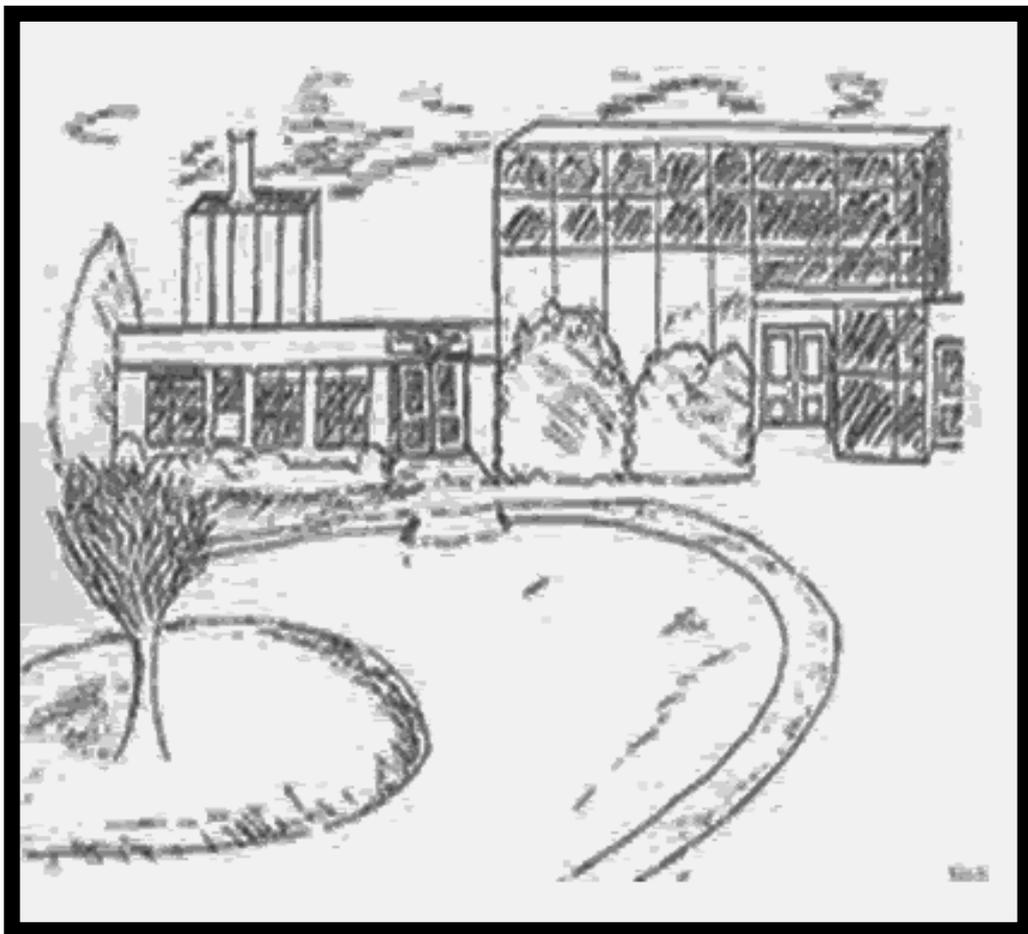




Cherry Tree Primary School



School Brochure



Cherry Tree Primary School

Berry Avenue, Watford, Herts, WD24 6ST

E-Mail: admin@cherrytree.herts.sch.uk

Telephone 01923 245490

Website: www.cherrytree.herts.sch.uk

Headteacher

Ms J. Bruce B Ed NPQH

Deputy Head

Mrs G. Jackson BA (Hons) PGCE NPQH

Office Manager

Mrs A. Osborne

Dear Parents/Carers

We understand that choosing the right school for your child is an important decision in any family's life. Here at Cherry Tree, we make every effort to create a happy atmosphere with mutual respect shown by everyone in our school family. We aim to create an environment where each child is made to feel secure, wanted and valued.

This brochure provides our new families with valuable information about our school, which we hope will help settle your child quickly into our school community.

Mission Statement

At Cherry Tree School, children and adults work together so that everyone is inspired to learn, grow and achieve their potential in a happy, safe and caring community.

Ethos and Values

- Everyone at Cherry Tree Primary 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 School Motto

Learning together; learning for life!

If you would like a copy of this brochure in large format, please ask the School Office staff.

If you have any questions, please do not hesitate to contact us.

Yours faithfully

Jessie Bruce

Headteacher

Learning Together
Learning for Life

OUR SCHOOL

Cherry Tree School opened in April 1975 and is situated at the top of Berry Avenue, North Watford and we are a two-form entry school.

