



PARENT HANDBOOK

Guiding you through your journey

WELCOME

Hello and welcome to our Parent Handbook. We hope you are able to find all the information you might need in here but if you have any further queries, please visit our school website or contact the school office where we'd be happy to help.

Cherry Tree Primary School is a wonderful school set in beautiful grounds. We have a passion for outdoor learning and use the space we have and surrounding areas to enrich our children's learning. Our committed staff inspire and nurture our children to grow, learning that they can achieve anything they set their mind to. We are incredibly aware of the ever-changing world our children are growing up in and have this at the forefront of our minds when creating their learning experiences through our rich and diverse curriculum. We work to ensure that our children are prepared for their futures and thrive on the challenges and success they will experience.

Our school beliefs and promises are intrinsic to our day to day working, they allow us to focus on our children becoming well rounded individuals as well as achieving their very best academically.

Our curriculum reflects this with the whole school working together each term to follow a shared theme, exploring all curriculum areas with a reading stimulus at the very heart. We work collaboratively with our parents to share our learning, ensuring the children are supported both at home and at school.

Please come and visit Cherry Tree to see for yourselves the excitement and intrigue our children experience. We would also encourage you to attend our parent workshops, support our 'Friends' (PTA) group or volunteer to work with the children if you are available to do so. The team and I, very much look forward to welcoming you to our happy school.

Cheska Tyler
Head Teacher



Our beliefs and promises

We believe that:

- Everyone at Cherry Tree School works together, to promote an inclusive and positive culture for learning.
- We recognise that each child is unique and strive to engage, enthuse and motivate them so that they become confident, independent, resilient learners who achieve to the best of their ability.
- We make every effort to enable our pupils to become responsible citizens and be well prepared for the next stage of their education and future life.

Our Motto:

LEARNING TOGETHER; LEARNING FOR LIFE!

OUR TRUST



I am delighted to welcome you to the Inclusive Multi Academy Trust. We are looking forward to working in partnership with you and welcoming your child to our family of schools. Together, we will work with you to nurture and develop your child's academic, creative, social and pastoral talents and skills, so that they develop as confident and inquisitive learners equipped for a full and happy life.

The Inclusive Multi Academy Trust was formed in November 2016 and is currently made up of three schools: Beechfield School, Cherry Tree Primary School and Laurance Haines School. Our trust name 'inclusive' originates from the driving belief that many different types of people form our community and every single one of them should be treated fairly and equally so that they and their families can access a great education.

As a family of schools, we work together with shared leadership, expertise, resources and efficiencies and deliver an excellent education within a loving and nurturing environment. We see ourselves as a central community hub and strive to provide equal access to education, opportunities, resources and support for all.

Whilst our schools work very closely together, each school in the Trust has its own personality, character and individual strengths. The communities that each school serves are unique and the talented and inspirational Headteachers who are responsible for the day to day leadership, management and organisation of the schools ensure that this individuality is celebrated. There is no blueprint for a school in the Inclusive Multi Academy Trust, instead we are a family of schools that share a philosophy. A family of schools that share a wealth of expertise: leaders, teachers and support staff. A family of schools that work together for the benefit of all children across the Trust. A family of schools that together are stronger than the sum of our individual parts. At our heart, we believe that happy children learn, happy staff thrive and happy parents build a community.

James Roach

CEO

LEARNING

Our Curriculum

The Cherry Tree Curriculum has been designed specifically for our children, to help them understand their place in the world, and to enable them to progressively reflect on how they are valued in the local and global community. The lines of enquiry we explore, build on their own experiences and enable them to make connections across time and place.

We place a great emphasis on teaching our children the essential skills of English and Mathematics to underpin cross curricular learning. Maths is taught discretely using the Herts for Learning weekly steps. Writing outcomes are mapped using the Hertfordshire long term plans and set within the context of the half termly topics to provide inspiration and motivation for our young writers. Books are also at the heart of our learning ethos and a wide range of high-quality texts, both fiction and non-fiction will be delved into, to excite and enhance each theme.

Our beliefs and promises are woven through the curriculum to provide a firm foundation on which

our children can 'learn together and learn for life'. There are six overarching themes that all year groups will explore at the same time, allowing the whole school community to investigate collaboratively and share what has been discovered through assemblies, class partnerships and open classrooms.

Our Outside Education Programme offers all children the opportunity to explore, discover and interact with nature in the safety of our beautiful school grounds. Outdoor sessions are linked to the topics being investigated in the classroom to complement and broaden the children's learning.

