Cranmer Primary School

PROSPECTUS 2010-11

'Creating an Excellent School'
Cranmer Primary School Prospectus

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Dear Parents and Carers,

Thank you for requesting a copy of our School Prospectus in which we try to give you a picture of Cranmer. We hope you find it interesting and informative. We appreciate how important it is for you to choose the right school for your child. We would be very pleased to show you around the school, as words cannot give the full picture of the school, its atmosphere and the work of the pupils and staff.

We hope you will have time to visit and discover for yourself why we have a reputation as a school where pupils are happy, cared for and where there are high standards of work and behaviour.

Our aim is to work together with staff, governors, parents and children to create an excellent school. We have established our mission and values statement which is overleaf. We welcome and value your views and those of the children.

We have a golden rule at Cranmer agreed by pupils in 2009

‘To work hard and be respectful every day; to believe and achieve; that’s the Cranmer way.’

This encapsulates the way in which we all aim to work and be together.

We aim to provide high quality educational opportunities in order to develop pupils’ knowledge, experiences and understanding. We aim to create a school in which pupils can discover their strengths and talents, love learning and realise their potential; all this within an environment in which pupils feel valued and respected as individuals.

We look forward to meeting you and to working with you in partnership for the benefit of your child’s education.

Yours faithfully,

Mrs Ruth Whymark & Ms Irene Leeves
Co-Headteachers

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London Borough of Merton

‘Creating an Excellent School’
Our values and mission statement:

‘Creating An Excellent School’

Cranmer:-
- a welcoming school where everyone matters
- with opportunities for all to learn and succeed
- instilling a life-long love of learning
- where all opinions are welcomed and heard
- where everyone feels included, proud of their achievements and valued as individuals
- a school with high standards where all aspire to excel
- where learning is fun, challenging, creative and fulfilling
- where everyone feels cared for, safe and secure
- a community in which everyone shows respect for themselves, for others and for the environment
- where everyone takes responsibility for their learning and actions
- working in partnership with parents, governors and the community to enrich the learning experiences for all
- a school strengthened by its rich cultural diversity and harmonious relationships

‘Creating an Excellent School’
SCHOOL HOURS

Reception - Year 6: 8.45 am to 3.15 pm
Nursery: 8:45am-11:15am and 12:45pm-3:15pm

Registration is at 8.45am and the bell goes at 8.40am for the children to arrive in their classrooms in time for registration. For their safety, we do ask that pupils are not left unsupervised in the playground before 8.40am.

For pupils' safety and care we ask that all children, with the exception of Years 5 and 6, are brought to and collected from school by an adult. Pupils in Years 5 and 6 can come to, and go home, from school with friends or on their own provided written permission has been given by the child's parents. (Please see Appendix 1 for the full policy).

INSPECTION

Cranmer was inspected in March 2009. The inspectors gave the school a glowing report and acknowledged the high standards; good behaviour of the children, stimulating learning environment and our caring ethos. Below are some of their key findings:

- Cranmer is a good school which lives up well to its Golden Rule: 'To work hard and be respectful every day; to believe and achieve that's the Cranmer way.'

  - Parents are very appreciative of the school and justifiably believe their children make good progress
  - Pupils achieve well because teaching and learning are good
  - Pupils who speak English as an additional language make especially good progress
  - A strong community spirit means that pupils are extremely good ambassadors for their school in sports and choir events
  - The pastoral care of pupils is very good
  - Close links between school and home give children in the nursery confidence which lasts throughout their time in the Early Years Foundation Stage. Children settle well and make good progress.
  - Children are friendly and considerate towards each other.
  - Pupils really like their school because they thoroughly enjoy their lessons and feel their teachers help them to learn.
  - There is a shared ethos of respect.
  - Peer mediators are much valued because they provide friendship and support to other pupils
  - Pupils make an excellent contribution to school life through responsibilities such as membership of the School Council and Eco Club.

HOME SCHOOL AGREEMENT

Our aim is to work closely and in partnership with parents. Therefore we have a home school agreement which we, and parents, sign to show our respective commitment to this partnership. Successful learning can be achieved if both home and school work together as equal partners, sharing the responsibilities and the pleasures of preparing young children for the future. We want them to be happy and healthy and to grow into caring, perceptive and law-abiding citizens. We, the staff at Cranmer Primary School, will play our full part. We will work with you so that together we share the responsibility for your child's education, well-being and future.

‘Creating an Excellent School’
**SCHOOL STAFF AND GOVERNORS**

Cranmer staff and governors are committed to Cranmer’s values and mission statement to ‘Create an Excellent School’. We have an excellent staff team who work together to provide the best possible education for every child. Appendix 1 shows a full list of staff and governors.

**THE SCHOOL AND ITS GROUNDS**

Cranmer Primary School opened in 2001 as a two form entry primary school. Cranmer was formerly a middle school which opened in 1969 in the converted buildings of the Mitcham County School for Girls. The school is situated in seven acres of grounds. With mature trees and gardens at the end of a long drive, the grounds provide an atmosphere of quiet with extensive space for pupils to use. These grounds are well equipped with sports areas, including tennis courts, basketball and netball courts and football pitches.

There is also an extensive trim trail for children to use at play and lesson times. In addition to the classrooms, the school has an Art / Pottery room, French Room, a Food Technology area, a Music room, a Computer room, a magnificent Library / Resource Centre, a Gymnasium / Hall, a dining hall and a separate day care and out of hours club building. The Foundation Stage has a wonderful curriculum garden in which children can explore and experience all areas of learning in the Foundation Stage. Cranmer is well equipped to provide a wide range of learning experiences across the curriculum.

Pupils are encouraged to value the buildings and the grounds of the school by caring for the plants and trees and by not dropping litter. No dogs, other than dogs for the visually impaired, are permitted onto the school site. This is for pupils’ health and safety.

