



# WELCOME TO CRANBOURNE



Your guide to...

- Finding your way around
- Getting to know your teachers
- Who you can go to for help



# Dates for your diary

*Cranbourne Term Dates*  
**2024 - 2025**



## **Autumn Term**

Tuesday 3rd September 2024 – Friday 20th December 2024

Half term: Monday 28th October 2024 – Friday 1st November 2024

Christmas Holiday: Monday 23rd December 2024 – Friday 3rd January 2025

## **Spring Term**

Monday 6th January 2025 – Friday 4th April 2025

Half Term: Monday 17th February 2025 – Friday 21st February 2025

Easter Holiday: Monday 7th April 2025 – Monday 21st April 2025

## **Summer Term**

Tuesday 22nd April 2025 – Tuesday 22nd July 2025

Half Term: Monday 26th May 2025 – Friday 30th May 2025

Last Day of Term: Friday 19th July 2025

## **INSET days**

Monday 2nd September 2024

Friday 25th October 2024

Friday 31st January 2025

Monday 21st July 2025

Tuesday 22nd July 2025

# ARRIVING AT SCHOOL

When you arrive at school in the morning, there are two different gates you can enter through depending on which way you walk to school.

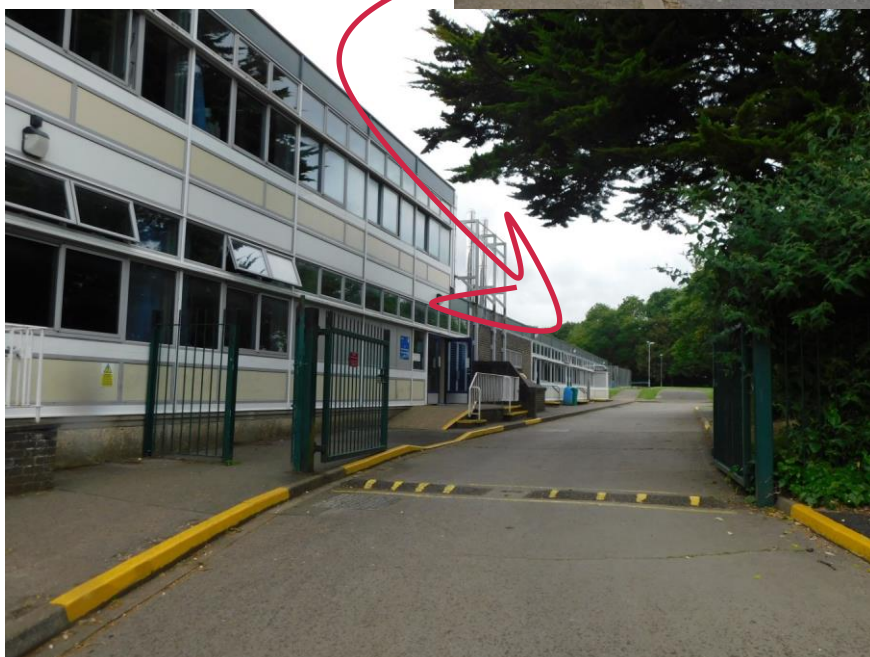


If you get to school via Wessex Close, you walk onto the school site via the public footpath.

Continue walking up the drive until you pass the car park by the Sports Hall.

The closest gate for you to enter from this side is between F and G block. This will open at 8am.

Once you've passed the car park, turn right and you will see the walkway leading you up to the gate.



You must be very careful when you walk into school this way as cars may be driving into the car park.

Always look both ways before you cross and stick to the pavement - don't walk in the middle of the road!



If you get to school via the underpass (off Cranbourne Lane), keep walking down the pathway towards the school.

You will walk past the bike sheds and the recycling bins.

The closest gate for you to enter from this side is between the Canteen and C block. This gate will open at 8.15am.

Continue walking on the pavement past the Canteen, Compass South rooms and The Lighthouse and turn right, where you will see the gate.



There is another, smaller car park in this area of the school so make sure you are checking both ways before you cross the road.

Please be respectful of parked cars when you walk towards the gates and stick to the pavement.

# MOBILE PHONES AND BIKES IN SCHOOL



## Mobile phones

Mobile phones are not allowed to be used in school. You will be given a phone pouch on your first day at Cranbourne.

At the gates, you will be greeted by a member of staff who will assist you in locking your phone in your phone pouch before you enter the school.

You must bring your pouch with you every single day - even if you don't bring your phone to school with you.

When you leave school at the end of the day, staff will unlock your phone pouches for you as you leave the gates.

