



THE CEDARS SCHOOL

PARENTS' HANDBOOK

2017-18

The Cedars School, Coombe Road,
Croydon, CR0 5RD
020 8185 7770

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Introduction

The Cedars was founded by PACT Educational Trust to support parents in their task of helping their sons to become the best young men they can be.

Our philosophy of education is based on a 'character first' approach; that is, we strive to develop in your son those qualities of greatness that will not only help him to achieve his academic potential but will also help in every other aspect of his life at school and, crucially, life after school. We believe that young men who are able to exercise self-control, to persevere in the face of difficulty, to make sacrifices when required, to strive for their personal best and to serve others cheerfully, are likely to succeed in any situation.

Our emphasis on character does not diminish in any way the academic life of the school. On the contrary, it creates ideal circumstances for the cultivation of the intellect and, indeed, of sporting and artistic endeavour. The curriculum we offer has been planned carefully to provide your son with the tools to think clearly and we are committed to support this with classroom teaching of the highest quality.

The Catholic ethos of the Cedars is at the very heart of the school. While we welcome boys of all faiths, we seek to cultivate in students a profound sense of being a child of God and an awareness of the personal call to holiness that God has addressed to them.

Scope of this document

The policies and general information outlined in this document applies to all school pupils from Years 7 to 11.

Although most of the policies and routines in this document are still applicable to pupils in Years 12 and 13, there is a separate document which highlights the regulations regarding uniform and specific expectations for pupils in those year groups.

Key information 2017-2018

A. Home-School Agreement 2017-2018

The Cedars is an independent day school offering an all-round education within a Catholic framework to boys aged 11-18. The Catholic ethos influences all aspects of school life and is underpinned by the PACT Charter of Educational Principles which emphasises the important role that parents have to play as the first educators of their children.

The Responsibilities of the School

The School will endeavour to:

- Provide a secure and stimulating learning environment in accordance with its Catholic ethos;
- Help pupils in their character development in close partnership with their parents;
- Regularly assess and monitor the progress of each pupil and ensure that the education provided is appropriate to his age, ability and aptitude;
- Set and monitor homework and home study in accordance with the school policies and timetables;

- Provide parents with information about their son's performance and provide them with opportunities to discuss his progress with his teachers and tutor;
- Provide a range of activities to support parents in their task of being the first educators of their children;
- Provide opportunities for extracurricular involvement and encourage pupils to take full part in the extracurricular life of the school including after-school and weekend fixtures;
- Keep parents informed about school policies and activities; and
- Inform parents of any concerns regarding their son's academic or social development (including attendance and punctuality).

The responsibilities of Parents/Carers

Parents/carers undertake to:

- Support the school in delivering an education to their sons in accordance with the founding principles of the school as set out in the PACT Charter of Educational Principles;
- Ensure that their son attends school regularly, punctually and properly equipped;
- Inform the school of any concerns or problems that might affect their son's work or behaviour;
- Support the school policies, rules and regulations regarding uniform, discipline and orderly behaviour as outlined in the Pupils' Code of Conduct and Parents' Handbook;
- Encourage their son to work hard, give of his best and develop his potential to the fullest;
- Ensure that their son completes all schoolwork properly, spends the stipulated amount of time in home study and hands in all assignments on time;
- Encourage their son to take part in extra-curricular activities and to support the extra-curricular activities of the school;
- Ensure that their son represents the school whenever selected for any school activity including after-school and Saturday fixtures;
- Attend parent/teacher, parent/tutor and other meetings which may be arranged to discuss their son's progress or development;
- Do their utmost to attend Key Parent Functions;
- Notify the School of any special medical conditions or needs;
- Notify the School immediately of any change of address, telephone number or any other relevant contact details.

Parents should understand that they do not have the right to take their children on holiday in term time.