Forest School is very much part of this holistic outlook of our school and specifically provides wonderful opportunities for our children to develop valuable life skills, confidence and a growth mindset that will benefit them throughout their lives. Where possible we work with natural or recycled materials in order to promote an awareness of the environment both locally and globally. We also involve our children in sustainability projects within our school to ensure that future generations will benefit from their generosity.

Our EYFS Curriculum

Teaching in the Nursery and Reception classrooms is based upon the Early Years Outcomes curriculum. The curriculum programme provides effective education for children aged 3 - 5 years, and is supported by well-informed staff who understand the rapid development of an Early Years child. It requires Early Years practitioners to review children's progress and share a summary with parents at two points:

Between the ages of 24 and 36 months via the progress check and at the end of reception via the EYFS profile. Structured play and careful monitoring are the foundation stones of this stage of education.



Phonics

We teach children to read and write using the Letters and Sounds scheme. We use a wealth of resources to support this. Children have daily sessions in small groups appropriate to their level of understanding, taught by adults trained to deliver specialised phonics provision.

Adults in the classroom

Children are additionally supported in class by highly skilled and compassionate support staff who provide targeted interventions and in addition to guiding children through class learning.

Contacting Your Teacher

We pride ourselves on being approachable. Teachers are happy to talk with you before or after school and can answer more in depth enquiries by email via admin@cherrytree.herts.sch.uk.

If you would like to meet with a member of the Senior Leadership Team, please contact the school office to make an appointment.



Home Learning

The purpose of homework is to provide children opportunities to enhance and practice their learning or study skills. This may take the form of shared reading; spellings or tables to learn; individual research for a topic and may reflect any aspect of the curriculum. We expect parents/carers to hear their child read every day and comment in their reading record book, as well as ensure that their child completes other work as set.

Children will be given instructions about how to do the work before they take it home but parent co-operation is encouraged in assisting their child to develop a responsible attitude to homework.

Please speak to your child's class teacher to discuss this further. They'd be happy to help.

DAILY ROUTINES



Term Dates

All of our term dates are regularly updated on our school website: www.cherrytree.herts.sch.uk/term-dates

School Hours

It is very important that your child arrives and is collected on time.

Session Times

Reception - Years 1-6 - 8.55 am - 3.15 pm

Nursery

Morning session - 8.35 am - 11.35 am
Afternoon session: 12.15 pm - 3.15 pm
30 hours funding: 8.35 am - 3.15 pm

Children are the responsibility of their parents and carers outside these hours. Children should not be on the school site before 8.40am or after 3.30pm unless they are attending a before or after school club.

Attendance and Punctuality

While we understand that at times your child may be ill, we expect your child to attend school regularly. Please avoid arranging appointments in school time. Your child should have attendance of 97% or above to give them the best chance of making excellent progress. School attendance is regularly monitored and you will be contacted if concerns arise. Good attendance is vital for your child to make good progress in their learning and for them to form and maintain positive relationships in school.

Late for School

Arriving late for the start of the school day can be very distressing for a child and disruptive to the whole class. Parents are asked to make every effort to ensure their child is in school on time, with the correct equipment and ready to learn. Lateness and poor attendance are monitored regularly by the Attendance Improvement Officer from Hertfordshire County Council. If your child arrives after 9.00am, they must come into the school via the School Office and sign into the Children's Signing In system.

If Your Child is ill

If your child is absent from school, please call the school office on 01923 245490 before 9.00 a.m. Our office has a voicemail service with an option to leave an absence message. Alternatively, email admin@cherrytree.herts.sch.uk.

Children who have vomited or had diarrhoea should not return to school until 24 hours after their last episode.

Holidays in Term Time

We do not expect children to take holidays in term time. To ensure that your child's progress is not affected, fines will be given for unauthorised term time holiday absence. This will emphasise, in the eyes and understanding of your child, the importance you attach to work at school. Our Notification of Absence Form for exceptional circumstances is available from the school office and will need supporting evidence.

Extra Curricular Clubs

There are a lot of opportunities to join one of the many before or after school clubs. Example of clubs include Football, Gymnastics, Maths, Multi-Skills, and Street Dance. Details of the clubs are publicised on our website.