## Bike Sheds

If you ride your bike to school, you can lock it securely in the bike sheds. They are over by the underpass, behind the Junior Playground and Canteen.

You must bring your own bike lock to school with you. The site team will open the bike sheds at 8am and lock them after 8.30am, so they are secure throughout the day. They will be unlocked at the end of the day for you to collect them.



# WHAT HAPPENS IF I AM LATE TO SCHOOL?



If you are late to school you must walk to the Main Reception area.

This is located in the middle of the school site - continue walking down the drive from whichever entrance you use until you reach Reception.

If you arrive between 8.30am and 9am, the late gate doors will be open for you. This is the set of doors on the left.

You will be greeted by a member of staff who will lock your phone pouches and ask you to write your name in the 'late book'.

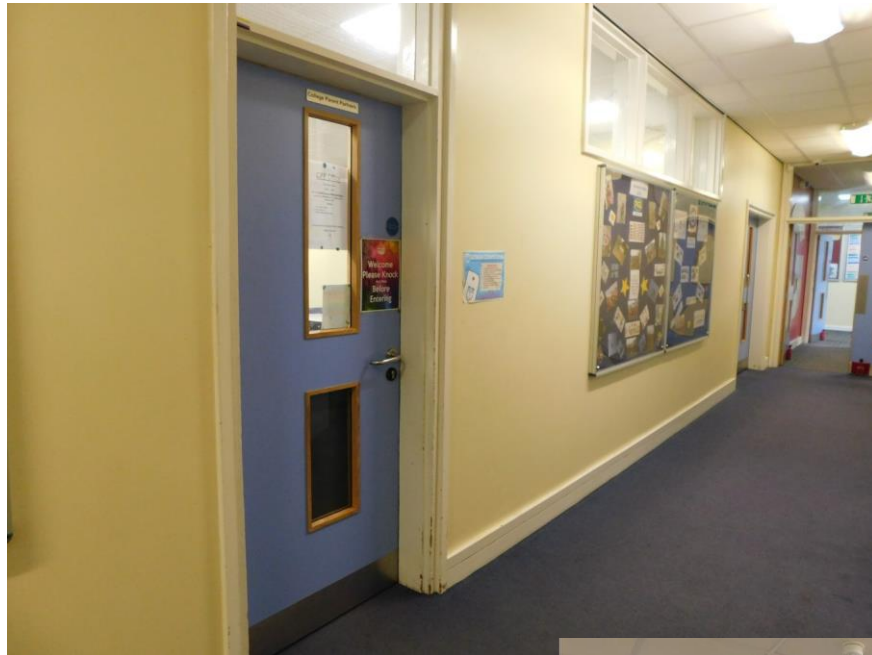
This is to make sure we know you are in school if you miss the register during PDL.



If you are arriving after 9am, you will have to enter through the main Reception doors.

Our Receptionist will greet you and let you into school through these doors. You will be asked to go to the CPP office to sign yourself in before making your way to your lesson.





The CPP office is just down the corridor from Reception - walk straight down and past the toilets and you will find the office door.

Make sure you knock before you enter!

The CPP office is where you will find Mrs Ball, Miss Williams and Mrs Geary.

If you are in Austen or Thomson House, speak to Mrs Ball.

If you are in Andrew Lloyd Webber or White House, speak to Miss Williams.