The Responsibilities of the Pupil

Pupils agree to:

- Abide by the Pupils' Code of Conduct which they have read and understood. If they are ever in doubt about any aspect of it, they will seek clarification.
- Be punctual to school and to do all classwork and homework to the best of their ability, handing all assignments on time and asking for help whenever they don't understand.
- Be respectful towards fellow pupils and teachers and behave in a safe and responsible manner.
- Make a full contribution both in the classroom and in the extra-curricular life of the school, including representing the school in sporting fixtures or any other school activity whenever selected.

B. Term Dates 2017-2018

Michaelmas Term

Tuesday 5 September

Wednesday 6 September

Monday 23 October – Friday 3 November

Tuesday 19 December

Term begins for Year 7 and 12 pupils

All pupils to attend

Half Term

Terms ends (12 noon)

Hilary Term

Tuesday 9 January

Monday 12 February – Friday 16 February

Wednesday 28 March

Term begins

Half Term

Terms ends (12 noon)

Trinity Term

Tuesday 17 April

Monday 28 May – Friday 1 June

Friday 6 July

Term begins

Half Term

Terms ends (12 noon)

C. The School Day 2017-2018

8.35	Registration/Mass/Assembly
9.05	Period 1
9.50	Period 2
10.35	BREAK
11.00	Period 3
11.45	Period 4
12.30	Period 5
13.15	LUNCH
14.05	Period 6
14.50	Period 7
15.35	Registration
15.45	End of school day/Activities

D. Staff List

Teaching Staff

Mr William Ash	Latin
Mr Chris Ashton	PE, Sports Science
Mr James Bell	Head of Geography
Dr Ivor Bonnici	Music (GCSE)
Rev Fr Jorge Boronat	School Chaplain
Mrs Natalie Bowers	Spanish
Mr Joe Cook	English
Mr Stephen Davis	Assistant Head, Geography
Mr Christopher Doran	Head of Sixth Form, History
Mr Jim Gray	Head of English
Mr Pablo Hinojo	History, RE
Mr Daniel Harland	Physics, KS3 Science Coordinator
Mr Gerard Holden	Music
Mr Evrard Loembe	Design & Technology, French
Mr Paul Moloney	Head of Mathematics, Academic Administrator,
Mr John Mullaney	Chemistry, Science
Mr Ben Rix	Head of Biology, Head of Upper School
Mr Charlie Strinati	Director of Formation, Art, RE
Mr Robert Teague	Headmaster, Mathematics
Mr Stephen Trafford	Head of RE
Mr Steven Traynor	Mathematics
Mr Johan Thisanayagam	Director of Sport
Dr Pedro Virgili	Deputy Headmaster, Chemistry
Mr Barney Woodward	Mathematics, Head of Lower School

Non-teaching Staff

Mr Custodio Rodrigues	Caretaker
Mrs Rosy Rodrigues	School cook and housekeeper
Mrs Charlotte Trzcinska	Registrar
Mrs Lisa Sales	PA to Headmaster, School Administrator

Visiting Music Teachers

Mrs Miho Arakawa	Piano - Monday
Mrs Iris Korfker-Neal	Voice - Wednesday
Dr Ivor Bonnici	Violin - Wednesday
Mr Miles Maguire	Brass - Friday
Mr Jonathan Majin	Piano - Friday
Mr Matthew Sear	Guitar - Thursday
Mr Richard Muscat	Woodwind - Tuesday
Mr Kristian Lousley	Drums and Percussion – Wednesday
Mr Stefano Matteucci	Cello - Monday

PACT Staff:

Mrs Lidia Rawn

Mrs Ana Velez

Mrs M Muresan

Mrs Louise Phillips

Mr Matthew Sherwood

Finance Manager

General Ledger Clerk

Purchase Ledger Clerk

Marketing and Communications

Chief Executive Officer

Teaching staff email addresses consist of: the first initial and surname followed by the suffix:
@thecedarsschool.org.uk, e.g. sdavis@thecedarsschool.org.uk