Our school consists of a main building with classrooms for Years 1, 2 and 3; another building for Reception and Years 4, 5 and 6; and a separate Nursery classroom. The school has a large hall, which is used for PE, assemblies, concerts etc; a well-stocked library; a dining area; and a school kitchen where meals are cooked on the premises. We are 'wheelchair friendly' and have a purpose built, fully equipped medical room.

We have three play areas with playground apparatus, a multi-use games area and extensive playing fields. There is a wildlife garden consisting of different natural habitats including a pond which is full of frogs and newts. The school has access to a beautiful area of ancient woodland called Harebreaks Wood, which is ideal for environmental studies.

There are three entrances to our school. The main entrance is in Berry Avenue and this is accessible all day. We also have pedestrian entrances in Foxhill and from the Everett field, however, these entrances are only unlocked at the beginning and end of the school day. We ask parents/carers not to drive into school grounds during the school day and to park thoughtfully and be respectful of our local residents, other drivers and pedestrians.

If you need wrap around care, there is an independent on-site breakfast and after school club run by Little Rascals. Pickles Pre-School offer places for children from 2 years 6 months and upwards. If you would like further information, please contact the School Office.

Session Times

	Morning Session	Morning Break	Afternoon Session
Nursery	8.55am - 11.55am	Times vary	no session - morning only
Reception	8.55am - 11.50am	Times vary	1pm - 3.15pm
Years 1 and 2	8.55am - 12 noon	10.35am - 10.50am	1pm - 3.15pm
Years 3-6	8.55am - 12.15pm	10.30am - 10.45am	1.15pm - 3.15pm

School Contact Details

Address: Cherry Tree Primary School
Berry Avenue
Watford
Herts
WD24 6ST

Telephone Numbers: Telephone: 01923 245490

Electronic Contact: Email: admin@cherrytree.herts.sch.uk

Website: www.cherrytree.herts.sch.uk

SCHOOL STAFF AND GOVERNORS

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.**

Headteacher - Ms Bruce

Deputy Head and SENCo - Mrs Jackson

Teachers

Year	Class	Teacher/s
Nursery	Berries	Mrs Gynne
Reception	Acorns	Miss Birdsall
	Conkers	Miss Nevard
Year 1	Maple	Mrs Chauhan
	Birch	Mrs Scott
Year 2	Cedar	Miss Wolstencroft
	Willow	Miss Nicholson
Year 3	Hazel	Mr Prichard
	Sycamore	Miss Popat
Year 4	Ash	Mrs Green
	Yew	Miss Bowdery
Year 5	Fir	Miss Wylie
	Pine	Mrs Jackson/Mrs Lawrence
Year 6	Oak	Mrs Brassett

Other Staff

Learning Supervisors Mrs McLaughlin Mrs Murthy Mrs Taylor	Teaching Assistants Mrs Aldridge Mr Alexander Mrs Azer Mrs Boarder Miss Donald Mrs Fisher Mrs Harrison Mrs Kearns Mrs Khatoon Mrs Roberts Mrs Tierney Mrs Webb Miss Wilson	Office Staff Mrs Morgan Mrs Osborne Mrs O'Keefe Stationery Admin Mrs Horwood MSA Mrs Allan Mrs Amoako Mrs Nardelli Mrs Roberts Librarian/MSA Mrs Neighbour	Governors LEA Mr Chappell (Chair) Co-opted Mr Fitch (Vice Chair) Mrs Charman Mrs Lincoln Mr Houston Dr Uzur Parent Mrs Campbell Mrs Lythgoe Mrs Sheppard Mr Umer
Nursery Nurses Mrs Sulaman Miss Saleem	SEN Teaching Assistants Mrs Adamovic Mrs Aghimien Mrs Nichol Miss Pashley Miss Regan Mrs Topham	Site Manager Mr Brewer Cleaners Mr Quintal Mrs Quintal	Headteacher/Staff Ms Bruce Mrs Tapster Associate Mrs Jackson Clerk to Governors Ms Lad
HCL (Kitchen) Staff Mrs Beaumont-Smith Mrs Gough Mrs Stone Miss Welling			
Apprentice Miss Jewhurst			
Maternity Leave Miss Cocks			

ABSENCE

The school regards punctuality and good attendance as extremely important as they both directly affect children's learning. Poor attendance prevents children from making the most of all the opportunities offered at school. It is essential that children do not miss school unnecessarily. If your child is absent from school due to illness, please telephone the school and leave a message on our Absence Line stating your child's name, class and reason for absence. If the absence is for a medical appointment, please notify us in advance and advise the office if your child will be in school for lunch that day.

Absence from school for family holidays is not a right. The Department for Education no longer allows Headteachers to grant leave of absence during term time unless there are 'exceptional circumstances'. The 'Education Penalty Notices Regulations 2007' amendment on 1st February 2016 sets out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 per parent if they pay within 21 days; or £120 per parent if they pay within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions. If you need to notify us that you intend to take your child out of school during term time, please call into the School Office for a Leave of Absence Form.