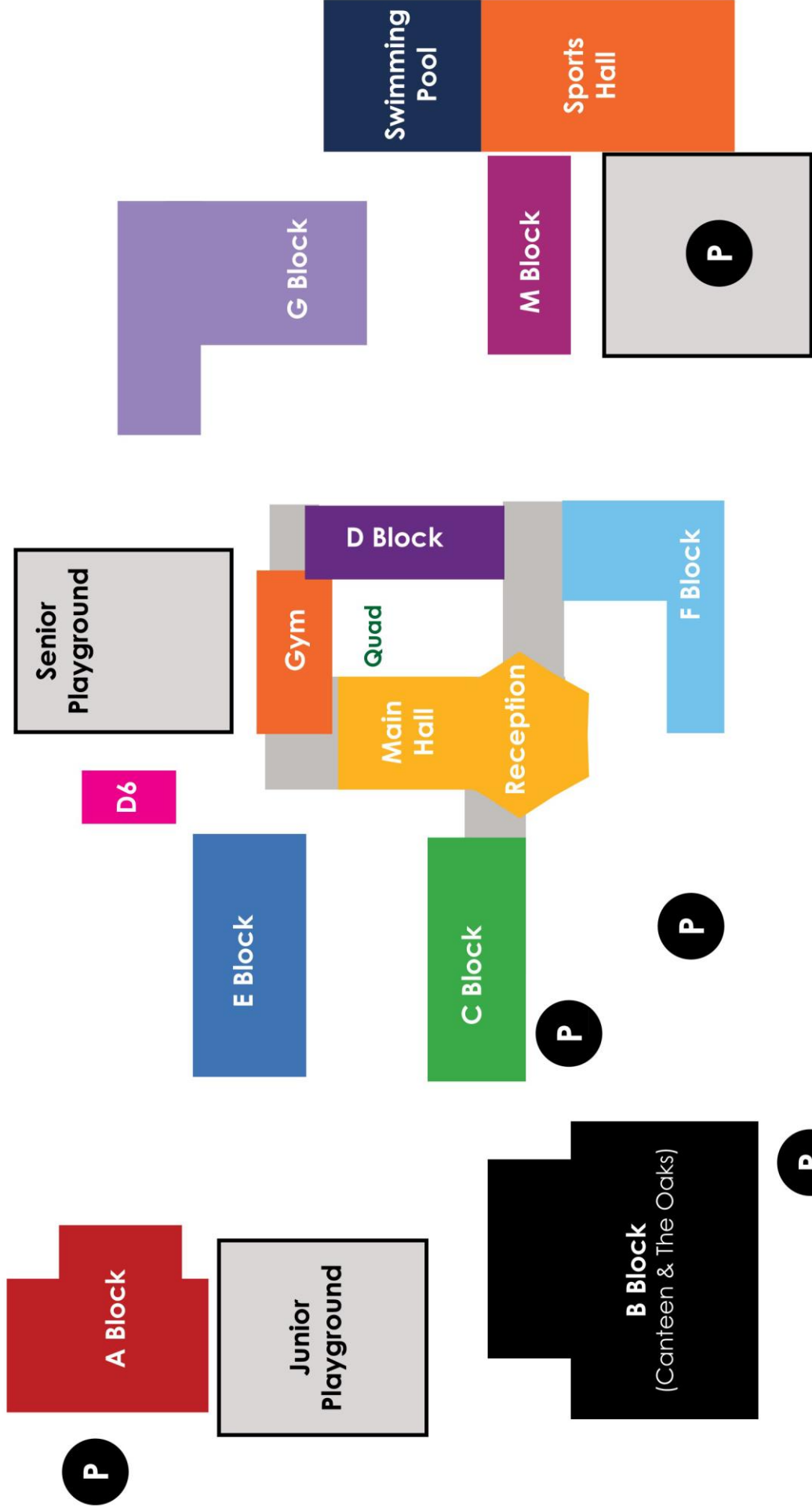


You will be asked to sign in on the sheets by the door. Make sure you sign the right paper for your house!

It is really important that you sign in so we know that you are in school.

# CRANBOURNE SCHOOL MAP

Back Field



Front Field

# THE SCHOOL DAY



**School starts**

8:30am



**PDL**

8:30am until 9:00am



**Period 1**

9:00am until 9:55am



**Period 2**

9:55am until 10:50am



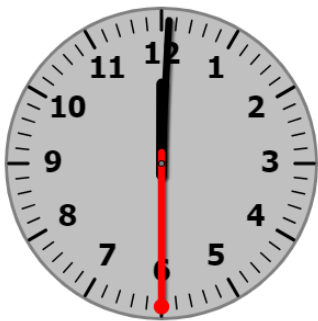
**Break time**

10:50am until 11:10am



**Period 3**

11:10am until 12:00pm



**Period 4**

12:00pm until 12:50pm



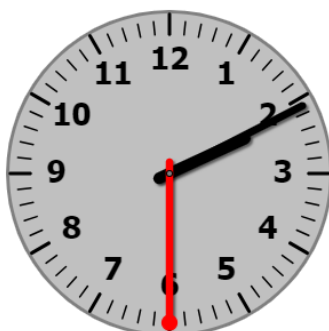
**Lunch time**

12:50pm until 1:20pm



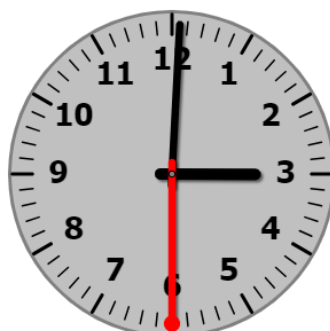
**Period 5**

1:20pm until 2:10pm



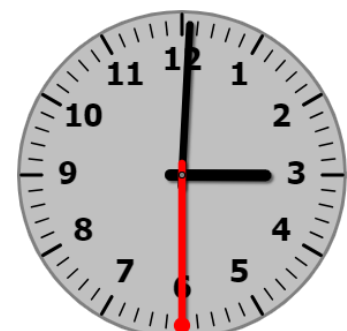
**Period 6**

2:10pm until 3:00pm



**School ends**

3:00pm



**After school clubs**

3.00pm until 4.00pm

# UNDERSTANDING YOUR TIMETABLE

At Cranbourne, we operate on a two-week timetable. This means you will have a different timetable for week A and week B.