**A BRIEF HISTORY**

Cranmer was not always a primary school. Rather it started its life as a grammar school; The Mitcham County School for Girls opened on May 2nd 1929. Cranmer became a Middle School in 1969. Then in September 2001 Cranmer became a two form entry primary school with a 52 place nursery. Fortunately, present day pupils benefit from the wonderful Grammar School building and facilities. There is no evidence of any historical link with Archbishop Thomas Cranmer. Cranmer would appear to be named after the Cranmer family who had been Lords of the Manor of Mitcham since 1656. Robert Cranmer, who was an East India Merchant bought the land in 1656. On the site of the Wilson Hospital stood a grand house called 'The Cranmers’. It was demolished in 1928 to make way for the Wilson Hospital.

Beside the house was a timber-framed tithe barn, this was demolished at the same time. Mitcham County Grammar School was built in 1928-9; the wooden beam within the Cranmer’s old reception area is said to have come from the tithe barn.

‘Creating an Excellent School’
ORGANISATION

The school has a 104 place Nursery. Currently Cranmer is undergoing a proposed expansion to become a 3 form entry school. We have 3 reception classes and 2 classes in Years 1-6. Incrementally this will increase year on year. Merton are in the process of consulting on this change. Nursery children start in the Nursery in the term after their 3rd birthday. In each class there is a class teacher and every class benefits from the support of a teaching assistant. There are two classes in each year group; they follow the same course of study with the teachers meeting together to plan and differentiate work to match the needs of the children.

Children's progress is monitored regularly and we use tests, teacher assessments and an extensive pupil tracking system to check progress and standards. All children are tested in English and Mathematics during the summer term using Qualifications and Curriculum Authority tests. At the end of the Foundation Stage and Key Stage 1 the pupils are teacher assessed. In Year 6 children take the SATs tests. In Year 2 they take Key Stage One (KS1) assessments (the outcomes are based on teacher assessment with some tests carried out in order to validate the teacher's assessment. In Year 6 pupils take Key Stage Two (KS2) tests. The school works in partnership with the parents to support the children in achieving their very best in these tests.

ADMISSIONS

Cranmer's administrative staff will be able to answer any questions parents may have about admissions. Cranmer is a Community Primary School which means that all decisions about admissions are made by the Local Authority, following the agreed admissions policy for all community schools.

GOOD BEHAVIOUR & CRANMER’S GOLDEN RULE

We are very proud of Cranmer’s excellent reputation for standards and behaviour in the community. High standards of courtesy, consideration for others and good behaviour are expected and evident to all who visit the school. Good behaviour and respect forms the foundation for the quality of relationships and learning.

In January 2009, following a full consultation with parents, governors, staff and most importantly children, we have agreed a whole school ‘Golden Rule’. This sets the tone within which we work together as a community. The Golden Rule underpins all that we do. Cranmer’s Golden Rule:-

‘To work hard and be respectful every day;
  to believe and achieve,
  that’s the Cranmer way.’

The maintenance of good discipline, a pleasant environment and a well-ordered routine is vital for pupils’ academic and social development. Cranmer has a clear behaviour policy and is committed to ensuring that good behaviour and kindness is celebrated and rewarded. Pupils are expected to behave well on their way to and from school and to wear the school uniform with pride.

Bullying is not tolerated at Cranmer. We have a clear anti-bullying policy which is understood by all. The implications for those involved in bullying are serious and could lead to a period of exclusion from the school.

If we are concerned about a pupil’s attitude or behaviour, we contact the parents as soon as possible to discuss how the child can best be helped to achieve their full potential.
RESPECT FOR ALL

Cranmer is strengthened by its rich cultural diversity and its harmonious relationships. All members of the school community have the right to be treated equally and to receive care, consideration and courtesy. We do much to value and recognise all cultures and faiths represented at the school. Words or actions that offend or discriminate against other people on the grounds of race, culture, gender, class or disability are not tolerated.

SCHOOL COUNCIL & ECO COMMITTEE

Cranmer has a School Council which is made up of two representatives elected from each class. The council meets regularly to discuss school policies and issues that have been raised by pupils. Each class also has Eco-Representatives which make up the Eco-Committee; this committee leads the school in ensuring it works to protect the environment. Both the Eco-Committee and the School Council are highly valued and play an important part in school decision-making. There are Junior Road Safety Officers, these are pupils who work to ensure children know about how to stay safe on the roads.

CHILD PROTECTION AND SAFE-GUARDING

Cranmer staff and governors take their responsibility to ensure pupils' safety and well-being very seriously. There is a well-established Child Protection Policy, which is available for parents to see, should they wish to do so. Cranmer will follow guidelines set down by the Local Authority to ensure pupils' safety and will follow our Child Protection Policy and do all we can to protect pupils, referring to and involving other agencies, when this is necessary. Appropriate confidentiality will be ensured and respected throughout.

SCHOOL POLICIES

Cranmer has a range of policies that set out the way in which we aim to work with pupils and the Cranmer community of parents and governors. These policies are underpinned by our school mission statement. They outline in detail how we approach all aspects of our work in order to ensure that the pupils receive the best possible provision. Staff are committed to these policies and to their effective implementation. If parents wish to see any particular policies they are public documents and are available.

CONNECTING CLASSROOMS - GLOBAL COMMUNITY COHESION

During the Spring and Summer Terms in 2009, a Cranmer Team of teachers has established and set up some Global Links with some schools in Pakistan. This project called ‘Connecting Classrooms’ is to do just that! We hope to establish links between our Years 5 and 6 pupils with classrooms in schools in Pakistan. This is so that pupils can share experiences and communicate about their local area and cultures etc.. The aim of this project is to strengthen global links and to help children to understand about life in another country. In addition to this the aim is to help prepare pupils for their role in a global society as adults, through developing an understanding of global citizenship.

During the next few years we are intending to establish links with other schools in other countries.

