

Term dates

- **Autumn Term** - Wed 6th Sep 2017 – Fri 15th Dec 2017
- **Oct Half Term** - 23rd Oct 2017 - 27th Oct 2017
- **Spring Term** - Wed 3rd Jan 2018 – Thur 29th Mar 2018
- **Feb Half Term** - 12th Feb 2018 – 16th Feb 2018
- **Summer Term** - Mon 16th Apr 2018 – Tues 24th Jul 2018
- **May Half Term** - 28th May 2018 – 1st Jun 2018

Non Pupil Days (INSET)

- Mon 4th Sep 2017
- Tues 5th Sep 2017
- Mon 30th Oct 2017
- Tues 2nd Jan 2018
- Wed 25th Jul 2018

Parents' evenings

- **Year 7** - Meet the Tutor Thurs 28th Sep 2017
- **Year 9** - Parent/Subject Evening Thurs 12th Oct 2017
- **Year 8** - Parent/Subject Evening Thurs 11th Jan 2018
- **Year 7** - Parent/Subject Evening Thurs 22nd Mar 2018
- **Year 8** - Options Evening Thurs 26th Apr 2018
- **All Years** - Parent/Tutor Evening Thurs 19th Jul 2018

Reports and exams

Reports will be issued three times during the academic year. They will be sent home with students during December, April and July

Pre Public Examinations (Mocks) are planned for:

- Year 9 only – 11th-15th Dec 2017
- All years – 25th-29th Jun 2018

These exams will be formal and students are expected to revise and prepare for them as if they were real exams.

Attendance

Students should be in school every day by 08:30, ready for a prompt 08:35 start. Any students arriving after this time must sign in at reception and unless they have an acceptable reason they will be placed in a break detention that day. If they are unwell then please contact the school every day they are absent via telephone on 01404 823293.

The school is not normally allowed to authorise absence, however, if there are truly exceptional circumstances then please complete an absence request form available via reception.

Uniform

The school has added more detail to its uniform policy. Full details are available on our website here:

<https://www.cranbrookeducationcampus.org.uk/our-campus/secondary/uniform/>

Some points of note.

Make up should be discrete and there should be no noticeable eye make-up (this includes eye shadow / mascara).

The only jewellery permitted is one small (<4mm) stud earring in each ear lobe. No rings or bracelets are permitted unless specific authorisation has been provided.

School shoes must be entirely black in colour.

Skirts should be of approximately knee length. School trousers must comply with school expectations.

Mobile phones/devices

Students are allowed to bring mobile phones/devices to school. However, if they choose to do so it is done at their own risk.

Phones/devices are only allowed to be visible in the atrium at break and lunch time and should not be visible in corridors or between lessons. They may be confiscated if they are seen at any of these and other times. The only exception to this if students are given a specific request to use them by their teacher.

Students should be aware that if their mobile phone/device is seen being used it may be searched for inappropriate content and the details of this can be seen in the E-Safety, Handheld Device, Mobile Phone and Computer User Policy which can be found on our website here:

<https://www.cranbrookeducationcampus.org.uk/about-us/policies/>

Homework

All homework tasks will be set on ClassCharts. Every student and parent/carer has their own individual access. Please contact reception on

reception@cranbrookeducationcampus.org.uk if you require your ClassCharts login code

It is expected that all homework is completed on time and that any concerns or support needed is requested before the deadline.

If a student is absent then they are STILL expected to complete homework set and to catch up on work missed.

Behaviour

Poor behaviour will not be tolerated at Cranbrook. Students will be supported at all times to behave well, however, if they fail to meet expectations they will receive sanctions, including same day detentions. If a student is set a detention they must attend; failure to attend will result in serious consequences. We will exclude students if they are unable to meet the expected standards.

The school will take action on behaviour that occurs during school time, on the way to and from school and at any other time that students are identifiable as a Cranbrook student.

Rewards

Students will receive regular rewards and recognition of their excellent work. They will be awarded merits. These can be seen via ClassCharts. Please contact reception on

reception@cranbrookeducationcampus.org.uk if you require your ClassCharts login code

Students will be invited to termly reward events if they have excellent attendance and behave well every day.

Students can also be awarded Bronze, Silver, Gold and Platinum merit badges as well as subject specific awards.

The following awards evenings are planned for this year

- Year 9 - Thurs 17th May 2018
- Year 8 - Thurs 14th Jun 2018
- Year 7 – Thurs 28th Jun 2018

I look forward to seeing you there!

Mr S Farmer – Head of Campus