At the start of every day, you will go to your PDL session when the bell goes at 8.30am. This stands for Personal Development Learning. During this time, your tutor will register you and give you any important messages or updates. Your PDL group will have students from all year groups which allows you to make lots of friends throughout the whole school.

Each day, you will have 6 lessons which last for 50 minutes.

On your first day at Cranbourne, you will be given a copy of your timetable during PDL. It is a really good idea for you to print another copy to keep at home so you know what lessons you have when you pack your bag!

You will also be able to look at your timetable on Edulink, which is the online school system where your homework will be set, and you can view updates and all messages home.

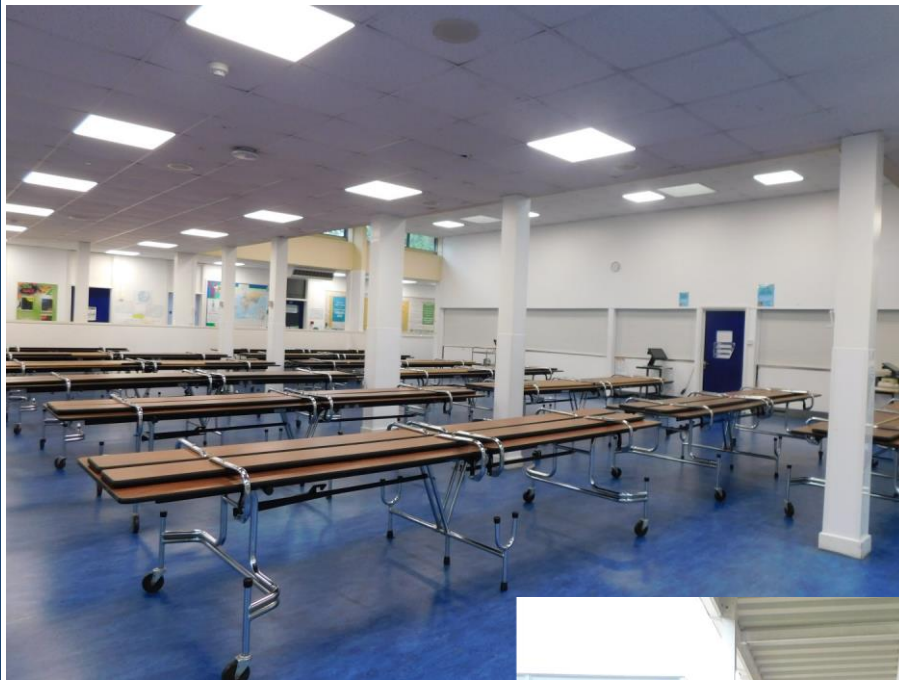
If you have forgotten your timetable or you don't know what lesson you should be in - don't panic! You can ask your tutor during PDL to tell you what lessons you have that day or you can knock on the hatch door by Reception and a member of staff will be able to let you know.

**Your teacher**

	1	2	3	4	5	6
<b>AMon</b>	SPANISH 7f/Sp2 NR F4	ENGLISH I 7f/En2 ND E3	MATHEMA 7f/Mn2 BR E14	Product Des 7f/De3 GN D1	HISTORY 7f/Hm2 AH A3	SPANISH 7f/Sp2 NR F4
<b>ATue</b>	D&T FOOD 7f/Hf3 AF F1	D&T FOOD 7f/Hf3 AF F1	SCIENCE 7f/Sc2 AK C6	SCIENCE 7f/Sc2 AK C6	ART AND I 7f/Ad3 ES G6	RELIGIOUS 7f/Re3 HS A6
<b>AWed</b>	SCIENCE 7f/Sc2 AK C6	PHYSICAL 7f/Pe2 TH	SCIENCE 7f/Sc2 AK C6	D&T TEXT 7f/Hx3 SW G8	MUSIC 7f/Mu3 CO M2	ART AND I 7f/Ad3 ES G6
<b>AThu</b>	ENGLISH I 7f/En2 ND E3	MATHEMA 7f/Mn2 BR E14	SCIENCE 7f/Sc2 AK C6	SCIENCE 7f/Sc2 AK C6	RELIGIOUS 7f/Re3 PD A5	DRAMA 7f/Dr3 GJ Busine
<b>AFri</b>	PHYSICAL 7f/Pe2 TH	MATHEMA 7f/Mn2 BR E14	ENGLISH I 7f/En2 ND E3	MATHEMA 7f/Mn2 BR E14	Product Des 7f/De3 GN D1	MUSIC 7f/Mu3 CO M2

