk)

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