E. PASTORAL STRUCTURE

Form	Form room	Form teacher	Head of Section	Pastoral Head
7A	G3	Mr Holden	<i>Head of Lower School:</i> Mr Woodward	<i>Mr Davis</i>
7Alpha	F1	Mr Trafford		
8A	S1	Mr Cook		
8Alpha	DT/Art	Mr Strinati		
9A	Lab 1	Mr Harland		
9Alpha	F4	Mr Bell/Mrs Bowers		
10A	G5	Mr Loembe	<i>Head of Upper School:</i> Mr Rix	
10Alpha	Lab2	Mr Mullaney/Mr Ashton		
11A	G4	Mr Gray		
11Alpha	G2	Mr Traynor		
Year 12	G1	Mr Doran	<i>Head of Sixth Form</i> Mr Doran	
Whole-school fundraising: Mr Thisanayagam				

F. Key Parent functions

Michaelmas term

There will be a Parents' Information Evening for Years 7 and 8 on Thursday 14th September at 7.30pm

There will be a Parents' Information Evening for Years 9, 10 and 11 on Wednesday 20th September at 7.30pm

G. Code of Conduct for pupils

Pupils should at all times behave in a sensible, orderly and well-mannered way. They should show due respect for other members of the school community and take good care of the school building and property.

It follows that any breach of common sense or common courtesy is likely to be a breach of school rules. Clearly any breach of the law of the land is a serious breach of school rules. Compliance with school rules and any amendments made from time to time is a condition of pupils' continued membership of the school. Pupils are expected to adhere to school rules whilst under school discipline, i.e. throughout the day, on their way to and from school, at all times whilst wearing school uniform and during any school-based activity.

Pupils should be aware that actions committed out of school have the capacity to harm the reputation of the school, and therefore to be regarded as a breach of school discipline.

In particular, the following regulations apply:

1. Rules to preserve good order and discipline

a) **Uniform:** pupils must conform to the dress regulations of the School. Pupils must only wear school uniform items whilst at school or taking part in a school activity and when travelling to and from the school. If pupils wish to wear a coat to school, it must be the school coat.

b) **Travelling:** when using public transport or travelling by other means, pupils must show due respect and courtesy towards fellow passengers and other members of the public.

c) **Representing the school:** pupils must be prepared to represent the school whenever selected, including weekend fixtures. Any request to be excused from a fixture should be made by the pupil's parent or guardian in writing to the teacher in charge of the team. Such exceptional requests must be made well in advance and in any case not less than 48 hours before the fixture is due to take place. The same principle applies for all other school extra-curricular commitments.

d) **Food and drink:** with the exception of water, which may be drunk from a transparent bottle in lessons at the discretion of the teacher, food and drink should only be consumed during breaks in the designated areas which are the dining hall and the outside playing area. The type of food and drink allowed in the school will be in accordance with the guidelines issued for healthy eating in schools and should contain no nuts. In practice this will mean a sandwich and a piece of fruit. No crisps, popcorn or similar, chocolates, sweets or fizzy drinks are allowed.

e) **Chewing gum** is strictly forbidden.

f) **Mobile phones** may only be brought to school for the sole purpose of making essential telephone calls on the way to and from school. They must not be used to listen to music, play games or the like. The only mobile phones allowed are "**non-smart phones**", that is, phones which can only be used to make telephone calls and send text messages. They must have **no internet connection**. Mobile phones must be **switched off and out of sight** during the school day. Any breach of this regulation will result in the phone being confiscated.

g) **Valuable items**, including any type of electronic equipment, should not be brought to school except when express permission has been given by a teacher for a specified activity.

h) **Jewellery**: wearing bracelets, rings or other items of jewellery is forbidden. The only exception is a plain necklace such as a chain and medal under the shirt which must be removed during Games lessons.

i) **Hair** must be of a professional, straight-forward style, non-ostentatious, of natural colour. Haircuts must not involve the following:

- Designs or lines shaved into the hair
- A step – hair must not change dramatically in length
- An undercut or top knot
- Skin fades

It should be tidy, clear of the face and collar. Face should be clean shaven.