COMMUNITY COHESION - LOCAL LINKS!

In addition to our global links Cranmer staff work hard to establish links closer to home. This is to help pupils to understand that they are part of a local community and have a part to play in it. At Christmas time we invite residents of a local senior citizens community group to visit Cranmer to listen to the choir sing carols and to have a Christmas tea with us. Cranmer has links with local secondary schools and ensures that we benefit from any specialist status they may have. School Council children have established links with a local charity which provides food for an orphanage in Africa. Also we have links with Kings College Junior Independent school in Wimbledon, where we have participated in maths challenges and cricket tournaments.

‘Creating an Excellent School’
THE CURRICULUM

The curriculum is the sum total of the experiences which a learner receives at school. At Cranmer we aim to provide a stable, caring environment in which pupils feel valued and feel that they are listened to, respected and contribute to decisions made in school. We aim to make learning exciting, fun and life long; ensuring that:

- learning activities are creative, fun and stimulating
- children reach their highest possible level of competence in Literacy and Numeracy
- we provide children with a wide range of physical activities which will foster leisure interests and promote a positive attitude to healthy living
- we help children through religious, historical, geographical and scientific studies to explore the world in which they live and to understand their responsibilities within it.

THE NATIONAL CURRICULUM

The National Curriculum taught at Cranmer consists of four core subjects, English, Mathematics, Science and ICT. There are also six foundation subjects: Art, Design Technology, Geography, History, Music and Physical Education. Information and Communication Technology (ICT) is taught as a specific subject and also across all subjects. Religious Education and Personal, Social and Health Education (PSHE) are also taught in all year groups. The Modern Foreign Language taught at Cranmer is French and pupils begin French in Reception. The governing body has agreed a Curriculum Policy which outlines the way in which the curriculum will be delivered at Cranmer. This is attached as Appendix 4.

FOUNDATION STAGE

Our aim for Early Years education is to provide a secure and stimulating environment in which children can achieve their full potential and enjoy school. In Early Years children learn through a wide variety of exciting play-based experiences which enable children to investigate, to try out ideas, to socialise and to become confident and independent. Parents and staff work together to provide a secure and confident start to school life where children enjoy learning.

Children in the nursery and reception participate in the Foundation Stage Curriculum. They follow a programme of planned work with the key focus of learning through structured and free play activities. The aim is to develop secure and confident learners.

Their learning covers 6 key areas:

- Personal social and emotional development
- Communication, Language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

KEY STAGE 1

Our aim is to ensure that the transition from the Foundation Stage to Key Stage 1 is a smooth one. At the start of Year 1 children continue to learn in a similar way to that towards the end of the Foundation Stage.

Key Stage 1 consists of Year 1 and Year 2 classes and these children take assessments at the end of Key Stage 1 when they are in Year 2.

During these years our aim is to continue to develop children into becoming independent learners with increasing confidence in their own skills. With the support of parents we aim to develop the children to achieve high standards and to achieve their full potential.

During Key Stage 1 the Literacy and Numeracy sessions are introduced. This means that on every school day children will have a literacy and a numeracy session. Children are encouraged take a full and active part in the whole life of the school and to enjoy the opportunities offered to them by a wide and rich curriculum in order to develop their independence.
Key Stage 2 covers the primary Years 3 to 6. Specialist teaching takes place for Music and French. During Key Stage 2 we aim to continue the learning environment created in Key Stage 1 and to build upon the children's success. We place value upon all achievement - academic, cultural, sporting and musical. We expect children to develop into caring and good citizens who will be responsible and considerate to others and to develop an interest in the world around them.

Throughout their time at Cranmer Primary School we use both the local environment and the museums in London to support children's learning. Also, as much as we can, we encourage visits from professionals in a range of areas - eg writers and artists to enhance the children's learning. There are numerous visits arranged throughout the year and in Key Stage 2 we encourage children to take part in our residential trips.

At the end of Key Stage 2 the children take a range of standardised national tests (SATS) in English, Maths and Science. These tests are marked externally and the results of all schools are published.

The most recent results are to be found in Appendix 2.

**Literacy**

Literacy teaching is based upon the National Literacy Framework. We aim to ensure that Cranmer pupils are confident speakers, listeners, readers and writers and learn to love and use stories, books and language. Drama is used to help pupils develop speaking and listening skills and to support them in their creative writing. Teaching focuses on:-

- comprehension and composition
- grammar and punctuation
- phonics and spelling
- shared reading and writing activities
- sentence construction, punctuation and spelling.

Cranmer has a handwriting scheme which is followed from Nursery through to Year 6.

**Numeracy**

Mathematics teaching is based upon the National Numeracy Framework. We aim to ensure that pupils enjoy maths and develop the understanding needed to use maths with confidence. Mental maths is an important skill which is reinforced and used at the start of most maths sessions.

A range of strategies are used which include games, number fans, whiteboards and computers. Our aim is to make maths accessible and practical so all children can apply the facts and concepts they learn to their everyday lives.

**Science**

Through the teaching of science we encourage an interest in and an understanding of our world. There are four main areas of work in science:

- scientific investigation
- life and living processes
- materials and their properties
- physical processes

We encourage pupils to make observations and comparisons to test their ideas, consider evidence and provide their own possible solutions. Children's scientific knowledge about subjects, such as magnetism, electricity,
light, temperature, growth, plants, weather and space is taught through first hand observation, investigation, experimentation, use of computers, science week, and science visitors - as well as visits within the local environment and to museums.

**Internet & Communication Technology (ICT)**

This is used and taught across the entire curriculum as it supports learning in so many areas. Pupils also receive specific ICT lessons in order to develop their skills. We have a dedicated ICT suite with internet access. We also make use of other digital equipment such as video cameras and sensors to support learning.

