



Countdown to Cranbourne

Transition Newsletter

Edition #3 - August 2026

Dear Parents and Carers,

We're excited to welcome you and your child to Cranbourne on Wednesday 2 September. We hope you have had a restful summer holiday and your child is feeling confident about starting secondary school.

To help both parents/carers and students with the transition to secondary school, we have compiled a list of frequently asked questions and some reminders about expectations at Cranbourne.

We believe a smart appearance helps develop a sense of pride. It is the responsibility of our students to ensure they are wearing their uniform correctly.

Blazers should be worn at all times when moving around the school site. Students can remove them during their lessons. Skirts should be in a Charleston style, which can be purchased from Skoolkit. No jewellery is permitted to be worn to school including facial and body piercings.

Nail varnish, false nails and make up are not be worn including false lashes and excessively drawn on eyebrows.

In the first few weeks of term, you will receive log in details to our parent communication app, Edulink.

This is your one stop shop for all information including your child's timetable, homework, attendance information, exam entries and results, achievements, House Points and other important academic information. We also use this to communicate messages and notices to you.

The extra-curricular after school club timetable will be published within the first two weeks. We encourage our students to give something new a go and it's a great way to make friends! There is no need to sign up - students can turn up as and when they like - and the clubs are free of charge,

If your contact details have changed since you completed your admission forms, please email us at

2026Year7@cranbourne.hants.sch.uk

In this edition...

- **First day at Cranbourne**
- Understanding expectations
- Reminder on key information

First days at Cranbourne

The first day back is **Wednesday 2 September**, with our Year 7 students starting at 8.30am. We know starting secondary school can be a very stressful and anxious time. Please be reassured there will be plenty of staff members available to support you and your child as they arrive.

Students should arrive at Reception, where they will be sorted into their Houses and taken to their tutor base. They will have the opportunity to spend some time in their tutor groups, go on a tour of the school and attend an assembly delivered by their Head of House. They will be given their toolkit, phone pouch and a copy of their timetable during this time.

After breaktime (10.50am - 11.10am), Year 8 to 11 will arrive in school and join them in their tutor groups. At Cranbourne, our vertical tutor groups allow our students to get to know pupils in other year groups, strengthening our community feel and encouraging them to forge meaningful friendships across the school.

After lunchtime (12.50pm - 1.20pm), students will attend their Period 5 and 6 lessons as normal. The school day will finish at 3pm. Please note, students will be dismissed from their lessons and there will not be a designated place to meet them. You should make arrangements with your child before the first day on where you wish to collect them from.

To keep our students safe, cars are **not** permitted to be driven onto the school site without a prearranged appointment or medical reason. At the start and end of the school day, there are staff on the gate to support this.

Cranbourne is located in a residential area and parking can be extremely limited. Parked cars should not be blocking driveways, garages or junctions and you should always switch off your engine while waiting.

We encourage students to travel to school by foot, bicycle or by using public transport where possible.

School may look a little different as building work for our new school will have begun when we return in September. This will be limited to the front field area, and we will communicate any arrangements needed to ensure the safety and smooth running of the school during this period.



Frequently Asked Questions



What happens if my child is late to school?

If your child arrives to school after 8.30am, the main gates will be closed. Your child will have to walk to the Main Reception area and enter through the 'late gate'. They will be required to sign the 'late book' - this is to ensure they have arrived in school and are registered correctly.

If your child arrives to school after 9am, they will have to enter through the Main Reception doors. Students will be signed into school by our Receptionist, Mrs Davenport.

Unless a valid reason is given, your child will be given a Punctuality support session (HEPPU) after school that day.

What do I do if I need to contact my child during school hours?

You can contact your child's CPP to give them the message which can be relayed to your child. If needed, your child will be called down to their office and able to make a phone call. If there are any issues throughout the school day, we will make contact with you.

What do I do if my child has a medical appointment during school hours?

Medical appointments should be made outside of school hours, however we understand that this is not always possible.

If your child has an appointment during the school day, please email your child's CPP or the Student Absence email with

evidence of the appointment and details of when you will be collecting your child from school.

We ask parents to ensure they have let their child know in advance what time they will be collecting them from school. Students must sign out of school via CPP before making their way to Reception.

Any changes to your child's medical details should always be communicated to our Welfare Officer, Lesley Gray as soon as possible to ensure we are supporting them in school the best we can.

If your child needs to take medication during the school day, you will need to sign an 'Administration of Medicines & Treatment Consent Form' giving us further details including the dosage and frequency. These forms can be collected from Reception.

Students should not carry any medication including paracetamol around school with them.

How do I report a safeguarding issue?

To report a safeguarding issue, please call Reception and ask to speak to a member of the DSL team.

Further information on our Safeguarding can be found on our website.

How do I report an incident that has happened in school?

If an incident has happened in school, you should contact your child's CPP who will take down details and look into this further. Please encourage your child to report any issues to CPP and give them as many details as possible.

Our CPPs will always act on anything that is reported to them, however they are not always able to share the outcome to protect the privacy of our students. You are of course always welcome to ask for an update.

Please be mindful that CPP are often very busy first thing in the morning making attendance calls which are an important safeguarding measure. They will respond to any emails or voicemails left during this time after 10am.

How do I make an appointment to meet with the Headteacher/ another member of SLT?