School Lunch

Chartwells, our catering team, prepare seasonal delicious and nutritional meals which are freshly cooked on site each day. The current menu and prices are available on our website:

www.cherrytree.herts.sch.uk/school-meals

All children in our Reception, Year 1 and Year 2 classes are entitled to receive a free school lunch, through the Government's Universal Infant Free School Meals scheme. Please visit the website for more guidance on entitlement or to apply.

www.cherrytree.herts.sch.uk/free-school-meals

For children in Year 3-6, school meals payments can be made via our school payment system on Arbor. Or the children have the option to bring a packed lunch from home if you prefer. If you choose this option, please remember to follow our healthy packed lunch guidelines which can be found on the School Dinners page of our website:

www.cherrytree.herts.sch.uk/school-meals

Personal Belongings

No valuables should be brought into school. Money should not be brought in unless it is for a specific purpose e.g. dress-down day. Jewellery should not be worn as it constitutes a Health and Safety risk, please see our School Uniform Policy for further information. Cherry Tree Primary School cannot be held responsible for any loss or damage to personal property.

Mobile Phones

The school recognises that as technology has changed more pupils have access to mobile phones. We will take steps to guide children to help them understand that this technology should be used responsibly. We are happy for mobile phones to be brought to school for children from Year 5 & 6; however, we ask that children hand them to the school office at the beginning of the school day for safe keeping and collect them at the home time. Cherry Tree Primary School cannot be held responsible for any loss or damage to personal property including mobile phones.



Parking

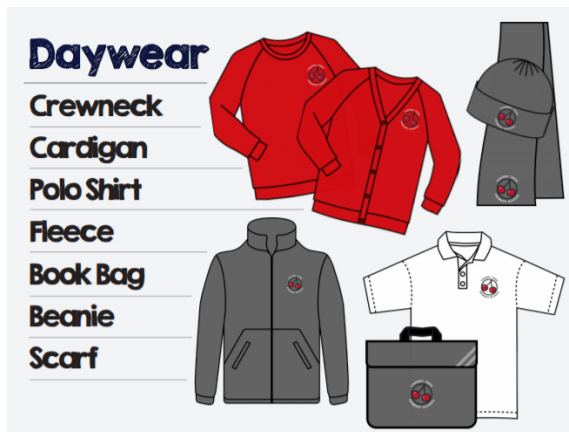
To ensure the safety of our children at the beginning and end of the school day, parents must not drive into the school car park unless they are collecting a sick child. If there are extenuating circumstances such as a disability or illness, permission to use the car park must be requested from the Headteacher.

There are parking restrictions outside the school and we understand that parking in the local vicinity is very difficult. Please be considerate to our neighbours.

Medicines

DfE guidelines recommend that we do not administer medicines routinely to children unless they have a chronic or life threatening condition. Should your child require medicine during school hours, you are welcome to come and administer it in school, however, it is worth asking your GP if he can prescribe medicine that does not need to be taken during school hours. If your child does need to take long term prescribed medication, please speak to the School Office staff to complete the relevant forms. Asthma inhalers are kept in the children's classrooms and parents/carers are requested to complete an annual Asthma Maintenance Plan. For children who need Auto-injectors at school, parents must provide the school with an annual Allergy Action Plan. It is the parent/carers responsibility to ensure the relevant forms are completed and for ensuring that all medicines are in date.

School Uniform Including P.E.



At Cherry Tree Primary School we believe that the wearing of school uniform provides pupils with a sense of pride in their school and promotes a feeling of community and belonging. All clothing must be named.

Children have the option of wearing the following:

- Red logo sweatshirt/cardigan
- White logo polo shirt
- Grey trousers (or shorts in summer), grey skirt or pinafore dress, or red and white gingham dress in Summer
- Grey plain socks or tights
- Optional hijab – black and tight fitting
- Black shoes (no boots, trainers or open toed sandals)

For P.E.:

- White logo t-shirt
- Red shorts
- Black plimsolls/trainers
- In cooler months, for outdoor PE, Year 1 to 6 can wear a plain dark sweatshirt and jogging bottoms

Optional items:

- Grey logo bookbag
- Grey logo fleece - to be worn as a coat or additional layer in the Winter
- Grey logo hat/scarf

Please note: plimsolls/trainers must be in school every day. Boots can be worn to school in the winter but children must change into shoes or plimsolls in the class. No extreme haircuts please.

Uniform can be ordered from our supplier, Beat School Uniforms. This can be done online at their website or by telephone to 02033622930.

https://beatschooluniforms.co.uk/schools/cherry_tree_primary_school/

More information on school uniform can be found on our website.