**Design & Technology (DT)**

DT creates designers and engineers of the future. It is about practical skills and making things work along with interpreting the technological world around us. Pupils design, make and evaluate their work.

**HISTORY & GEOGRAPHY**

This involves finding out about the world around us and the people (present and past) in it. Pupils develop historical and geographical skills. This involves use of photographs, visits, artefacts and using information from books and other sources. Pupils become aware of the past which enables them to understand and interpret British and World history. Each year we celebrate international history, including Black History, in the autumn term. In Geography pupils study our own environment and the environment of other countries. Pupils participate in residential trips which always involve geographical skills and learning.

**MUSIC**

The opportunity to sing and make music is greatly valued. At Cranmer pupils have access to individual, as well as, group instrumental tuition. There is a Cranmer Choir in Key Stage 2. Currently Year 4 children learn the violin and children in year 3 learn to play the recorder. Year 5 pupils are singing at the Albert Hall.

The school works closely with Merton Music Foundation in order to provide high quality musical provision. Pupils receive specialist tuition in music and we aim to ensure pupils have the chance to see and hear musicians as much as possible.

**FRENCH**

French is taught from Reception through to Year 6 by a specialist French teacher. French is taught in a fun way through songs and rhymes initially. When pupils leave in Year 6 their knowledge of French is very well established.
**ART**

Art offers the pupils the opportunity to explore their own creative and artistic skills through a range of media. They learn about a range of artists from around the world, as well as the art of different cultures. Key Stage 1 pupils put on their own art exhibition as a result of their after school art club activities.

**PHYSICAL EDUCATION**

Cranmer Sports is a key part of our school. We aim to develop children's sporting abilities and enable them to understand the importance of exercise for their health and well-being. Pupils go swimming in Years 3 and 4. All pupils have opportunities to join after school sporting activities. Cranmer uses sports coaches to develop pupils' sporting ability. We also participate in a range of borough sporting competitions and activities. Cranmer pupils always do extremely well in the inter-school competitions organised by the borough.

**PERSONAL, SOCIAL, HEALTH, CITIZENSHIP AND SEX EDUCATION**

Personal health, citizenship and social education themes are woven into the learning across all aspects of the curriculum. Understanding the importance of a healthy lifestyle is a key aspect of pupils' learning at Cranmer. Pupils' questions are answered honestly and accurately, but with regard to the age and understanding of the children concerned. Sex education is placed in a context of understanding development and change. Year 5 pupils spend some time looking at the human life cycle, including the physical and emotional changes that take place during adolescence. This comprehensive course enables them to make informed decisions about their personal development. Prior to these topics, parents are invited to the school to see some of the programmes and materials used. Parents can withdraw their child from part or all of the sex education provided, except that which is required by the Science National Curriculum. Cranmer has a ‘Sex and Relationships’ education policy which is available for parents. Should you wish to have a copy please contact the school, your views would be most welcome.

**ASSEMBLIES**

Assemblies are an important part of our school community life. Our daily assemblies are times when we ask children to think about their attitudes to one another, to develop moral values and understandings and to begin to develop a spiritual awareness. Whilst our collective worship is broadly Christian we also use teaching and stories from other faiths. We hope all pupils will participate. However, parents and carers have the right to withdraw their children from religious education and collective worship either wholly or in part. Parents are asked to speak to the Headteachers if they wish their child to be withdrawn.
SUPPORTING ALL LEARNING NEEDS

At Cranmer we are committed to providing equal access for all pupils and ensuring that each child’s learning needs are met. Pupils with special educational learning needs, pupils with English as an Additional Language and pupils who are particularly gifted or talented receive specialised programmes of work to ensure that the curriculum meets their needs, in order that they reach their full potential. The needs of able pupils are met through a variety of means at Cranmer. This could relate to specific teaching programmes or with links to other organisations (e.g. sports, drama clubs etc) to develop their particular talents. We liaise with a range of support and specialist agencies to seek the additional expertise needed to meet the learning needs of particular children. As well as seeking specialist support we have experienced and trained teaching assistants who support individuals and groups of pupils in order to meet their identified needs. Throughout the school teaching is differentiated - this means that children are taught according to their ability and need. This ensures that the wide range of learning needs represented at Cranmer are met.

EXTRA-CURRICULAR ACTIVITIES

At Cranmer we aim to help every child develop, and indeed, discover their talents. We offer a range of extra-curricular activities which include dance, drama, football art, recorder, French, athletics, various sports including football etc. Also all pupils in KS2 have the opportunity to join the school choir and all pupils throughout the school may learn a musical instrument.

‘OWN WORK’

At Cranmer we aim to help every child to learn good study skills. Regular ‘own work’ is key to this. Parents and carers can help at home by:-

- reading regularly with your child and discussing the book with him/her
- encouraging the reading of books for pleasure
- taking an interest in the work done at school and brought home, encouraging your child through discussion and your enthusiasm
- visiting the library, museums or other places of interest particularly relating to their topic work at school
- sharing enthusiasm for TV and ICT programmes that relate to scientific, geographical, historical or world interest
- recognising that work rates and enthusiasm for work varies for a number of reasons. Like adults, pupils will respond more positively to praise and encouragement rather than criticism!

Pupils in Key Stage 2 classes have a learning log in which is a record of own work to be completed. Also this book is available as a means of communicating with your child’s class teacher.
CRANMER CHILD CARE PROVISION

We are very proud of our quality range of child care to support working families and parents who study.

LITTLE GEMS

This offers quality all day care for pupils who attend Cranmer’s nursery from 8am to 5.45pm. The provision is Ofsted approved and caters for up to 24 full time places. The adult:pupil ratio is 1:8 maximum, and is often less than this. Little Gems staff members offer a range of high quality resources and activities. There is a separate information booklet for ‘Little Gems’ available from the school. Interested parents can contact the school and we will happily send you further information.