ADMISSIONS

Hertfordshire County Council's Admissions Team look after all the admissions processes. There is a separate process for Nursery, Reception and Secondary Transfer. You can find out more information on their website www.hertsdirect.org/admissions and view our admission policy in the 'Policies' section of our school website.

AIMS OF OUR SCHOOL

- * To create a safe, happy and caring environment where everyone feels supported and valued.
- * To provide breadth and balance within the framework of the Early Learning Goals and the National Curriculum.
- * To monitor and encourage through differentiation, the full development of each child's individual capabilities and to provide the highest academic standards possible.
- * To encourage high standards of behaviour and compliance with the school rules for the happiness, health and safety of everyone.
- * To develop each child's self esteem and build their confidence enabling them to make decisions and take on responsibilities.
- * To develop sensitivity towards others and to provide opportunities for working co-operatively in a wide range of settings and experiences.
- * To establish and maintain links with the local community and encourage the full involvement of Parents, Pupils and Governors in the life of the school.
- * We believe that these aims will provide the opportunity for our pupils to take their place as valued members of society

ASSEMBLY

We have a number of different assemblies during the week including 'Singing Assembly' and 'Golden Assembly'. Some assemblies involve the whole school and some are just for Key Stages. Assemblies usually take place between 9.05am and 9.30am.

BEHAVIOUR

We encourage our children to behave well and have positive attitudes to learning by rewarding them through awarding House Points, Golden Certificates and Green Card awards. There is a sanctions procedure for those who do not behave appropriately. Please see our website for our full Behaviour Policy.

CHARGING POLICY

From time to time extra activities, trips and visits are organised for the children's benefit. To cover the cost of admissions and transport, voluntary contributions are requested from parents. No child would ever be prevented from taking part in the activity because his/her parents were unable to contribute. However it must be stressed that if insufficient funds are forthcoming, the planned trip will be cancelled. We do ask parents to contribute towards the cost of lost or damaged school equipment.

COMMUNICATION

It is extremely important to have good lines of communication between all members of our school community, this enables us to work in a positive partnership and meet the needs of our children.

The school newsletter comes out every week on a Friday. It is emailed out and contains important information and reviews events that have happened in school. A copy is also available on our website. Letters are also sent home regularly with information about school trips, events in school and clubs.

We have a text and email service called "School Gateway". We use the email service to send copies of letters and newsletters out to parents/carers and the text system for all different information messages. You are able to reply to both an email and text.

Every term the class teachers communicate information about how your child is progressing and information about up and coming topics to help you support their learning. This termly curriculum information is also available on our website. There are also a number of parent meetings arranged over the year focussing on particular topics and issues.

If you need to speak to your child's teacher, please try to do this at the end of the school day, or contact the school office to make an appointment.

We welcome feedback about how we are doing as a school as it helps us to improve and during the school year, we encourage parents/carers to complete a questionnaire which helps us to self evaluate the school.

Lastly, please ensure that all contact details, i.e. telephone numbers, addresses of yourself and emergency contacts, are kept up to date.

COMPLAINTS PROCEDURE

We hope you and your child will be happy at Cherry Tree Primary School but should you have any cause for complaint please follow the guidelines set out in the Complaints Guidelines enclosed in this brochure.

CURRICULUM

We place a great emphasis on teaching our children the essential skills of English and Mathematics. These skills are taught both in discrete English and Maths lessons but also through our paired class themes which rotate every two years. All the National Curriculum subjects are taught, linked to the Themes as much as possible. This cross-curricular approach engages and inspires our pupils to learn, encourages them to understand the links between subjects and provides well-balanced, exciting learning. We teach the children about Mindset Theory so they approach their learning with a growth mindset.

<u>Core subjects</u>	English (Literacy)	Maths (Numeracy)	Science
<u>Other Subjects</u>	Art Design and Technology (D&T) Religious Education (RE) Personal, Social and Health Education (PSHE) & Citizenship	Computing (ICT) History Physical Education (PE)	Geography Music

Religious Education [RE]

The school adopts a multi-faith approach to RE and follows the Hertfordshire Agreed Syllabus. Our pupils are made aware of the major world religions, and in our school it is felt that when considering various faiths, common beliefs rather than differences are highlighted. At no time are pupils required to take part in religious practice, or to accept as truths, matters of religion that may be contrary to their own upbringing. Parents may withdraw their children from collective worship and RE if they wish, and alternative provision will be made for them.

Modern Foreign Language

At Cherry Tree, we have chosen Spanish as our Modern Foreign Language. Children in Key Stage 2 have timetabled lessons whereas the younger children have a flavour of the language during other subjects.