You should always report any issues to CPP or your child's tutor first and if needed this will be escalated to their Head of House. These members of staff know your child the best and will be most aware of what is going on within school day to day. They will escalate it to a member of the Senior Leadership Team to investigate if needed.

How do I get in touch with my child's teacher?

Teachers are unable to take phone calls during school hours and lots of them support our students after school in extracurricular clubs and revision sessions.

You should email them directly to arrange a meeting or phone call to discuss the issue at an appropriate time.

Is my child in an after-school club?

A register is taken at the start of every after-school club session. You can view this on Edulink by clicking on the 'Clubs' icon.

How do I put money on my child's lunch account?

Your ParentPay login details will be emailed to you in the first week of term.

If your child wishes to purchase food or drinks from our Canteen or Snack Shacks on the first day of term, money should be handed into the Finance Office in a named envelope.

What happens if my child loses an item in school?

We keep lost property items in Reception. Please ask your child to visit Reception and ask if it has been handed in. Please ensure all items of uniform, PE kit, coats and water bottles are named so the team can easily return them to students if they are lost.

Lost property is kept in Reception for two weeks and if unclaimed, will be donated either to our second-hand uniform shop or to charity.

What if my child has forgotten to bring something to school?

We strongly encourage students to take accountability for their personal items. If needed, you can bring an item into Reception for them. Please make sure it is clearly labelled with their name and the team will do their best to get it delivered.





Expectations and HEPPUs

At Cranbourne, we expect our students to act in accordance with our Code of Conduct in order to keep everyone safe.

Our Cranbourne Values are very important to us and we encourage our students to embody these four principles (Care, Community, Creativity and Challenge) in every area of school life.

We believe in giving all students a wholesome approach to their education, including academic skills, civic values and how to develop their organisational skills, all of which are important in becoming successful adults.

Whilst we encourage our students to make the right choices, we understand that sometimes we don't always get it right. In line with our Behaviour Policy, we give same-day after-school HEPPU support sessions for students who fail to meet the basic expectations.

Homework
Equipment
Punctuality
Pouch
Uniform

HEPPU Support Sessions are viewed as an opportunity for students to reflect and consider how they can make better choices in the future.

We encourage our students to take accountability for their own organisation, ensuring they have the necessary equipment to participate in lessons and arrive to their classes on time. Homework Support Sessions give students dedicated time to complete their tasks in a quiet and calm environment.

These sessions run for 30 minutes (3pm - 3.30pm) and we will inform parents via text message of any sessions set for their child. We aim to do this by 1.30pm to give time for you to make any necessary transportation arrangements.

Parents will also be able to view details of the session on the Behaviour tab on Edulink. Please be mindful that this can be a very busy time in Reception, with a high number of calls received. We don't always have all the details for why a HEPPU session has been given, however students will have been notified.

Students will be notified of their HEPPU session by the member of staff who set it and will be escorted to the Canteen at the end of the day by their Period 6 teacher. It is the students responsibility to attend their session and those who fail to attend will have their HEPPU session doubled to a 1 hour session the next day.

Phones in school

A reminder that we are a phone free site and mobile phones are not allowed in school. If your child wishes to bring their phone into school it must be sealed into their phone pouch for the duration of the school day.

Pouches will be given to students on their first day at Cranbourne. Each pouch is assigned a number, which is linked to your child. This is so in the event of any pouches being lost on the school site we can locate the student it belongs to and return it to them.

On arrival at school, staff will be able to open the pouch using one of our unlockers. Students must turn off their phone and seal it inside. The phone remains in their possession throughout the school day. At the end of the day the pouch can be opened at any of the gates or in Reception by a member of staff.

If a phone is seen out of their pouch it will be confiscated and a parent or carer will be required to come into school to collect it. Phones will only be handed back to a parent or carer - students may not collect their phones themselves. We understand that many students keep their bus/train tickets on their phones. You will be notified in plenty of time to make other arrangements for your child.

Students are expected to bring their pouch to school every day, even if they do not bring their mobile phone, If they do not have their pouch, they may be given a HEPPU session.

Phone pouches are considered school property and should not be defaced or damaged. Damaged pouches will be sent back to the company and recycled. A replacement pouch can be purchased from the Finance Office for £10.



Key Contacts at Cranbourne



Austen House:

- CPP: Mrs Rebecca Ball
- 01256 868643
- Head of House: Miss Alner



Thomson House:

- CPP: Miss Hollie Skinner
- 01256 868650
- Head of House: Mrs Vaughan



Andrew Lloyd Webber House:

- CPP: Miss Nicola Williams
- 01256 868642
- Head of House: Mrs Simpson



White House:

- CPP: Miss Julie Wells
- 01256 868649
- Head of House: Mr Head

Senior Leadership Team



Miss Conlon
Headteacher



Mrs Reddy
Deputy
Headteacher



Mr Pegler
Assistant
Headteacher



Mr Targett
Assistant
Headteacher



Miss Miller
Assistant
Headteacher



Miss Gilkes
Business
Manager

Dates for your diary

First Day of Term: Wednesday 2 September

Early Closure: Wednesday 9 September

Meet the Tutor Evening: Wednesday 23 September



Contact Cranbourne

Cranbourne
Wessex Close
Basingstoke
RG21 3NP

tel: 01256 868600

email: 2026year7@cranbourne.hants.sch.uk

website: www.cranbourne.hants.sch.uk

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Challenge



Creativity



Community



Care