BREAKFAST (GOLDEN) CLUB

Golden Club is our breakfast club and is run in the ‘Little Gems’ building, being open from 7.45am to 8.45 am. Breakfast consists of cereal, fresh fruit, toast, fruit juice and milk. Some parents prefer to ensure that children have breakfast before they arrive. The breakfast club can be used as a warm place to wait until the school bell rings. Younger children will be taken over to their classes by a member of staff. There is a daily charge of £2.25 which includes a healthy breakfast.

LATE CLUB

Late Club is held every afternoon in the School Library from 3.15pm to 4.10pm at a cost of £2.25 per child per session. This is a provision for those families who cannot get to school by 3.15pm to collect their child, but who are able to do so by 4.10pm. Also Late Club is convenient for parents who are running late and cannot get to school by 3.15pm. There is no need to book, but you do need to let the school know your child is attending by contacting the office on 020 8648 2621.

COOH (Cranmer Out of Hours) CLUBS

COOH clubs run from 3.15 pm to 5.45pm each day. All children under 8 years of age (including all those in Year 4 attending COOH) are collected from their classrooms at the end of the day and taken to COOH club which is based in the external Little Gems building (opposite the Nursery). At the club there is a range of supervised activities for the children. They also have a drink and a snack. Over 8’s join their COOH club which is based in the canteen. At 4.30 pm they have a break and a snack and a drink. They participate in a range of fun learning activities both indoor and outdoor. There is space for pupils to complete ‘Own Work’ should they wish to do so. At 5.30 they join the COOH club in the external building.

‘Creating an Excellent School’
PARENTS AND TODDLERS’ GROUP

We have a thriving Parents & Toddlers Group, which meets once a week on a Tuesday morning from 9-11am. This is open to all parents and children at Cranmer and the surrounding area. It is intended for children between the ages of 6 months and 5 Years. The group meets once a week in the ‘Little Gems’ building. The cost per session is £1 per child.

LIAISON WITH SECONDARY SCHOOLS

Cranmer has established links to all the Secondary Schools so that pupils can transfer with ease. All of the children will visit their chosen Secondary School in the last term of Year 6. Teachers from the Secondary Schools have formal liaison meetings with the Year 6 teachers in order to ensure continuity of learning and systematic progression of work. They also visit to talk to the pupils and prepare them for the transfer to Secondary School.

PARTNERSHIP WITH PARENTS

Parents are welcome to visit the school at any time although it is wise to make an appointment so that we can ensure we are able to spend time with you. Obviously the support of parents is the most vital factor in the education of their children and the school is pledged to the fostering of positive home / school relations and the active involvement of parents in school life.

We do welcome visits from parents and will always do all we can to offer you time at your convenience. Parents are kept informed about school activities through weekly Newsletters. These are posted on our website.

Open Evenings are available three times a year so parents can visit the school to discuss their child’s progress with the teacher. However, we encourage parents not to wait but to contact us immediately if there are any concerns. Written reports are sent home during the Summer Term each year.

CRANMER PARENT TEACHER ASSOCIATION

The school has an active association of parents and teachers. All parents of children in the school are automatically members. A committee is elected at the AGM held in September each year. As well as fundraising activities, the CPTA holds social and family events. We are always pleased to welcome parents’ help in the library and other areas of school life, including visits.

CHARGING POLICY

During the year various educational trips take place, some of which are residential. The school asks for contributions towards the cost of these. No child will be prevented from participating in trips within school hours on the grounds of non-contribution. However if there are insufficient contributions to make the trip viable it may have to be cancelled.
SCHOOL MEALS

Children can have either a hot cooked meal or a packed lunch. Parents can choose which they prefer. School meals are cooked on site. Pupils enjoy school meals based on the Jamie Oliver menu. We would ask that dinner money is paid in advance weekly. The meals are cooked on site in the school canteen, which is a separate building from the school.

Christmas Lunch is particularly enjoyable and all pupils, even those that have a packed lunch, usually join in and have a school dinner.

We do ask that children bring a healthy packed lunch.

ABSENCE AND ILLNESS

Cranmer always aims to have a very good attendance record and with parents’ help and support we are sure that this can be maintained and even improved. Good attendance is essential for pupils’ progress and successful achievement. Clearly, if a child is unwell we would expect parents to keep the child at home. We are always vigilant in working to support children’s care and well being, if a child is unwell at school and needs to go home, we will contact parents.

We do ask parents to ensure that holidays are taken in school holidays and not during term time. (See term dates in Appendix 6). We also ask parents to ensure that the school is informed, with a telephone call, on the first day of absence as early as possible and by 10am at the very latest. Your child’s absence should be explained by a note to the school on his / her return.

Attendance - Unauthorised Absence

Each year a return is made to the Department of Education detailing attendance figures, authorised and unauthorised absences. These absences are ones where no note has been received explaining the absence or where an unacceptable reason for the absence has been given (e.g. birthday treats, shopping). Our attendance figure for 2009-2010 is 95.9% which is above national average.

MEDICAL INFORMATION

We want to support all pupils in every way. If your child has any particular medical condition, we will do all we can to ensure his/her medical needs are met. We ask parents to keep us informed regarding allergies and any medical conditions. We do have a policy for the administration of medicines and will only give or supervise medication that has to be taken during the school day and is medicine that has been prescribed.

CONTACT INFORMATION

We are required by law to keep careful records of addresses and emergency contact numbers. Please inform the school immediately of any change of address, or of any change in the address or telephone numbers where you might be reached during the day in the event of an emergency. In particular we do value information on all mobile phone contact numbers as these are so useful in an emergency.
COMPLAINTS PROCEDURES

We welcome suggestions for improving our work in school. Please tell us of your concern as soon as possible. We do appreciate the assistance we receive from parents in addressing any problems that arise. We receive very few complaints. Problems sometimes arise from misunderstandings which are easily addressed. Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher. When parents and teachers treat each other with mutual respect and support, this provides a very good role model for all our children.