Ethnic Minority Achievement

Our curriculum is enhanced by and reflects the cultural diversity that our rich ethnic mix of pupils brings to the school. We recognise the advantages of bilingualism and that it contributes to the all round development of the individual child.

Class Groups

Within age grouped classes, pupils may work in ability groups, friendship groups, in pairs, as a class, or individually. Groups are arranged flexibly according to the task, and children are given as much individual support as possible.

FRIENDS OF CHERRY TREE

The Friends of Cherry Tree are a group of parent and carer volunteers who work tirelessly to fundraise for the school. They organise many events over the year including discos, cake sales, and fairs. In recent years they have contributed towards the indoor climbing frame, new stage in the Hall, 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".

HEALTHY SCHOOLS

We promote healthy lifestyles within our school community. We are a "water only" school and each child should bring in a water bottle, which can be refilled in school. Fizzy drinks, squash, fruit juices and flavoured water are not allowed and the only exception to our "Water Only" rule is in the case of milk, which is pre-ordered on a termly basis. We also encourage children who have packed lunches to make sure these are healthy and contain a balanced meal. Each of our Foundation Stage and Infant children receive a piece of fruit or vegetable each day at school as part of the School Fruit and Vegetable Scheme. These include apples, pears, easy peel citrus, bananas, carrots, cocktail tomatoes, sugar snap peas, strawberries and mini cucumbers. If your child has any allergy to fruit or vegetables, please let us know.

HOMEWORK

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 yellow 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 children to develop a responsible attitude to homework.

ILLNESS

If your child is suffering from an illness and is unable to attend school, you must inform the school office by 9.15am giving the reason. You can telephone us on 01923 245490 and leave a message on our attendance line or email us at admin@cherrytree.herts.sch.uk. When your child returns to school, please send them in with a note confirming the absence.

If your child becomes unwell at school we will telephone you or if you are unavailable, the other emergency contacts. Please keep us informed of any changes of numbers or contacts.

If a child has suffered with sickness or diarrhoea, they must not return to school until at least 24 hours has passed since the last episode. For certain infectious and contagious diseases there are fixed times for which a child must be away from school. Please consult your doctor if you are in any doubt.

Headlice are a recurring problem in most schools and the experts are still divided on the best way to treat them. If live head lice are spotted at school the child's parents will be contacted immediately and asked to take the child home and to deal with the infestation in their preferred way, or as recommended by their local chemist or GP. We favour the daily shampoo, condition, and use of a specialist headlice comb as recommended by the Bug Busting scheme, rather than repeated use of insecticides. At certain times during the year we hold a Bug Busting assembly and encourage **all** the children to use the Bug Busting method every day for a week. No blame or shame is attached to this as it is known that this is a widespread problem.

INCLUSION

Special Educational Needs and Disability

We aim to cater for each individual child, whatever their particular special need or disability. It may be necessary for us to write an Individual Education Plan, or a Pastoral Support Plan in order to help them. These will be reviewed regularly and parents will be fully involved and informed at all times. We follow the guidelines of the SEN Code of Practice and a copy of our Inclusion and SEN Policy can be viewed on our website.

More Able

We identify children who are more able in specific areas and attempt to provide an enriched curriculum to meet their needs.

LATENESS

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.

LEARNING JOURNEY

At Cherry Tree we implement the Early Years Foundation Stage Framework which is statutory. This requires us to keep a record of each Nursery and Reception child's progress. We do this by capturing each child's learning and experiences during their time in Foundation Stage. It includes photographs, observations and samples of work collected from school and home. The photos are an excellent way of showing learning taking place. They stimulate and excite the child and reinforce their learning.

It is not always possible to only take your child's picture, often they are working with friends and therefore other children are in the picture as well. We ask parents to give permission for their child's photograph (no names) to appear in the Learning Journey of other children in both Nursery and Reception. If a parent declines their permission, this will make it more difficult for staff to gather evidence and may well negatively affect the quality of the child's Learning Journey scrapbook and the benefit this has on their child's learning.

LIBRARY

We have a well stocked Library with Fiction and Non-Fiction books. The children in Years 2 to 6 have Library time each week and the Children in Nursery to Year 1 have a selection of Library Books in their classes which are changed on a regular basis. Topic books are loaned to classes to refer to for research.

MEDICINES

Hertfordshire County Council and 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 are requested to complete an Asthma Form, detailing the dosage. Parents are responsible for ensuring that all medicines are in date.

MILK

Milk is available for all children at Cherry Tree. It is free for children who are under five years old for the whole term. Families who are on certain benefits and have successfully applied for and are in receipt of current Free School Meal entitlement can also order milk free of charge. Milk has to be ordered in advance for the following term.