Pupils who come to school with an unacceptable hairstyle will incur appropriate sanctions.

j) **Shoes** must be black, formal, smart, polished, plain (i.e. no labels or decoration). They must not look like pumps, sports shoes, boaters or the like. For examples of acceptable shoes please see the uniform handout provided. For other items of uniform please refer to the Uniform section on the school's website. Socks must be grey or black.

2. Rules to ensure personal safety and good health

a) Pupils must not run, shout or be involved in any type of rowdy behaviour inside the school buildings. When moving inside the building they must walk on the left.

b) During break times, games and activities must comply with safety regulations and show due respect towards other people. Undue rough play or boisterous behaviour will not be permitted.

c) Pupils may not go into the area that is fenced off around the Ice House, unless they are in the company of a teacher.

d) Pupils may not climb trees on the school premises nor climb over school gates, fences or railings at any time.

e) Pupils may not climb onto roofs or use a fire escape unless they are exiting the building in an emergency and it is the recommended route to safety.

f) Matches, fireworks and other explosives, firearms, imitation firearms, catapults, laser pens and weapons (including pen-knives) or ammunition of any sort are forbidden.

g) The following items are forbidden: alcohol, any illegal drugs or substances classified as "legal highs".

h) Smoking on the school premises, in the streets and other public places, or possessing tobacco in any form is forbidden.

- i) Pupils must wear a mouth guard for playing rugby, and shin pads for playing football. If deodorants are used, they should be of the non-spray variety.
- j) Any medication to be taken during the school day must be left in the School Office with a note clearly indicating when and how it is to be administered.

3. Rules to safeguard property

- a) Throwing balls, or anything else, indoors is forbidden. Common sense needs to be exercised both in the interests of all users of the playground and the fabric of the school.
- b) Pupils should not remain in the school site after 3.45pm unless involved in an organised activity or under the supervision of a teacher.
- c) School computers and the Internet should be used in accordance with the signed agreement for "The proper and safe use of computers and internet facilities".
- d) Pupils are not allowed to buy goods from, or sell goods to each other at school.
- e) Pupils must look after all personal and school property.
- f) All possessions must be clearly marked with the owner's name.
- g) Apart from inside lockers, pupils must not leave bags or any other personal items at school overnight unless express permission has been given.

4. Classroom Conduct

The maintenance of a purposeful working atmosphere conducive to learning is absolutely essential. Behaviour that disrupts the learning of others will be regarded as a serious breach of rules and may lead to exclusion.

- a) Arrive on time, in an orderly manner and line up quietly outside the classroom.
- b) Enter the classroom in silence and settle straight down to work following the directions of the teacher.
- c) Listen carefully to instructions and follow them.
- d) Participate with a positive attitude. Put your hand up to call the teacher's attention. Wait for the teacher to answer.
- e) Do not call out or engage in cross talk with other pupils.
- f) Complete classwork and homework to the best of your ability; take pride in your work.
- g) Respect the contribution, work effort and point of view of the other people in the class. Do not disturb others from learning.

- h) Stand up if a teacher or a visitor enters the room. Remember to use “excuse me”, “please” and “thank you”. Courtesy is important.
- i) Ensure you have written the homework in your Planner before you leave the lesson.
- j) Leave the lesson in an orderly manner on the teacher’s instruction.

Daily Routines for pupils

Being prepared

You must be organised so that you come prepared to every lesson or school activity. This means that you bring with you all the necessary equipment including books, stationery items, your school planner and any other specialised equipment needed for a particular subject. It is advisable that you pack your bag the night before, having checked your planner beforehand to ensure that you have everything you need for the day including any homework that is to be handed in.