If, having spoken to the class teacher, you still have concerns, you should see one of the Headteachers, who will investigate the problem and discuss the outcomes with you. The aim is to find a way forward together which serves the best interests of your child and the school. In the unlikely event of the problem remaining unresolved you can put your complaint in writing and, if necessary, could subsequently refer it to the Chair of Governors. The Chair of Governors can be contacted c/o the school, via Mrs K Gentry, who is the Clerk to the Governing Body, and contactable in the school office. A detailed 'complaints policy' is available from the school office.

AND FINALLY!

We hope that you have found reading Cranmer's Prospectus both informative and interesting. We hope it has confirmed to you our total commitment to provide the very best possible educational provision for every child. Every child does indeed matter, and we aim to ensure that every child feels valued as an individual. We aim to develop confident and able learners.

We aim to develop individuals who are beginning to be very aware of the importance of good citizenship and who are beginning to recognise that they can play an important role in society. Cranmer is a successful school and, with your support, and our excellent staff team, we aim to keep it that way.

Cranmer has a very good reputation and is the first choice for many local families. We hope that you will make it your first choice!
APPENDIX 1  STAFF AND GOVERNORS

The Governing Body meet regularly to manage and oversee the work of the school. Their responsibilities are wide-raging. Should you wish to contact the Chair of the Governing Body you can do so via Mrs Karen Gentry - the clerk to the governing body, via the school. The list of governors and staff below is correct at the time of writing.

<table>
<thead>
<tr>
<th>Staff/Governor Details</th>
<th>Staff/Governor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs R Turner – Chair &amp; Community Governor</td>
<td>Mrs A Pettifer – Community Governor</td>
</tr>
<tr>
<td>Mrs R Whymark (Co-Headteacher)</td>
<td>Ms A Zaritsky</td>
</tr>
<tr>
<td>Ms I Leeves (Co-Headteacher)</td>
<td>Mrs G Brenya-Mensa – LA Governor</td>
</tr>
<tr>
<td>Mrs S Quain – Parent Governor</td>
<td>Mr D Sentamu – Parent Governor</td>
</tr>
<tr>
<td>Mrs V Shelley – Teacher Governor</td>
<td>Mr A Cook – Community Governor</td>
</tr>
<tr>
<td>Mrs C Hall-Turner – Staff Governor</td>
<td>Ms G Curling – Parent Governor</td>
</tr>
<tr>
<td>Miss R Lyon – Staff Governor</td>
<td>Mrs G Oyerinde – Parent Governor and Vice Chair</td>
</tr>
<tr>
<td>Ms Y Dawkins – Parent Governor</td>
<td>Mrs F Docwra – Parent Governor</td>
</tr>
<tr>
<td>Mr P Robinson – LA Governor</td>
<td></td>
</tr>
</tbody>
</table>

LEADERSHIP TEAM

Ms I Leeves/ Mrs R Whymark Co-Headteachers

Mrs N Lone – Assistant Headteachers; Miss Sarah Neale Foundation Stage Leader Mrs K Gentry – School Business and Extended Services Manager; Mrs V Shelley; Miss Gleeson; Mrs Murray-Jones, Mr Smith, Miss Williamson

ALL CLASSES ARE NAMED AFTER PRECIOUS STONES

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Teacher/Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery</td>
<td>Miss B Lyon (DT Leader)</td>
</tr>
<tr>
<td>Reception</td>
<td>Miss S Neale (Foundation Stage Leader and PSHE leader)</td>
</tr>
<tr>
<td></td>
<td>Mr P Harris (Art Leader)</td>
</tr>
<tr>
<td></td>
<td>Miss K Wilbee</td>
</tr>
<tr>
<td>Key Stage 1 Age 5-7</td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>Diamond Mrs V Shelley (SEN Leader)</td>
</tr>
<tr>
<td></td>
<td>Pearl Miss S Smith</td>
</tr>
<tr>
<td>Year 2</td>
<td>Amethyst Mrs N Lone (Assistant Headteacher &amp; Maths Leader)/Miss J James</td>
</tr>
<tr>
<td></td>
<td>Coral Mrs B Magill (History Leader)</td>
</tr>
<tr>
<td>Key Stage 2 Age 7-11</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Turquoise Mrs S Henshall (EAL leader)</td>
</tr>
<tr>
<td></td>
<td>Opal Miss E Hughes</td>
</tr>
<tr>
<td>Year 4</td>
<td>Aquamarine Miss S Evans</td>
</tr>
<tr>
<td></td>
<td>Jade Mr D Ryeland</td>
</tr>
<tr>
<td>Year 5</td>
<td>Amber Mrs S Murray-Jones (Science Leader)</td>
</tr>
<tr>
<td></td>
<td>Ruby Miss K Williamson (PE leader)</td>
</tr>
<tr>
<td>Year 6</td>
<td>Garnet Mr E Smith (ICT leader)</td>
</tr>
<tr>
<td></td>
<td>Topaz Miss Gleeson (Literacy Leader)</td>
</tr>
</tbody>
</table>

Mrs S Lazrac French Teacher

Mrs F Sayer (Part time music teacher)
### Administrative and Support Staff

**Administrative Staff**
- **Mrs K Gentry**  
  School Business & Extended Schools Manager
- **Mrs C Young**  
  Finance Officer
- **Mrs Z Hudson**  
  Administrative Officer
- **Mrs L Duffell**  
  Administrative Assistant
- **Mr D Turner**  
  Site Manager