OFSTED

Our school was last inspected by Ofsted on 25th May 2016. We were very pleased to continue to be graded a "Good" school. The full report can be viewed on the Ofsted website www.ofsted.gov.uk.

PARENT/CARER INVOLVEMENT

We believe that children's education is enhanced when parents and carers take an active interest in their child's education. We encourage you to help your child both inside and outside school. If you would like to become a Parent Volunteer in school, please contact the School Office for more information. You can also become more involved by joining "The Friends of Cherry Tree" our PTA.

PAYMENTS INTO SCHOOL

Our school is cashless and all payments should be made on School Gateway for items such as school lunches, trips and swimming. It is easy to set up an account by visiting www.schoolgateway.com. 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.

SCHOOL CLUBS

There are a lot of opportunities to join one of the many after school clubs. These are run by outside agencies such as Apex Dance, Challenge Sport, Flip Theatre, Game On, Mad Science and PT Coaching. The clubs include Drama, Football, Gymnastics, Multi-Skills, Science and Street Dance. Details of the clubs are publicised in our weekly newsletter and website.

SCHOOL COUNCIL

Our School Council meet once a week to discuss matters concerning pupils and the school as a whole. Every term, children from Year 2 to 6 nominate their fellow classmates to become School Councillors and two representatives from each class then meet with Ms Bruce once a week at the meetings.

SCHOOL MEALS

School meals are provided by Hertfordshire Catering Ltd from their Pupil Choice Menu which offers a 3-week rolling menu. The meals are freshly cooked on the premises and every day children can choose from the meat option, vegetarian option or jacket potato. At present the cost is £2.30 per day, however this usually rises slightly every April. All children in Reception to Year 2 are entitled to a free school meal through the Universal Free School Meals initiative.

Children who have a medically diagnosed food allergy must go through a special procedure with Hertfordshire Catering before being able to take up the school meal option.

Dinner money must be paid in advance before meals are taken. Payments should be made on our electronic payment system, School Gateway. If your child is absent from school and you have paid in advance for the meal, this will be credited to your account.

Your child also has the option to bring in a packed lunch if they prefer. Please do not include glass bottles, squash or fizzy drinks, sweets, or chocolate (although chocolate covered biscuits are allowed). We are a "water only" school, so please only send your child with water with their packed lunch.

If your child wishes to change from packed lunches to school meals or vice versa, we require one week's notice in writing as the cook has to order her food in advance.

Some children may be entitled to Pupil Premium Funding (previously known as Free School Meals). If you think you may qualify, please enquire at the School Office, telephone 0300 123 4048 to speak to an advisor at Herts County Council, or visit their website www.hertsdirect.org/services/edlearn/canhelp/

SCHOOL OFFICE

The school office is open between 8.30am 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.

SCHOOL RULES

We will always try our hardest to:

- respect everybody in and out of school
- allow others to learn during lessons
- work as hard as possible
- take great care with equipment and people's belongings
- be good role models.

SCHOOL TRIPS

Each class has the opportunity to take part in several school trips and experiences each year. Our Year 6 children go on a 5-day residential trip to the Peak District. These trips are linked to their learning and risk assessments are always completed prior to the trip. The children also go on local trips including local places of worship, the neighbouring allotments and play area.

SECURITY

Our school is surrounded by a high fence and the main school entrance on Berry Avenue has electronic security gates. All outside doors to classrooms can only be opened from the inside and the Main School and New Building have an entry phone. All visitors to the school must report to the School Office to sign in and out and an appropriate identity badge will be issued. The school has a **no smoking** policy which parents and visitors are asked to observe. Health and Safety checks are performed regularly on school and playground equipment. Regular fire drills are held to ensure the safety of all children, staff and visitors.

SWIMMING

Swimming is an essential life skill and the Government has set a target for all children to swim at least 25 metres by the end of Year 6. Swimming takes place at Woodside Leisure Centre and our Year 4 children swim for that academic year. The children travel to the lessons by coach from school and are taught by the centre's swimming instructors. Lessons are a compulsory part of the PE Curriculum and children are expected to attend every week. During the first session, the children will be assessed and sorted into ability groups accordingly. The less able swimmers will continue to be taught in the small learner pool. Parents/Carers are asked for a contribution towards the cost.

UNIFORM

At Cherry Tree 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. Our uniform is as follows:

- ❖ Boys - red sweatshirt, white polo shirt, black or grey trousers (or shorts in summer).
- ❖ Girls - red sweatshirt/cardigan, white polo shirt, black or grey skirt, trousers or pinafore dress. In warm weather girls can also wear red gingham/striped dresses.
- ❖ PE Kit - red t-shirt, black shorts and black plimsolls/trainers must be in school every day. In colder months, children in Years 1 to 6 can also bring in a plain dark sweatshirt and jogging bottoms for PE outside.
- ❖ Black shoes should be worn at all times. We do not allow high heels or open toes as they are potentially dangerous in the playground.