PASTORAL CARE

Keeping Our Children Safe

At Cherry Tree, we do everything we can to ensure that the safety and wellbeing of all of our children is our highest priority. In order to do this, a wide range of measures are put in place:

- All staff appointed to work in our school have a criminal records search called a DBS check.
- Every member of our staff receives regular First Aid training and there are a number of first aid kits situated in school.
- Children are supervised at all times. We ask that you also take responsibility for our site security and encourage you to report any concerns to the school office.
- We have strict procedures for the collection of children. No child will be allowed to leave school with an unknown adult. Please contact the school office if you need to notify of a change to collection arrangements.
- If a child's attendance or punctuality causes concern, the school may work closely with the Local Authority's Attendance Officer.
- We have designated Child Protection/Safeguarding staff as well as a detailed Child Protection Policy, which is reviewed annually and is available to view on our website. All staff and Governors have appropriate Child Protection training, which is updated at least every three years.
- Children are encouraged to use the internet, but at all times in a safe way. Pupils are never left unattended whilst online.
- We have high expectations for good behaviour. Our Behaviour Policy shows our strong emphasis on positive approaches, but also our clear boundaries in responding to behaviour choices that may impact on the learning, wellbeing or safety of others.
- We do not tolerate bullying in our school community, and as soon as we are aware of an issue we act promptly and effectively.
- We have a clear Whistleblowing Policy and if members of staff have any concerns about people working within the school, paid or unpaid, they have a professional duty to inform the Headteacher or Governing body accordingly.
- Our Health and Safety policy is reviewed annually by our staff and Governors and is available to view on our website.

Pastoral Teams

The Pastoral Support Team works with children in school to help them access all aspect of school life. We can offer a range of individual or group therapeutic interventions which aim to improve the Mental Health and Wellbeing of our children. Please see the attached leaflet for more information on what we provide.

We are embedding the Six Principles of Nurture across the school to develop a nurturing culture that promotes healthy outcomes for children by focusing on emotional needs and development as well as academic learning.

Our six principles of nurture are:

1. We all learn in our own way and in our own time
2. We feel safe at Cherry Tree School
3. We care for our own and other's wellbeing
4. We use the Zones of Regulation to talk about how we feel
5. Our behaviour shows you how we are feeling
6. Things will change and that is okay.

If you have any concerns regarding your child's social, emotional, mental health or behaviour please contact Ms Ranyard via the School Office or email jranyard@cherrytree.herts.sch.uk.

You can follow the Pastoral Support Team on Twitter @nurtureCTS

House System

The children are allocated a house group, Diamond, Ruby, Emerald or Sapphire, when they first start school. They stay in this house throughout their time in school. They can earn house points through good behaviour and having a positive attitude to learning and promoting the school beliefs and promises. We also have competitive sporting events throughout the year.

Beliefs and Promises

Every half term we promote and focus on one of our school beliefs and promises. During the half term, children are recognised and celebrated for demonstrating the belief or promise and at the end of the half term, two children from each class are presented with a medal.

Behaviour

Enjoying and doing well at school is an important factor for the healthy development of children. Some children find the structure and demands of school life challenging and this can be worrying and upsetting at times.

We believe that a strong partnership between the school, children and parents is crucial in promoting good behaviour and a positive culture for learning. Our school ethos guides and supports our pupils in a positive way as they develop and grow to be good citizens.

Rewards

We encourage our children to behave well and have positive attitudes to learning by rewarding them in a variety of ways:

- Praise from adults and peers
- Individual house points
- Marvellous Me badges
- Stickers
- Marble jar for class
- Golden certificates
- Other certificates
- Visit to other teachers
- Twitter celebrations
- Value sticker/medal
- Hub time for nominated children
- Headteacher awards

Anti-Bullying

The Inclusive Multi Academy Trust and its schools believe that all pupils are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. Please refer to our full Anti-Bullying Policy for further information.

COMMUNICATION

We strongly believe that parental involvement in a child's education can have a significant effect on pupil achievement. We want to ensure that you are kept informed as much as possible about what's going on in school.

Points of Contact

We are here to support you with your child's learning, their wellbeing and their social and emotional needs. We also understand that there will be many moments you wish to share and celebrate with us too. Your child's teacher will be your first point of contact but we have a large school team who are here for you:

Early Years Phase Leader – Miss Birdsall
Key Stage 1 Phase Leader – Miss Wolstencroft
Lower Key Stage 2 Leader – Mrs Sibbit
Upper Key Stage 2 Leader – Miss Penfold
Assistant Head – Mrs Hill
School Business Officer – Mrs Vankova
SENCo - Mrs Butler
Pastoral Lead – Ms Ranyard
Head Teacher - Cheska Tyler

The school office is open between 8am and 4.30pm Monday to Friday. In the unlikely event that the office is unmanned, there is an answerphone for you to leave a message.