<table>
<thead>
<tr>
<th>TEACHING ASSISTANTS &amp; NURSERY STAFF</th>
<th>LITTLE GEMS STAFF</th>
<th>COOH STAFF, BREAKFAST AND LATE CLUB STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs C Taylor</td>
<td>Mrs L Hayes</td>
<td>Mrs C Flanders</td>
</tr>
<tr>
<td>Mrs B Nally</td>
<td>Mrs H Anderson</td>
<td>Mrs C Guy</td>
</tr>
<tr>
<td>Mrs M Simpkins</td>
<td>Ms V Haggis</td>
<td>Mrs S Hallal</td>
</tr>
<tr>
<td>Mrs C Hall-Turner</td>
<td>Mrs J Fortune</td>
<td>Ms E Tilbury</td>
</tr>
<tr>
<td>Miss L Baldwin</td>
<td>Miss J Brady</td>
<td>Mrs C Taylor</td>
</tr>
<tr>
<td>Miss Ramzan</td>
<td>Mrs Solanki</td>
<td>Mrs Elliott</td>
</tr>
<tr>
<td>Mrs C Alfonso</td>
<td>Ms E Tilbury</td>
<td>Miss L Taylor</td>
</tr>
<tr>
<td>Ms N Best</td>
<td>Mrs P Elliot</td>
<td></td>
</tr>
<tr>
<td>Mrs C Bolter</td>
<td>Mrs Chughtai</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mrs Evans</td>
<td></td>
</tr>
</tbody>
</table>

**Midday Dinner Supervisors**
- **Mrs C Adams**  
  Mrs L Hayes
- **Mrs K Ravichandran**  
  Mrs C Guy  
  Mrs C Taylor
- **Mrs M Camilleri**  
  Mr K Moore  
  Mrs C. Schofield
- **Mrs L Cole**  
  Mrs Hafiz
- **Miss Mitchell**
This policy relates to our mission statement:

'Cranmer Primary School
POLICY FOR THE COLLECTION OF PUPILS FROM THE SCHOOL, FROM LITTLE GEMS & COOH

Creating An Excellent School

In our aim to ensure pupils' safety this policy sets out the arrangements for the collection of pupils from school. We aim to do all we can to ensure the safety of the children, therefore staff will endeavour to ensure these guidelines are followed closely.

1) We expect all pupils from nursery to year 4 to be collected from school.
2) Pupils will be sent home with the adult who normally collects them.
3) If someone different is coming - the class teacher should be informed beforehand by the child's parent, and not by the adult who is sent to collect the child.
4) If someone different is coming - staff, and the child concerned, should know this person and/or staff should be able to identify him/her in some way (eg description given by parent - some means of identification (driving licence etc).
5) If an unknown adult comes to collect a child - staff will not let the child go with him/her. In such cases staff will try to contact the parents and confirm the arrangements. If staff are unable to contact the parent, the child will remain at school.
6) Pupils will not be sent home with older brothers or sisters, unless these siblings are 14 Years old or older, and Cranmer has been informed they are coming to collect a child - and they are known to staff.
7) If a child is not collected from school or after school clubs and we are unable to make contact with parents or emergency contact numbers, we are required to telephone social services to inform them.
8) Children will not be passed to other parents or friends of the family unless we have prior notification that they will be collecting them.
9) We will contact parents and carers of Years 5 and 6 pupils to ensure we know whether they are allowed to go home independently or with friends and we will respect parents' wishes.

'Creating an Excellent School'
APPENDIX 3
SAT RESULTS

At the end of Key Stage 2 (i.e. Year 6) children’s achievements are reported to parents. Below you will find information relating to last year’s Year 6 at Cranmer Primary School at the end of Key Stage 2. Information is detailed as a percentage. We are delighted to note that results are very good and it is our intention to work hard to keep results at these very high levels.

Level 4 is the average attainment result for Year 6 pupils; Level 5 is above average attainment for a Year 6 pupil.

<table>
<thead>
<tr>
<th></th>
<th>Cranmer 2009</th>
<th>National 2010</th>
<th>Cranmer 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong> (reading and writing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>57%</td>
<td>48%</td>
<td>38%</td>
</tr>
<tr>
<td>5</td>
<td>34%</td>
<td>33%</td>
<td>53%</td>
</tr>
<tr>
<td>Total levels 4 &amp; 5</td>
<td>91%</td>
<td>81%</td>
<td>91%</td>
</tr>
<tr>
<td><strong>MATHS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>53%</td>
<td>45%</td>
<td>48%</td>
</tr>
<tr>
<td>5</td>
<td>38%</td>
<td>35%</td>
<td>38%</td>
</tr>
<tr>
<td>Total levels 4 &amp; 5</td>
<td>91%</td>
<td>80%</td>
<td>86%</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>31%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>69%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total levels 4 &amp; 5</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Percentages have been rounded to the nearest whole number.
CRANMER PRIMARY SCHOOL
GOVERNORS’ CURRICULUM POLICY

This policy outlines pupils’ curriculum entitlement and the way in which it is delivered to achieve the school’s mission statement and values related to learning:

‘Creating An Excellent School’

Cranmer:-
- with opportunities for all to learn and succeed
- instilling a life-long love of learning
- where everyone feels included, proud of their achievements and valued as individuals
- a school with high standards where all aspire to excel
- where learning is fun, challenging, creative and fulfilling
- where everyone feels cared for, safe and secure
- where everyone takes responsibility for their learning and actions
- working in partnership with parents, governors and the community to enrich the learning experiences for all

This policy is underpinned by the governors’ agreement & support with the ‘Excellence and Enjoyment’ document, which states that pupils learn better when they are excited and engaged. When they enjoy what they are doing pupils will learn to love learning. The curriculum will be delivered in a cross-curricular, exciting, enjoyable and creative way.

The Governors intend that the school curriculum satisfies the requirements of National Curriculum and of educational legislation as laid down by the Government. The Governors have agreed to adopt the local Merton SACRE religious education policy. The curriculum will be broad and balanced, creative and promote the spiritual, moral, cultural, mental and physical development of the pupils. Governors aim that the curriculum provision will instil an love of learning and offer the knowledge and skills that pupils need for life-long learning. It will prepare the pupils for the opportunities, experiences and responsibilities of citizenship. Pupils will begin to understand that they have a role to play and individual and collective rights as members of society and also that they have a responsibility to the community and to society in general.