All clothing should be named.

Uniform can be ordered from our supplier, Mapac. This can be done online at their website www.mapac.com/education/parents/uniform/CherryTreePrimaryWD24 or by telephone to 01923 255525. More information on school uniform can be found on our School Uniform Policy.

VALUABLES

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, in which case it should be sent in a sealed envelope with the child's name, class and reason on. Jewellery should not be worn as it constitutes a Health and Safety risk, please see our School Uniform Policy for further information.

VALUES

Every half term we have a 'value' to work towards (e.g. communication, respect and appreciation). During the half term, children are awarded stickers for demonstrating the value and at the end of the half term, two children from each class are presented with a medal.

WEBSITE

Our website is kept up to date with lots of information about our school. The weekly newsletter is always available along with any letters that have been sent out to parents. There are sections that showcase the children's work and also lots of information to help parents and children. Our School Policies are available to view on our website. To take a look, please go to www.cherrytree.herts.sch.uk.

Appendix - Policies



School Uniform Policy March 2017

Philosophy

At Cherry Tree 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.

Aims

A school uniform:

- identifies the children with the school
- is practical and smart
- is not distracting in class (as fashion clothes might be)
- makes children feel equal to their peers in terms of appearance
- is regarded as suitable and practical
- has been designed with health and safety in mind.

We ask parents/carers to support the school uniform policy (see list below). We believe that parents/carers have a duty to send their children to school correctly dressed and ready for their daily schoolwork. Parents/carers should ensure that their child has the correct uniform, that it is clean, in good repair and that it fits. If children do not wear the correct uniform the parents/carers will be contacted either in person, by telephone/text or by letter.

We welcome children from all backgrounds and faith communities. If there are serious reasons, for example religious objections, why parents/carers want their child to wear clothes that differ from school uniform, the school will look sympathetically at such requests. Similarly, should an item of school uniform prove problematic for a pupil with disabilities, parents/carers are invited to draw this to the attention of the Headteacher. The school will not treat pupils with disabilities unfavourably.

Watches

Suitable watches may be worn by the older pupils. The pupil will be requested to remove it for PE or games. The school will not be held responsible for loss or damage to a watch. If the watch is causing a disruption to the learning of the individual or others the pupil will be requested to remove and it will be kept in the school office for the parent/carer to collect. *The school will not take responsibility for these items in school or for any injury, accident or loss that may occur.*

Hair

The school does not permit pupils to have haircuts that could serve as a distraction to other children e.g. shaved patterns, mohicans, dyed stripes etc. Any adornments in the hair should be

small (e.g. hair ties, 'alice bands' etc) and in the school colours (e.g. black, grey, red or white). Hair longer than collar length should be tied back using an appropriate hairband.

Footwear

Black shoes should be worn to school. Shoes with high heels, platform soles or open toes are not permitted. Neither are flip flops or shoes without a back around the heel. Socks or tights must always be worn with shoes, again in school colours. Trainers or plimsolls can be worn for PE (black only).

Jewellery or religious adornments

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are the wearing of small objects of religious significance and small ear-ringing studs in recently pierced ears, although we encourage this to be done at the start of the summer holidays. Permission must be requested for either of these exceptions: forms are available for completion from the school office. If jewellery is worn to school the parent/carer will be contacted either in person, by telephone/text or by letter. If the same child wears jewellery again they will be requested to remove it and the item/s will be kept in the school office for the parent/carer to collect. *The school will not take responsibility for these items in school or for any injury, accident or loss that may occur.*

Book Bags/PE Bags

All children require a red book bag which must be brought to school every day. PE kits should be kept in a PE Kit Bag and should be kept in school during the week/1/2 term. Rucksacks or other bags are not allowed as we do not have anywhere to keep them and they become a trip hazard.

Nail Varnish

Children should not wear nail varnish/polish.

School uniform

Boys

- Red sweatshirt, white polo shirt, black or grey trousers (or shorts in summer), black or grey socks
- Black shoes (no boots or open toed sandals)
- If boots are worn to school in the winter they must change into shoes or plimsolls in the class.
- No extreme haircuts please

PE kit

- Red t-shirt, black shorts and black plimsolls/trainers.
- In winter (Years 1 to 6) Plain dark sweatshirt and jogging bottoms.