Essential Stationery List

- Black pen (plus spare)
- Green pen, pencil, rubber and sharpener
- Ruler
- Calculator
- Protractor and Drawing Compass

Other Essential Items

- Reading book (you must always have a reading book in your bag)
- Planner (this should be signed at the weekend for the preceding week)
- Merit card (you must have this at all times during the school day)
- Term diary

Form period

- During Form period in the morning or afternoon, unless your attention is required, you must read a book in silence.
- Mass is available during form period on Monday (Upper School) and Wednesday (whole school) should you wish to attend.
- Pupils not attending Mass will be able to read in silence in their form room.

Before school and at Break Times

- When you arrive at school, leave your coat in the locker assigned to you and get yourself organised for the morning lessons.
- During morning break and at lunch time, please leave your bag in your locker or alternatively in the bags rack designated for your year group.

- Lockers – every pupil will be allocated a locker. Mr Davis will organise the distribution of lockers. You will be able to access it before school, during morning break, at lunch time and at the end of the day. Lockers are not accessible during lesson time, between lessons or after the bell has rung.
- Toilet – the toilets are available before school, during break time and lunch time. You should not go to the toilet during lesson time or after the bell has rung for lessons.
- When the outside bell rings, collect your bag and go straight to your lesson. Lockers, water fountains and toilets are not accessible at this time.

Wet weather

In case of rain or inclement weather the following procedure should be followed:

- **Before school:** You should go directly into the dining hall through the side door. Years 7 to 10 are to remain in the dining hall until directed to their Form room. Year 11s are to go to their respective form rooms G4 and G2.
- **Morning break:** You must go with your bag to the following areas: Years 7 to 9 to the dining hall, Year 10 to room G4 and Year 11 to the G2.
- **Lunch time:** Pupils who are first in for lunch are to leave their bags in their locker of rack and go straight to lunch. All other pupils are to leave their bags also in their lockers and go to G2 and G3 (lower school) and G4 (upper school), from where they will be directed to lunch by a teacher or Prefect.

Uniform

- You must wear your school blazer on your way to and from school. Non-uniform clothes of any sort are not allowed. If you wish to wear a coat, it must be the school coat. Your bag must be in accordance with the one described in the Uniform section on the school's website.
- You must wear your school blazer in school at all times except when permission has been granted for its removal during a lesson or activity.
- Your shirt should always be tucked in, your shirt top button should be done up and your tie should be of a suitable length.

Rewards and Sanctions

Pupils are expected to abide by the school rules and strive for their best.

Merits will be awarded for achievement, sustained effort, service to the school community, etc.

Merits count towards overall House points.

Failure to abide by the school rules and instances of unacceptable behaviour will incur sanctions with different degrees of severity depending on the offence. By way of example, offences may include:

- Being late for lessons, or for any other activity.
- Being late for school (repeated lateness will incur a Saturday detention)
- Talking in class unless permission has been granted.
- Not following the instructions of a teacher.
- Not wearing the uniform properly.
- Not being prepared for lessons (books, planner, stationery items, etc.)
- Running inside the building.
- Shouting or rowdy behaviour.

- Not submitting homework on time (repeated failure may lead to a Saturday detention)

Of particular severity will be any instances of bullying or physical aggression which may lead to exclusion from school.

COMMON ROUTINES FOR PARENTS

A. Reporting absences

If a pupil is unable to attend school due to illness, parents are asked to inform the School Office as soon as possible and **not later than 8:45am**. The school is open from 7:45 am each morning and absences can be reported by phone (020 81857770) or email on:

absence@thecedarschool.org.uk.

This e-mail address may also be used to warn us that a pupil will be late. Please note that a **written explanation is required** for every period of absence. Therefore, if the phone has been used for the initial notification, an e-mail or note should also be sent to confirm the reason for a pupil's absence.

If a pupil has a medical appointment, parents are asked to inform the school in advance using the same absence e-mail address. If parents would like their son to be excused from school for any reason other than sickness or a medical appointment, a formal request should be made in writing to the Headmaster, giving as much notice as possible.