All children are offered a curriculum which encourages them to understand and value the pluralist nature of society and to challenge any inequalities in terms of race, gender, ability, class, age or disability. The Governors require that the staff will ensure that all children are offered equal access to the curriculum.

Governors aim for a curriculum and learning environment in which pupils acknowledge and recognise their learning achievements. The curriculum provision will be differentiated to meet the needs of all learners. Also it will be delivered through teaching strategies which will meet the needs of all learning styles. The curriculum provided will offer opportunities for pupils to excel and develop their talents and strengths. The school will link with the local community to enrich the learning experiences for pupils; alongside making global links to enhance their understanding of their responsibilities within global citizenship.

Reviewed November 2010

‘Creating an Excellent School’
We are proud of our school and its uniform and our policy is that all pupils should wear uniform. We ask that hair is tidy, with long hair tied back with navy blue hairbands. We do not permit unacceptable fashion styles such as steps, lines, cutouts etc...

No jewellery, other than simple watches and one pair of ear studs only is allowed; the ear studs are to be worn in the lobe, not in the upper ear. Ties, V necked sweatshirts, cardigans, t-shirts, PE sweatshirts, navy shorts, baseball caps, school woollen hats and schoolbags are only available from the school. All other items can be purchased at major stores. Items marked * are only available from the School Shop.

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>* V necked sweatshirt</td>
<td>* V necked sweatshirt</td>
</tr>
<tr>
<td>£8</td>
<td>£8</td>
</tr>
<tr>
<td>*Cardigan</td>
<td>*Cardigan</td>
</tr>
<tr>
<td>£9</td>
<td>£9</td>
</tr>
<tr>
<td>* School Fleece</td>
<td>* School Fleece</td>
</tr>
<tr>
<td>From £13.50 upwards</td>
<td>From £13.50</td>
</tr>
<tr>
<td>White shirt</td>
<td>White shirt</td>
</tr>
<tr>
<td>Grey trousers</td>
<td>Grey skirt/trousers</td>
</tr>
<tr>
<td>* School tie (except Nursery)</td>
<td>* School tie (except Nursery)</td>
</tr>
<tr>
<td>£3.00</td>
<td>£3.00</td>
</tr>
<tr>
<td>Plain grey socks</td>
<td>Grey or white socks</td>
</tr>
<tr>
<td>Plain navy blue coat / anorak</td>
<td>Summertime - dark blue and white dresses may be worn</td>
</tr>
<tr>
<td>From £14.50 upwards</td>
<td>From £14.50 upwards</td>
</tr>
<tr>
<td>* Cranmer School bag</td>
<td>£7.50</td>
</tr>
<tr>
<td>* Woollen Hat with school badge</td>
<td>£4.80</td>
</tr>
<tr>
<td>* Baseball cap with school badge</td>
<td>£4.50</td>
</tr>
<tr>
<td>* Cranmer Bookbag</td>
<td>£3.50</td>
</tr>
</tbody>
</table>

**Footwear**

Boys and girls are expected to wear sensible school shoes (black). Boots, trainers and shoes with heels of more than 2.5 cm are not acceptable. Boots can be worn to and from school in the winter and school shoes brought to change into for the classroom.

<table>
<thead>
<tr>
<th>Boys &amp; Girls PE / Games Kit</th>
<th>PE Bag - £4.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>* White Cranmer T-shirt</td>
<td>£4.60 - £5.10</td>
</tr>
<tr>
<td>* Navy shorts</td>
<td>£3.10 - £4.60</td>
</tr>
<tr>
<td>* Blue PE Sweatshirt with Cranmer Sports Logo (winter)</td>
<td>£6</td>
</tr>
</tbody>
</table>

*prices at time of publication

We do ask that all clothing is clearly marked with the child’s name.
APPENDIX 6

CRANMER Term/Holiday Dates
2010 / 2011

Autumn Term 2010
- First day for children Monday 6th September:
- Half term: Monday 25th October - Friday 29th October
- Last day for the children Friday 17th December
- Monday 20th December 2009 - staff training day

Spring Term 2011
- Tuesday 4th January 2011 - staff training day
- Children return on Wednesday 5th January
- Half term: Monday 21st February to Friday 25th February
- Last day: Friday 8th April 2011

Summer Term 2011
- First day: Tuesday 26th April 2011
- Friday May 27th - staff training day
- Half term Monday 30th May to Friday 3rd June
- Last day for children Thursday 21st July
- Staff training day Friday 22nd July 2011

REQUEST FOR PUPIL ABSENCE DURING TERM TIME

The law states that parents should not take children on holidays during school term time. To do so causes significant disruption to their education. At Cranmer we are required to follow the law in this regard along with the Cranmer Attendance Policy agreed by governors. Pupil absence will be authorised only if it falls within the law and our policy. In order for an application there is a form to be completed followed by an appointment with one of the Headteachers.

The Department of Children, Schools and Families Circular 10/99 states that:
♦ Leave of absence is authorised at the discretion of the Headteacher. (This is not an automatic right of parents/guardians)
♦ Only in exceptional cases shall leave of absence be granted in any one year.
♦ Each request for holiday will be considered individually, taking account of the age of your child(ren), time of year, overall attendance of your child, your child’s stage of education and progress.
♦ Applications for pupils whose attendance record falls below our school target of 95% will not be sanctioned. At Cranmer we consider that if 96% is the government target, we should not authorise any additional absence which causes an individual to drop below that. (Governors agreed this July 2009).
♦ If a school does not agree the absence and you go on holiday, absence is unauthorised.
♦ Holidays should not be booked until the authority is given.