Girls

- Red sweatshirt/cardigan, white polo shirt, black or grey skirt, trousers (not leggings) or pinafore dress (or red gingham, striped dress in summer), black, grey or white socks or tights
- For religious reasons, girls can wear black leggings, in school colours, under their summer dress
- Black shoes (no heels, open toed sandals)
- If boots are worn to school in the winter they must change into shoes or plimsolls in the class.
- No extreme haircuts please
- Optional hijab - in school colours and tight fitting

PE kit

- Red t-shirt, black shorts (or leggings for religious reasons) and black plimsolls/trainers.
- In winter (Years 1 to 6) Plain dark sweatshirt and jogging bottoms.



Cherry Tree Primary School

Home School Agreement



What the school will do

Cherry Tree Primary School agrees to:

- Encourage children to do their best at all times.
- Care for children's safety and happiness.
- Encourage parents to become involved in the life of the school.
- Provide parents with up to date information about school life, the curriculum and their child's progress.
- Encourage all children to keep the School Rules at all times.

What the family will do

The family agrees to:

- Ensure that their child arrives at school on time, properly equipped and ready to learn.
- Make sure that their child attends school regularly and inform the school if their child is absent on the first day of absence, in the morning.
- Work in partnership with teachers to support their child's learning.
- Attend Parent Evenings to discuss their children's work.
- Ensure that homework is completed and handed in on time.
- Support the school in maintaining good behaviour and discipline.



What the children will do

The children of Cherry Tree Primary School agree to:

- Complete and hand in their homework regularly.
- Keep the School Rules set out below.
 - Respect everybody in and out of school.
 - Allow others to learn during lessons.
 - Work as hard as possible.
 - Take great care with equipment and people's belongings.
 - Be good role models.



Learning Together
Learning for Life



Cherry Tree Primary School

PRIVACY NOTICE 2016-17

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs Osborne, Office Manager via the School Office.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.hertsdirect.org/services/edlearn/privsch/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



Cherry Tree Primary School

Pupil Acceptable Use Agreement/E-Safety Policy

March 2016

Dear Parent/ Carer

ICT including the internet, email, laptops, digital cameras etc have become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT both in Computing and across the curriculum.

Please discuss this E-Safety Policy with your child. If you have any concerns or would like some explanation, please contact the school office.

Acceptable use for all pupils:

- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address.
- ✓ I will make sure that all ICT contacts with other children and adults are appropriate.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will turn off my monitor and tell my teacher immediately.
- ✓ I will not send to children or adults anything that could be considered unpleasant or nasty.
- ✓ I will not bring a Smart Watch to school because I am not permitted to wear one during the school day. Analogue/digital watches can be worn at the teacher's discretion.
- ✓ I will not sign up to online services until I am old enough to do so (13+ in most cases).
- ✓ I will not give out my own details such as my name, phone number or home address and not arrange to meet someone.
- ✓ I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my E-Safety.
- ✓ I will not install software, wallpapers or programme on to our class computers.
- ✓ I will shut down computers and devices when asked to by my teacher.

Acceptable use for Parents

- ✓ I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.
- ✓ I/we will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset or offend any member of the school community.

- ✓ I/We will not share photos taken at school events on social media websites services such as Facebook, Instagram, Snapchat and YouTube.
- ✓ I/we will prevent my/our child/children from playing video games and watching films/videos intended for older audiences (rated 12 and above).
- ✓ I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are underage (13+ years in most cases).
- ✓ I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children.

These rules help us to stay
safe on the Internet

Think then Click



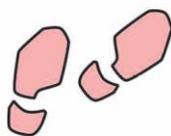
We only use the Internet when an adult is with us.



We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.



We always ask if we get lost on the Internet.



We can send and open emails together.



We can write polite and friendly emails to people that we know.

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Cherry Tree Primary School

Website and Use of Photographs and Recordings

Website

We use our web site as a way of promoting our school positively to parents, the local community and the world via the internet. The address for our website is

www.cherrytree.herts.sch.uk.

We display items of children's work together with photographs taken in and around the school, during school visits, sporting events etc. We recognise the need to protect our children and therefore will only publish images of them in accordance with the guidelines from Hertfordshire LEA. This means that where there is an image of your child, they will never be identified using their name and will never be photographed individually. For example they might be part of a group and only referred to by "Conkers class on a school trip" in the caption. Where we display children's work, any caption would contain first name only. If you would like to view information about Internet safety from Hertfordshire LA please visit

<http://www.hertsdirect.org/services/healthsoc/childfam/childprotection/hertssafboard/parentscarers/esafeparcar/>

There is a section to complete on your application form to state whether you are happy for your child to appear on our school website. Please complete this to let us know. Finally, if you have any ideas on how to improve our website we would be delighted to hear from you.