**Your classroom**

# HOW DO I BUY FOOD AT SCHOOL?



Food and drinks can be purchased in school from the Canteen or from one of our three Snack Shacks during break and lunch time.

The Canteen will also be open before school for breakfast.

There are three Snack Shacks you can go to - one in the quad by F block, one in the quad by E block and one by the Sports Hall.

The shacks sell snacks such as sandwiches, cookies, chicken nuggets, sausage rolls and much more. The canteen sells a bigger variety of these foods, as well as 2 course hot meal at lunch time. You will get the chance to try the Canteen foods at your Induction Days.

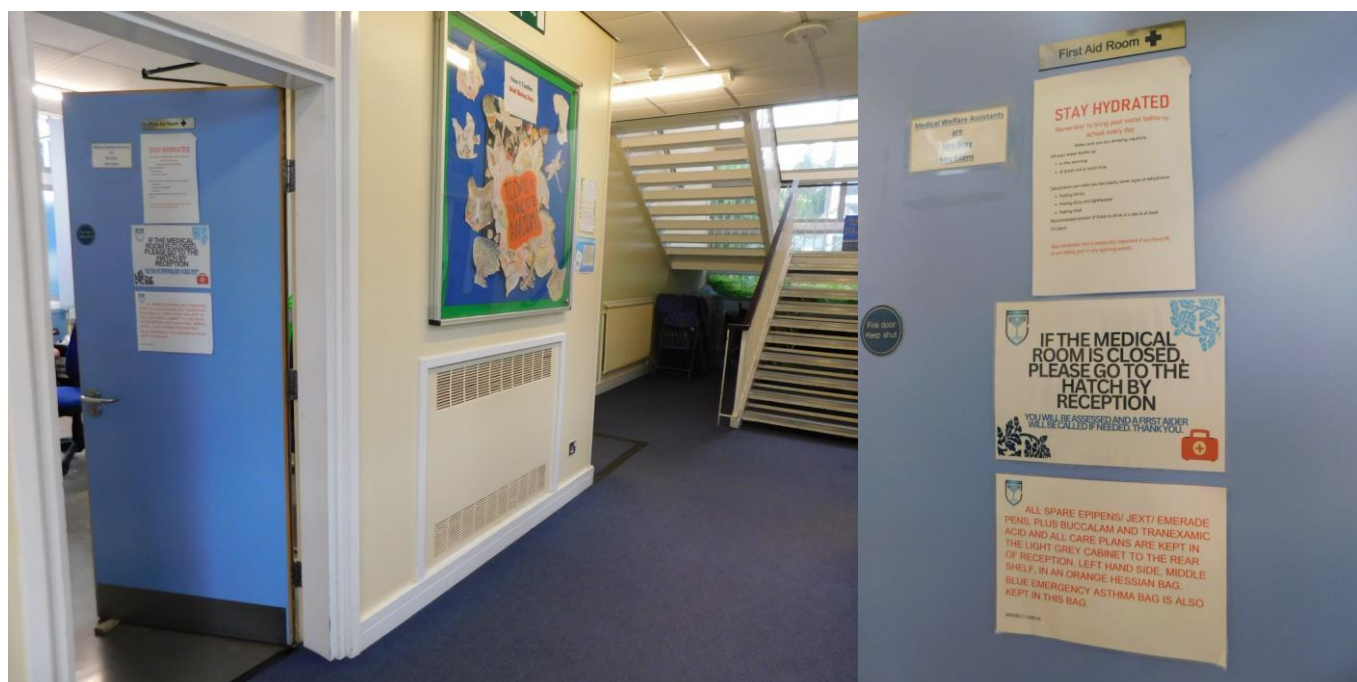


There is a daily limit of £6 meaning you cannot spend more than this in one day. Your parent or carer might choose to change this amount - this is something you should discuss with them before you start at Cranbourne.

It is important to remember to leave yourself enough money to buy food and drinks throughout the whole day. If you spend all your money at break time, you won't be able to buy your lunch!