Parents are reminded that pupils may not be taken out of school during the term dates as published in the school's calendar. Any exceptional request for leave of absence during term time must be done in writing to the Headmaster giving as much notice as possible.

B. Student Planner and Merit Card

Pupils are issued with a Student Planner for the term and with a weekly Merit Card. Please check both on a regular basis and sign them when appropriate.

C. Homework and Home Study

Parents are asked to ensure that their sons spend the necessary amount of time on Homework and Home Study. Homework timetables are published in September and printed in the termly Calendar.

During term time, pupils should be spending, as a **minimum**, the following time **every day** on Homework **and** home study:

Years 7 to 9 : 1 hour and 30 minutes
Years 10 and 11: 2-2.5 hours

Please check that Homework is done on **the day it is set**, according to the published timetable (see termly school Calendar). Once pupils have finished any set homework, they should spend the rest of their daily allotted time on **revision and study**.

Revision and study is not something to be done only before tests: it should be **on-going**. Regular and continued practice is **fundamental** for the acquisition and retention of knowledge.

Pupils are advised to have a **revision folder** with dividers for each subject. The revision folder should have **evidence** of revision: definitions of key words and concepts, core knowledge, self-testing, mind maps and so on. Other suitable revision aids such as revision cards are also suitable but the emphasis must be on regular and continued practice and self-testing.

Pupils should also be encouraged to **read** at least 30 minutes every day, and more at weekends.

Academic matters

A. Assessment & Reporting Schedule 2017-2018

There are five reporting cycles for Years 7 to 10:

- (i) Interim Michaelmas report (October)
- (ii) End of Michaelmas Term report (December)
- (iii) Interim Hilary report (February)
- (iv) End of Hilary Term report (March)
- (v) End of Year report (July)

Year 11 pupils will have two reporting cycles:

- (i) Interim Michaelmas report (October)
- (ii) Trial exams report (January)

B. Curriculum Plan

Introduction

The Cedars curriculum is broad, balanced and academically rigorous. The emphasis is on teaching boys to think and cultivating a spirit of intellectual adventure through exposure to “the best that has been thought and said”.

A broad general education is given in Year 7 and 8 in: English, Mathematics, Science (with modules in Chemistry, Physics and Biology), History, Design and Technology, Modern Foreign Language (Spanish or French), Religious Education, Geography, Latin, Music, Art, Physical Education and Games.

The requirements for PSHE for the most part form an integral part of the different subjects. Those elements that are not covered in other subjects are taught through RE at key stage 3 and at key stage 4, through the Character Development Programme and through our Eudaimonia and enrichment sessions.

Many aspects of IT are taught across the curriculum and coding is taught separately through master classes. Pupils are introduced to a range of programming modes and languages.

Pupils make their GCSE choices at the end of Year 8.

In Years 9, 10 and 11 the following subjects are obligatory: English Language, English Literature, Mathematics, Chemistry, Physics, Biology, History, a Modern Foreign Language (either Spanish or French) and Religious Education.

Physical Education and Games are also obligatory along with **two other subjects** chosen from: Art, Geography, GCSE Physical Education, Latin, Design and Technology and Music.

Sex education is an integral part of the Science and Religious Education courses throughout the school and, whether as part of the planned programme or whether it arises in the general context of the curriculum, is given in accordance with the teaching of the Catholic Church.

