

7 September 2022

Dear Parent/ Guardian,

Welcome Back

Welcome back to the new academic year 2022-2023. I hope you had a lovely summer break and the return to school has been positive for both you and your child(ren). I would like to take this opportunity to introduce myself as the new Headteacher of Cranbury College. I have spoken to several of you already but do look forward to meeting you all in due course. Please take some time to read through this letter as it goes through important information you will need to know.

The School Day

You should be aware of the changes in timetable, but this will ultimately mean your child should be on Cranbury College site for a minimum of 18 hours, unless otherwise discussed with you. Their sole education will be provided on site, unless your child takes part in alternative provision offsite, which will be in addition to these hours and will be in consultation and agreement with you.

The school timings are as follows:

<u>AM Group</u>	<u>PM Group</u>
8.50-9.10: Tutor	11.50 - 12.10: Tutor
9.10 - 9.50: Period 1	12.10- 12.40: Lunch
9.50 - 10.30: Period 2	11.30 - 12.10: Period 4 (One day a week, based on option selection. This varies per pupil)
10.30-10.50: Break Time	12.40 - 1.20: Period 5
10.50 - 11.30: Period 3	1.20 - 2.00: Period 6
11.30 - 12.10: Period 4	2.00 - 2.10 - Break
12.10 - 12.40: Lunch	2.10 - 2.50: Period 7
	2.50 - 3.30: Period 8 (Tues-Fri only)

If you are unsure of what group your child is in, please contact their phase leader to confirm. Student have received their personal timetables on Monday 5 September.

Key Stage 3 Phase Leader – please liaise with Miss C Baggley, Assistant Headteacher
Key Stage 4 Phase Leader – Mrs N Dziewulska-Miles

Punctuality and Attendance

At Cranbury College we want to ensure we provide the best education possible; this can only be achieved if students attend regularly and on time. We expect all students to arrive on time, ideally 10 minutes before their lesson commences. Poor punctuality is not acceptable and students who arrive late both to school and to lessons disrupt the learning of others. We appreciate issues can arise which are unexpected and ask in this instance for you to call us so we can prepare to support your child for when they do arrive, giving them the best chance of success when arriving to school.

Leaving School Site at Break and Lunchtime

You will be aware from the initial paperwork that Key Stage 4 students at Cranbury College can leave site at breaktime. To ensure we have your up-to-date permission, please complete the quick google form [here](#), where we can gain your consent should you wish for this arrangement to continue this academic year. Students cannot leave at lunchtime and should eat their lunch on school site.

Leaving site throughout the day

If your child needs to leave site within the school day, for example to attend a doctor's appointment, written permission must be given by yourself. This can be in an email, or a letter from yourself. Without written consent, we will be unable to allow your child to leave site, for safeguarding purposes. Should you wish to communicate with reception the email address is CC-adminteam@maidenerleghtrust.org

Bromcom

In the coming weeks we will be rolling out a new system to parents, that teachers currently use to track attendance, positive points, and negative points. You will be able to download an app, which allows you to see what is being logged for your child(ren) throughout the school day. This app also allows communication to be sent, meaning getting information to you is much easier. In order to roll this out we need parental emails. Please can I ask that, even if you believe we have this already, to please take a moment to enter your new email address [here](#), so that we can ensure we have the most up to date address on our system. We will no longer be sending text messages, due to the cost, so ask for your support in adding your contact details. Any emergencies, of course, will still be made via a phone call.

Pupil Premium

Publicly funded schools in England get extra funding from the government to help them improve the attainment of their disadvantaged pupils and it is for schools to decide on how to spend this money. This is called the Pupil Premium Grant. As a Trust, we have chosen to set aside some of this funding as a 'hardship fund'. This is not a parent or young person's pot of money, rather a fund that can be accessed upon request. This for example may help with bus passes, school equipment, and specific clothing needed for school attendance.

Please do not assume full funding will be approved. Your completed form will be reviewed and a partial or full contribution may be offered. In some cases, funding may be declined. You will not be reimbursed if receipts are not provided. You will be notified of the outcome by your child's Phase Leader. There will be a limit to £100 per pupil per academic year. Receipts must be provided before any refund is made. Payments can only be made by bank transfer.

For further information on Pupil Premium Funding please see [Gov.uk Pupil Premium Funding](#)

The Pupil Premium Funding Request Form can be found on the website [here](#)

Travelling to School

I am aware that some students have previously had bus passes issued to them. Unfortunately, we are no longer able to offer this service due to rising costs, and the school not receiving funding for this service, as you can imagine, this is a little pricey.

If you live over 3.0 miles away from the school, or 2.0 miles away and qualify for Free School Meals, you can apply for a free school bus pass via the Local Authority, in addition, this also applies to a child who has been issued with an EHCP, diagnosed disability or low-income families (with restrictions). The link for this can be found [here](#).

Finally, should there be other circumstances where you need support with bus passes, and are not eligible, please see the Pupil Premium section above, where the school can support you in contributing towards this.

Changes for Students

Finally, we have made some changes for students this year, and would appreciate your support in helping us to embed them. The main big change for students is calling staff 'Miss' or 'Sir' – we feel this change is more appropriate for our school setting and feel this gives children the best chance of success when we reintegrate them back into mainstream – ultimately the job of a Pupil Referral Unit (PRU), which is what we are, is to support children in getting back into mainstream schools. We do of course, help a variety of needs, and some children have other plans via the Special Educational Needs team.

Students do have an improvement in their space, and we aim to make the outdoor areas a more social place for students at break and lunch time, with some equipment for activities, and picnic benches. You may have also noticed we have had some new classrooms built over summer, two of the four rooms are multipurpose spaces, and we aim to designate these to pastoral support (wellbeing) and Special Educational Needs.

Finally, I plan on holding a parents evening/ meeting in the coming months and look forward to showing you around the new space here at Cranbury and getting to meet you all. The staff here at Cranbury are passionate about supporting your children, and should you have any concerns or requests that will support you further, please do not hesitate to contact us via the reception.

Yours sincerely



Miss C Burns
Headteacher