Don't forget to bring a water bottle with you each day to stay hydrated. There are water fountains across the school where you are able to fill them up if needed.

# WHAT IF I FEEL UNWELL OR AM INJURED?



If you are feeling unwell or need first aid attention, the First Aid Room is open from 9am to 2pm. You will find the First Aid Room in F block, opposite the quad. Mrs Gray and Mrs Edens work in the room and will be able to help you.

You must make sure you have your teacher's permission to go to the First Aid Room, and if it is between lessons you must go to your class to register first.

If you need to take regular medication throughout the day, this must be named and kept in the First Aid Room at all times. Your parents or carers must speak to Mrs Gray and complete a form.

On the occasion the medical room is not open, please knock on the hatch by Reception and we will be able to find a First Aider to come and assess you.



# THE COMPASS - SOUTH UNIT



The Compass South Unit is specifically for Year 7 students to go to.

It is a quiet, safe space for you to go when you need to be away from the busy Canteen or playground.

It will be open during all social times and there will be games and Lego for you to use with other students in the Unit.

You can also come to the South Unit if you need a little bit of extra support or are asked to come for an intervention to help you.

When you join Cranbourne, you will be invited to come and chat with the team to complete your Pupil Passport which will be sent to all of your teachers.



**The  
Compass  
Pass**



You will receive a Compass Pass which will outline all of the adaptations in place to help you be successful in school. Some of these may be using a learning break or an agreed fidget.

# ADVICE FROM OUR CURRENT YEAR 7 COMPASS STUDENTS

We asked some of our current Year 7 students who use the Compass South Unit what their advice is for you. Here's what they had to say!

Don't be worried about starting!  
Pack your bag the night before so you don't forget anything :)

**-Ronya**

If you are stressed, bring your fidget toys. Speak to Mrs Horimoto or the South Unit staff for permission!

**-William**

Don't be scared to talk to other people - everyone wants to make friends!  
Start with people from your old school if you're nervous!

**-Willow**

Don't be afraid, it'll be okay!  
Don't be nervous, it'll be FUN!

**-Lily-Rose**

Try to go to some after school clubs. They are really fun and they help you to make friends!

**-Freddie**

Shoot big!

**-Soloman**

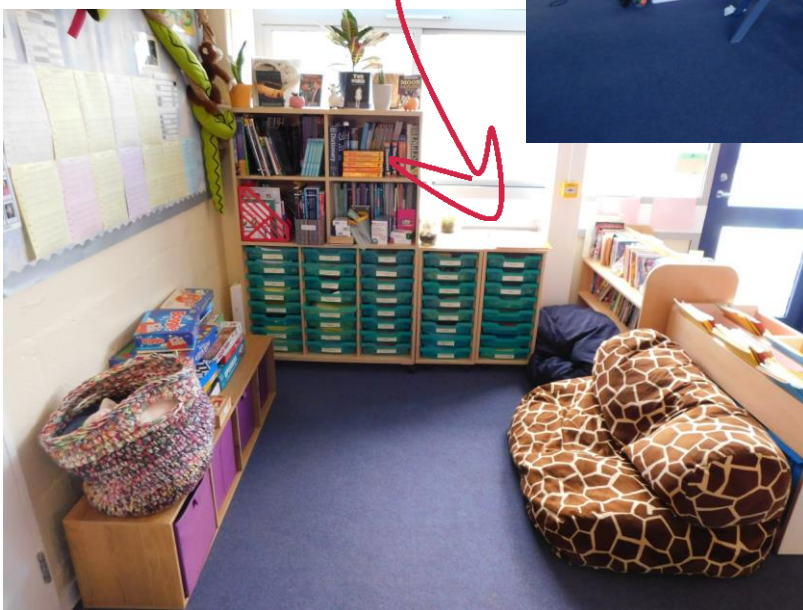
Talk to your friends, family and teachers if you are nervous! They will all want to help!

**-Stanley**

# RESOURCED PROVISION UNIT

Some of you may spend some of your lesson time in the Resourced Provision Unit, which offers specialised teaching for students with Dyslexia. Mrs James and Ms Dixon work closely with students here to give extra support completing their classwork and teaching strategies to improve learning.

The Unit is located in D6, which is behind the Greenhouse and next to the Senior Playground.



# MEET KEY STAFF MEMBERS

## The Compass South Unit Team



**Ms But**



**Mrs Behrooz**



**Mrs Ashworth**



**Mrs Langdale**



**Mrs Horimoto - SENCO**

## The Resourced Provision Unit Team



**Mrs James**



**Ms Dixon**

# WHERE DO I GO IF I NEED HELP?

Starting at a new school where everything is different and you don't know the teachers and students can be very scary! It is important to us that you feel safe and happy in school. Each and every staff member at Cranbourne is here to help and support you.