Tel: 01923 245490
Email: admin@cherrytree.herts.sch.uk
Website : www.cherrytree.herts.sch.uk

Methods of Communication

Newsletter:

Our school newsletter is produced fortnightly. This shows important dates and events. It is sent electronically to parents by email and is available on the News section of the website.

Website:

Our website is regularly updated with lots of school information, policies and procedures:

www.cherrytree.herts.sch.uk

Arbor:

We use Arbor as a means to contact parents by email or text message. We encourage parents to help us by downloading the Arbor app as this enables us to send messages and replies. It is therefore essential that you keep us up to date with your current contact numbers. Parents also need to use Arbor to make payments for school lunches, trips, swimming etc. as we are a cashless office.

Parent Consultation Evenings:

We welcome parents into school at various times for parent teacher consultations to discuss progress. You will be issued with a written report in the Summer Term. You are of course very welcome to meet with the school staff at other times if the need arises.

Social Media:

We use Twitter regularly to let you know what is happening in school:

@HeadCTS and @CTS_Watford @inclusiveMAT

You can also follow us through our Facebook page Cherry Tree Primary School

FINANCIAL SUPPORT

Free School Meals

We would like to remind parents that if you are in receipt of certain benefits you may be eligible to claim for free school meals. The process is very easy. Every student who successfully claims for a free lunch, ensures that the school is awarded extra money from the government.

If you are applying for Free School Meals for the first time, the quickest and easiest way to apply is online at www.hertsdirect.org or via their customer service centre 0300 123 4048 or visit our website

www.cherrytree.herts.sch.uk/free-school-meals

Pupil Premium Grant

The Pupil Premium Grant is an allocation of additional funding from the Government to support specific groups of children aged 4 and over, in year groups Reception to Year 6. Schools decide how to use this grant as they are best placed to assess what additional provision should be made for these pupils. The school publishes an annual report on how we use the funding.

The Early Years Pupil Premium (EYPP) is additional funding for early years settings to improve the education they provide for 3 and 4 year olds.

If your child is eligible for Pupil Premium, then you may also receive additional support with some other school costs such as uniform, swimming lessons and class visits.

Payments

Our school is cashless and all payments should be made on Arbor for items such as school lunches, trips and swimming. It is easy to set up an account by visiting www.cherrytree-primary.uk.arbor.sc/ The only exception to being cashless is money sent in for charity days and also any payments to The Friends of Cherry Tree, our PTA.

PARENTAL INVOLVEMENT

Volunteers

We are fortunate to have a fantastic group of volunteers who come into school on a regular basis to support us with a variety of things such as listening to children read, making resources and supporting pupils with maths and literacy. If you can offer some time, please contact the school office.

All volunteers working in our school undergo safeguarding checks and sign a confidentiality agreement.

Friends of Cherry Tree (PTA)

The Friends of Cherry Tree are a group of supportive and dedicated parent and carer volunteers who plan and organise events to fundraise for the school. Events include discos, cake sales, and fairs. In recent years they have contributed towards the indoor climbing frame, new stage in the Hall, stage lighting, outdoor play equipment and our Outdoor Classroom. All parents, teachers and the whole of the 'Cherry Tree Primary School' community are automatically members of the "Friends".

Govenors

The School Governors have key roles working in partnership with the Headteacher and Leadership Team to ensure that the school is effective and improving, providing all of its children with the best possible education. The Chair of the Governors or any of the other Governor can be contacted by leaving a letter or message at the School Office or emailing: chairofgovernors@cherrytree.herts.sch.uk

Parent View

Parent View gives you the chance to tell Ofsted what you think about your child's school, from the quality of teaching to dealing with bullying and poor behaviour. The survey can be completed at any time; you don't have to wait until the school is being inspected.

www.parentview.ofsted.gov.uk/

RESPONSIBILITIES AND POLICIES

Code of Conduct

Our code of conduct is adopted by all schools in the Trust and is designed to give clear guidance on the standards of behaviour all parents and carers are expected to observe, and the schools will notify parents and carers of this code and the expectations as part of their induction programme for new parents and carers.

The Code of Conduct for Parents and Carers is available on our website:

<https://www.cherrytree.herts.sch.uk/policies>

Policies

Policies are a guide for both staff and parents as to how the school must be run. You can download our most important policies from our Policies page:

<https://www.cherrytree.herts.sch.uk/policies>



CHERRY TREE
PRIMARY SCHOOL