Weekly Subject allocations

There are 35 teaching periods in the week, each of 45 minutes duration. The weekly subject allocation is as follows:

Years 7 and 8

English (inc Drama)	Maths	Science	History	Geography	Art	D.T.
6	5	4	2	2	2	2

Latin	MFL (Spanish/French)	Music	R.E.	P.E.	Games
1	2	1	2	2	4

Year 9

English	Maths	Biology	Chemistry	Physics	History	R.E.
5	5	3	2	2	3	2

MFL (Spanish or French)	Optional subject 1	Optional subject 2	P.E.	Games
3	2	2	2	4

Year 10

English	Maths	Biology	Chemistry	Physics	History	R.E.
5	5	2	3	3	3	2

MFL (Spanish or French)	Optional subject 1	Optional subject 2	P.E.	Games
3	3	3	1	2

Year 11

English	Maths	Biology	Chemistry	Physics	History	R.E.
5	5	3	3	3	3	2

MFL (Spanish or French)	Optional subject 1	Optional subject 2	P.E.	Games
3	3	3	0	2

School Uniform

Pupils are expected to wear only school uniform items both at school and whilst travelling to and from the school. This includes the school coat. The school uniform is provided by Lester Bowden (see link at the bottom of this document).



The Cedars Blazer



The Cedars Pullover



White Long Sleeved Shirt



The Cedars Tie



Charcoal Grampian Trouser



The Cedars Coat

Shoes and socks

Shoes must be black, formal, smart, polished, plain (i.e. no labels or decoration). They must not look like pumps, sports shoes, boaters or the like. Socks must be grey, dark blue or black. Examples of acceptable shoes:



School backpack and sports bag

Pupils in Years 7 and 8 if they wish to bring a backpack, it must be the school backpack (also see alternative below). Pupils in Years 9 to 11 may either bring the school backpack or a plain (i.e. no large label or decoration) black or dark blue backpack.

Alternatively, all pupils may use the school sports bag as their regular school bag.



Sports uniform

The Cedars sports uniform, including the sports bag and sports coat, is available directly from the school.

Please be aware that the sports coat (right) may be used as a regular school coat, so pupils needn't buy both the school coat and the sports coat. Pupils are not allowed to wear any other type of coat to school.



Other items (optional)



Ski Hat



Scarf

For prices and a complete list of items of school uniform please see the Lester Bowden website:

<http://www.lbschoolwear.co.uk/the-cedars-school-uniform/>

VARIOUS SCHOOL POLICIES AND ROUTINES (A to Z)

Accidents

In the case of a minor accident (eg. cut, graze, bruise), this will be dealt with by a member of staff with a First Aid qualification. If an accident record has been completed, a copy of this will be sent home with the student. In the case of a more serious accident (eg. severe bump to the head, suspected broken bone), parents will be informed immediately. If it is necessary to call an ambulance, a member of staff will accompany the student to hospital.

'Ad hoc' payments

Parents are advised that any payments for external clubs, music lessons and other extra-curricular activities may only be made by cheque (or BACS if made available). No cash envelopes may be left in the school office to be passed onto others. Wherever possible, amounts for incidental school purchases will be included on pupil accounts.

Allergies/dietary requirements

Details of any allergies or special health/dietary requirements should be written on the Contact Form which is issued when a student first starts at the school. Please help us to keep the records up to date by informing us if your son either develops or grows out of a particular allergy.

Arrival and departure

The school gate and front door will be open from 7.45am each morning. Unless an early start is required for a particular activity, pupils should be at school no later than 8.30am. A pupil arriving after this time will be deemed to be late and will be recorded as such. Appropriate sanctions may ensue.

Boys may not remain in the school premises after 3.45pm unless they are in a supervised activity.

Books

All text books are supplied by the school. Students are expected to take care of any books they use, and parents will be expected to bear the cost for any badly damaged or lost books. Exercise books will also be provided by the school.

Cedars Parents Association (CPA)

A Cedars Parents Association is in place to support the school in organising key functions and events. Please let the School Office know if you are able or willing to help with any activities.

Communication

Good communication is essential to the partnership between parents and school that is so important for your son. In addition to termly meetings with your son's tutor you are encouraged to contact the school if you have any concerns. In minor, non-urgent cases it may be appropriate to use the space provided in your son's Planner. In other cases you may wish to telephone or e-mail the school to contact your son's tutor or Head of Section.