## Your PDL tutor

You will see your tutor every single morning during your PDL session. They can help you with any questions or worries you may have.

## Your Head of House

Your Head of House is here to support you and can help with any issues you may be facing during your time at Cranbourne.

## The Compass - South Unit

The South Unit is specifically for Year 7 students. You can come here for any additional support you need.

## CPP

CPP are the link between home and school. If you need to make a phone call home, you can do this in the CPP office. You can report any incidents to CPP and they will ask you to write a statement so they can investigate further.

## Reception

The team in Reception will be able to help you with most things, and if they can't, they will know who can! If you need help, knock on the hatch door and wait for a member of staff to assist you.

The Reception hatch is located in the corridor by the late gate. There is also a letterbox where you can post any paperwork through, or any pens you wish to recycle.



# WE WILL LISTEN and WE CAN HELP



At Cranbourne every single staff member is responsible for safeguarding. All staff are here to promote the welfare of our students & protect them from harm.

All staff are trained to take the appropriate action and ensure that someone from the safeguarding team follows up to support you with specific assistance and guidance:



Mrs K Reddy  
Lead DSL



Mrs K Gare  
Deputy DSL



Miss S Conlon  
Deputy DSL



Mrs C Ryan  
Deputy DSL

We want you to talk to who you feel most comfortable; it could be your form tutor, your Head of House, someone from the DSL team or any other member of staff.



Mrs P Corrigan  
Deputy DSL



Mrs C Millett  
Deputy DSL



Miss R Alner  
Head of House



Mrs T Simpson  
Head of House



Mrs J Vaughan  
Head of House



Miss S Miller  
DDSL / HOH

# THE SENIOR LEADERSHIP TEAM



**Miss Conlon**  
**Headteacher**



**Mrs Reddy**  
**Deputy Headteacher**



**Mr Pegler**  
**Assistant Headteacher**



**Mr Targett**  
**Assistant Headteacher**

# WHAT HAPPENS IF THERE IS A FIRE ALARM?

If a fire alarm sounds, you must evacuate the school building and make your way over to the back field, which is our designated fire assembly point.

This is the field behind A block next to the Senior Playground.



If you are in a classroom, your teacher will lead your class to the field. You must leave all of your belongings behind and walk quickly and sensibly.

Once you get to the field, you must line up in your tutor group (PDL) in alphabetical order, where your tutor will take a register to make sure everyone is where they should be.

The fire alarm will be quite loud when it first goes off and can happen when you're not expecting it. It is important to try to remain calm and remember that you are safe. Listen to instructions given to you by your teacher and follow them sensibly. When you get to the field, there will be lots of staff members around to help you if you are feeling anxious.



If you have a Personal Emergency Evacuation Plan (PEEP) in place, a member of staff will lead you to your designated fire evacuation area, which will likely be the path next to A block. There will be lots of staff members in that area to help you.

# HOW DO I USE EDULINK?

At Cranbourne, we use a system called 'EduLink One'.

This is where all your teachers will set your homework and you can view your timetable. We also use this to communicate messages to you about school events and after school clubs. There is the 'noticeboard' where we will upload posters and letters home.

Your parent or carer will also have an account where they can see all of this plus your attendance and behaviour information.

You can either log on to Edulink on a computer by visiting [www.edulinkone.com](http://www.edulinkone.com) or you can download the app on your mobile phone. Your log in information will be the same as what you use to log in to your school email.

When you join Cranbourne in September, we will give you and your parent or carer any assistance you need logging in to Edulink.

**Click this to see any messages you've been sent**

**Timetable**

Period:	AFri:1
Subject:	PHYSICAL EDUCATI (7i/Pe2)
Room:	-
Teacher:	Mr T. Howland
Start:	09:00
End:	09:50

**Homework**

Due:	In 3 days 10/06/2024
Name:	Student survey - Litter and recycling at Cranbourne
Subject & Class:	Other
Available:	03/06/2024 00:00 4 days ago
Submission:	Not submitted
Received:	

# CRANBOURNE CODE OF CONDUCT

At Cranbourne, we have high expectations of each other's behaviour on or off the premises. This helps us to work together. This code of conduct shows what we expect of each other.