Use of Photographs and Recordings

Often, for educational purposes, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. The permission is valid for the period of time your child attends this school. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

There is a section to complete on your Pupil Admission Form asking for your permission to:

- * Allow your child's image to be taken and used in publicity material for the school including printed and electronic publications, video and webcam recordings
- * Allow images of your child to be used by the news media in printed and/or electronic forms and stored in their archives (including imaged sent to the news media by school and images/footage they may take themselves if invited into school to cover an event.



Cherry Tree Primary School

Complaints Guidelines

June 2016

Philosophy

At Cherry Tree Primary School, we are committed to providing the highest standard of education and care for all pupils. However, on occasions, issues may occur when parents might wish to see a mutually satisfactory outcome. We aim to deal with all such issues swiftly and fairly.

We follow the Hertfordshire Complaints Procedures. We recommend that such issues are addressed in the following manner:

Step One

First point of contact must be through the Class Teacher. If you are still not happy with the outcome, please go back to the Class Teacher, to discuss further.

Step Two

If all avenues have been explored with the Class Teacher and you are still unhappy with the outcome, this is the time to approach the Headteacher or Deputy Headteacher. This should be done either in writing or by making an appointment through the School Secretary.

Step Three

If the matter is still unresolved, then you are advised to raise the issue with the Governing Body in writing addressed in a sealed envelope to the Chair of Governors via the school office.

Hopefully by now, your issue has reached a successful conclusion.

The information: 'How to complain to your child's school - information for parents' attached below will give you more detailed information.

Review - June 2018

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Cherry Tree Primary School

Parent and Carer Code of Conduct

September 16

This policy was put together by parents of the school during focused meetings. It applies to all parents and carers of children who come to Cherry Tree Primary School.

PURPOSE

It is designed to give clear guidance on the standards of behaviour all parents and carers are expected to observe, and the school will notify parents and carers of this code and the expectations as part of their induction programme for new parents.

SETTING AN EXAMPLE

All parents and carers who enter the school site at any time set examples of behaviour and conduct which can influence pupils/students.

All parents and carers must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

EXPECTED BEHAVIOUR

- All parents and carers should respect one another, all children and staff. There should be no physical abuse, rude or aggressive behaviour, bad language, racism or sexism directed towards another parent, carer, pupil or member of staff.
- No parent or carer should enter the playground under the influence of drink or drugs.
- No parent or carer should enter the playground with a dog.
- Complaints made by parents or carers should go through the correct channels. If a parent or carer has a concern or an issue about another parent or child in the school, they must not approach them directly but report their problem to the school office. Any personal matters that are not to do with school should be dealt with off school premises.
- If a parent/carer is unhappy with the school, they must discuss this in line with the complaints procedure and not harm the school's reputation by using social networking sites to express their opinion.
- All parents should only enter the school building through the school office or by permission from a member of staff.
- Notes for teachers should be sent in with the child or be given into the school office.

The school has the authority to ban parents from the school site who repeatedly display unacceptable behaviour.



Cherry Tree Primary School

Key Stage Statutory Assessment Results 2016

The New National Curriculum was introduced in 2014. From 2016, Key Stage 2 results are not directly comparable to test results from previous years as these were under a different system of assessment.

2016 Results

Reading	76%
Writing	76%
Spelling and Grammar	79%
Maths	69%
Combined Maths and English	48%

Previous Results

Subject		2015				2014			
		Level 4	Level 5	Level 6	% improved by 2 or more levels from KS1 to KS2	Level 4	Level 5	Level 6	% improved by 2 or more levels from KS1 to KS2
English	Reading	97%	47%	0%	89%	93%	60%	0%	93%
	Writing	93%	30%	0%	93%	80%	27%	0%	89%
	Grammar	93%	57%	0%	n/a	77%	57%	3%	n/a
Maths		93%	30%	10%	89%	87%	53%	17%	93%
Combined English & Maths		83%				80%			

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Cherry Tree Primary School

Why You Should Choose Cherry Tree!

Our School Council want to persuade you to send your child to Cherry Tree:

"Send your children to Cherry Tree because of our fabulous staff. We go on great trips and have exciting lessons."

(by Jatheeshan and Vincent)

"Cherry Tree School is a happy and safe place."

(by Frankie and Jack)

"Our school is good because our children are very kind."

(by Aaron and Sinou)

"Cherry Tree School has a creative effect on all children because they create beautiful displays on all subjects."

(by Sofia and Isaque)

"You can send your child to Cherry Tree because we have fun in class and outside."

(by Olivia and Owen)

"At Cherry Tree School the teachers work hard to make lessons fun. We welcome new children and are friendly."

(by Louisa and Lavan)

"Send your children to Cherry Tree because the teachers are kind."

(by Mya and Kalista)

"The teachers at Cherry Tree School are friendly and kind. They give you good grades if you work hard."

(by Anya and Christina)

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