



Important Information for Parents/Carers of New Year 7 Students

The Autumn Term will begin on **Tuesday 6th September 2022**. New Year 7 students are expected to be on the school site and in the playground by 8.25am.

The First Day

Students should come to school with a well stocked pencil case for their lessons with the items listed below.

Sharpened Pencils	Ruler	Metal Compass	Coloured Pencils
Glue Stick	Protractor	Eraser	Highlighters
Pencil Sharpener	Writing Pens/Biros (black/blue/purple/red)		

For Mathematics - Students will need to have a calculator, preferably a scientific one.

Additionally, students will need to purchase a French/Spanish dictionary. Please **do not** purchase a dictionary until your son/daughter receives their timetable after they have joined the School in September as you will not know which language your child will be studying until the timetable has been issued.

Health Related Fitness/Games Kit

Students will need to bring with them their Games kit as listed below, together with a water bottle, for each of their weekly timetabled Games, Dance and HRF lessons:

Trainers/Football Boots	CWS T-Shirt
CWS Shorts/skorts	CWS Hoodie
CWS Socks	

Uniform Expectations

- School blazer (to be worn at all times)
- White shirt (long or short sleeves, not polo shirts or blouses) tucked into trousers/skirt and with top button fastened
- School tie - must cover all shirt buttons
- Leather black polished business-like shoes (please no 'borderline' shoes that look like trainers, no coloured soles, no 'pumps' or shoes with heels for girls)
- Black tailored trousers (not skin tight) or CWS skirt (not rolled)
- Grey CWS V-neck jumper (this is not compulsory though is the only jumper that may be worn. It may be worn in addition to the school blazer, not instead of the school blazer.)
- Black socks/tights

- Black leather belt (optional)
- Discreet jewellery/make-up only. No piercings other than ears - maximum of two piercings per ear.
- Hair – business-like, without different extremes of length, un-natural shaved patterns or colourings. No extremes of fashion.

Parents/Carers - Like you, we want CWS students to be proud of their uniform and to look professional and smart at all times. However detailed a school's uniform policy is, there will always be shoes, clothes or jewellery available to purchase that 'push the boundaries' and fall into the grey area between acceptable and unacceptable. We want to be celebrating our students' uniform, not disputing it with you. Please do not put us in the difficult situation of having to exercise our right to say 'no' to an item of clothing or jewellery that falls into this grey area. Please stick to the uniform expectations outlined above at all times.

If you are considering buying an item that may be 'borderline' please do contact us first to seek advice on whether we will accept it or not. Thank you in advance for your cooperation over this matter.

Absence

If your child is ill, it is important that you inform the School on each day of his/her absence.

You will need to inform the School as soon as possible but preferably before 8.00am on telephone number **0208 289 4745**. Please leave a clear message spelling out your son/daughter's full name, stating your child's tutor group, the tutor's name and a brief reason for his/her absence. You are asked to telephone into School for every day your child is absent. On his/her return to school, a note must be given to their Tutor explaining the reason for absence. If your child is suffering from sickness or diarrhoea, he/she should not return to school until 24 hours after the symptoms have ceased.

Please make appointments with doctors, dentists etc. out of school time. A note should be brought to school **three days** before the appointment, shown to your child's Tutor and a copy given to the school office. Parent/Carers should note that students who need to attend a doctor or dental appointment during school time should be collected from school by a parent/carer.

Should your child be ill in school then he/she should go straight to the school office who will contact you should he/she be deemed ill enough to go home. **Students are not to contact parents/carers by personal mobile phone before they visit the school office to report that they are unwell.**

Further details on **acceptable use of mobile phones** within school are clearly outlined in students' diaries as well as within this Induction Pack. You do not have to send your child with a mobile device, but if you choose to do so, please spend the time looking through the student diary and the information detailed at the end of this document with your child to ensure they are 100% clear on acceptable usage.

Student Diaries

These are issued yearly. They serve as homework diaries and are a means of contact between home and school. The diary contains weekly pages which may be used for messages to parents/carers from staff and vice-versa. Parents/carers are asked to sign the diary on a weekly basis. Students must carry their diaries at all times. New diaries will be issued at the beginning of each school year. Students will be expected to pay for the replacement of any diary lost or defaced.

Representing the School

Students are expected to place the School as a first priority when selected for extra-curricular activities. It is an honour to represent the School and attendance at practices and School fixtures is required.

Care of Possessions

All clothes and kit MUST be clearly marked with your child's name and the markings renewed regularly. The School takes no responsibility for the loss of any technological devices or valuables (including jewellery/watches etc.) and will not investigate any loss.

Students are encouraged to hand in valuables to the member of staff teaching them at the beginning of Health Related Fitness, games or extra-curricular sporting activities/fixtures.

School Lunch

The School cafe provides healthy breakfasts, morning break snacks and mid-day meals for which parents pay through ParentPay and students choose through our cashless catering biometric system. All menus and price lists are available on the school website. Students may bring a packed lunch though must support the school's healthy nutrition ethos. Students will not be allowed to leave the premises during the day.

Interviews / Meetings

Parents/carers have the opportunity to meet members of staff at Parents'/Carers' Evening – the dates of which will be published in due course. The main point of contact at other times is the students Tutor, either through the student diary or by contacting enquiries@cws-croydon.co.uk. Parents are reminded that should they wish to make an appointment to speak to the school in person about specific circumstances they should contact their child's Head of Year via email to enquiries@cws-croydon.co.uk marking the email for the attention of **Head of Year 7**.

Coombe Wood School Policies

School policies and key documents are available on the School's website www.cws-croydon.co.uk. It is the parents'/carers' responsibility to ensure they are familiar with the Schools' policies and to be aware that these policies can change and be updated throughout the School year.

Follow us on the social media platforms that have been set up to share positive CWS stories and activity;

Twitter: @CWSCroydon

Facebook: @coombewoodschool

Instagram: @cwslife

Insurance

The School has an insurance policy which covers accidental injury sustained during all school activities. Details are available on request.

Disclaimer

The School is not responsible for the loss of any articles by students. Named items of lost property will be returned to their owners where possible.