## Ready

When learning you are expected to:

- Arrive on time for school and for lessons
- Wear the correct uniform neatly at all times, with no make-up, false eyelashes, jewellery, nail varnish or false nails. Trainers are to be worn in PE only
- Have the essential equipment; two pens, pencil, ruler, rubber, sharpener, your Cranbourne toolkit and a scientific calculator. In Year 10 and Year 11, you must have your revision guides for your lessons
- Settle quickly into your seating plan and follow all instructions
- Always try your best and be enthusiastic about the task given
- Not eat or drink in class, apart from water
- Keep mobile phones switched off and sealed in your phone pouch in your school bag
- 

## Respectful

In your general behaviour, you are expected to:

- Treat others as you would expect to be treated – with kindness, respect and care
- Listen and be respectful of others' opinions – everyone is an individual
- Speak and act towards others in a way that will not offend

- Never use discriminatory language in our community
- Behave politely and respectfully when travelling to and from school
- Take personal responsibility for your actions

## Safe

About school you are expected to:

- Treat our school buildings with respect
- Not go in areas which are out of bounds
- Do not leave your classroom during your lesson except by arrangement with your class teacher
- Not film or take photos of another person in school
- Follow the IT agreement
- Move around school in a careful and considerate way, keep to the left and use the one-way system
- Be calm around the school grounds and keep to the paths
- Put your rubbish into the correct bin – recycle where you can
- Not eat in buildings, other than those designated at breaktimes
- Open doors for others

## Embrace the Cranbourne Values

- Care
- Community
- Challenge
- Creativity

# WHAT TOILETS CAN I USE?

At Cranbourne, each Year Group has a different set of toilets to use. The Year 7 toilets are located in C block.



*The Boys' toilets are on the first floor  
(opposite the Library.)*



*The Girls' toilets are on the top floor.*

These toilets will be locked during lesson times. If you need to use the toilets during lesson time, you must make sure you have your teacher's permission to do so. You can use the toilets on the Ground floor of C block - these will remain open at all times.



You may be issued a Toilet Pass from our medical team (Mrs Gray or Mrs Edens) if you have a specific medical reason. You can show this to your teacher during lesson time if you need to use the toilet.

The gender-neutral toilet located opposite the CPP office will always be open for use for those with a Toilet Pass or anyone who feels more comfortable using this.



# MY GUIDE TO THE TRANSITION DAYS



On Thursday 27th and Friday 28th June, I will have my two Transition Days at Cranbourne.

I will come to Cranbourne dressed in my Primary School PE kit. I will need to bring a school jumper or my leavers hoodie to keep me warm.



## I need to bring these things with me



Bag



Water bottle



Pencil case



A snack for Breaktime



Suncream and a hat incase of hot weather

**I can choose to bring my phone.** My phone needs to be switched off and placed in my bag.

I can also bring things that may help me, if I use them currently at my school.



Small fidget toy



Colour Overlay



Ear loops

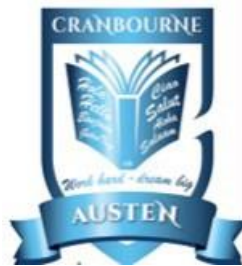


Ear defenders



I will walk into the school grounds and be met by one of my new teachers or Student Ambassadors. I need to be there at **8:45am**.

I need to know which House I am in so that I can be registered in my School House group.



I will start to meet the new people who I will be coming to school with next year. I might know some of them already but there will be lots of new people.



I will go into the Sports Hall and be asked to sit with the people who are going to be in the same House as me. I will be put in a smaller group and this is who I will spend my two days with.

I will be given my Transition Day planner with my timetable on. This will tell me where I am going and what I will be doing.

I will also be able to collect my stamps from the first day.



**I may be feeling lots of different emotions. This is okay.**

If I am feeling uncomfortable I can always tell an adult and they will help.

**I will have lots of new experiences, some I may be really unsure about.**

**This is okay.**



I will have my breaktime at 10:40am - 11:00am in the Sports Hall and eat my own snack.

I will have lunchtime at 11:50am - 12:25pm. I will be able to eat in the Canteen and then go into the Junior playground.



I will eat the lunch I have brought from home or the one that I chose to order. I will just need to tell the Canteen staff my name.



If I feel I need a safe quiet space I can visit the **Compass South Unit** during lunchtime. It is in the Canteen, so it is easy to find.

After lunch I will continue with what is on my timetable. At **2:00pm** I will go back to sports hall to see my whole year group and adults.

At **2:30pm** I will be leaving to go home. I will either meet my parent/carer or leave school with my friends or by myself to go home.

The Transition Days will let me find out all about what it is like to be at Cranbourne so that I will be ready to start in September.