Complaints

The Governors expect the great majority of concerns and complaints to be dealt with in an informal and constructive manner. Further details about the complaints procedure are available via the school website under Policies: "Complaints Policy and Procedure".

Data protection

Parents are advised that the school holds certain personal information on file. This includes ethnic origin, language spoken at home, any health problems and details of any medication taken on a regular basis. The school also holds information on students to support learning, monitor and report on their progress and provide appropriate pastoral care. Data is kept in accordance with the Data Protection Act 1998.

Educational visits

Where appropriate, visits are arranged to places of educational and cultural interest. Parents are asked for consent in advance of the trips. Costs will be added to the student's school account each term.

Fees

Fee requests are usually sent out during the school holidays, up to 1 month prior to the start of every term. Fees are payable in full by Direct Debit on or before the first day of the term, unless alternative arrangements have been agreed beforehand. All incidental expenses such as , school trips and other sundry items are added to parents' bills and should be paid immediately. During the holidays, cheques can be sent to the Finance Officer, The Cedars School, Coombe Road, Croydon, CR0 5RD. Should you wish to discuss any matter regarding your school fees, please contact the Finance Office directly on 020 8185 7771, or via e-mail to the Finance Manager, lidia.rawn@pactschools.org.uk

Fire safety

The school has comprehensive fire safety equipment and procedures in place, including a fire alarm system with call points, fire doors, emergency lights and appropriate fire extinguishers throughout the building. The system is regularly tested by a delegated fire company. Impromptu fire drills are carried out each term so that all children and teachers know what to do and where to go if a fire alarm sounds wherever they may be in the building. All staff are aware of the Fire Emergency Evacuation Procedures and regular fire risk assessments and safety audits are carried out. A copy of the Fire Safety & Procedures Policy is available for download from the school website or from the School Office.

Governing body

The Board of PACT Educational Trust is the governing body of the school. They meet regularly to discuss all aspects of school life, and the meetings are also attended by the Head.

The Proprietor of the school is PACT Educational Trust Ltd and the Chair can be contacted by writing to the school address or by emailing enquiries@thecedarsschool.org.uk.

Key Parent Functions

The more important events at school that help parents to make the most of what The Cedars has to offer are designated 'Key Parent Functions'. Attendance at these events is strongly encouraged; dates will be advertised well in advance.

Library

The library exists as a learning and study resource for the school. It is supervised every school day from 8am to 5pm. It has a selection of reference books as well as fiction and non-fiction material which may be borrowed.

Lockers

All pupils will be provided with a locker. This is a secure place for pupils to store books, coats, bags and other items. Pupils buy a padlock from the school and the locker remains theirs for the duration of their stay.

Lost property

Any item of clothing, stationery or other personal possessions should be clearly marked with the owner's name. Lost articles which are named can be returned to their owner; those that are not named will either be donated to second hand uniform or disposed of.

Lunch

A hot lunch is cooked on the premises daily and served in the Dining Hall at 1.15pm. If your son has any special requirements, please inform the School Office.

Music tuition

Music tuition can be arranged for a wide variety of instruments. Please contact the Director of Music for information: gholden@thecedarsschool.org.uk

Parent/tutor meetings

Termly meetings take place between parents and their son's tutor. These meetings are much wider in scope than conventional parent/teacher meetings, encompassing moral, spiritual and intellectual formation as well as an overview of academic progress.

PSHE (Personal, Social & Health Education)

Our PSHE provision is integrated with the school's programme of formation. It is reinforced across the curriculum (particularly in SMC lessons), in tutorials and the wider life of the school. We believe that this combined programme will enable students to develop their sense of individual and social responsibility and to become more independent and responsible members of society. Students will be encouraged to play an active and positive role in contributing to the life of the school and the wider community. In so doing we will help them to develop their sense of self-worth to prepare them for adult life.

Safeguarding and welfare

The health, safety and welfare of all students is paramount, and The Cedars is committed to safeguarding and promoting the welfare of all young people in our care. Staff undergo regular training dependent on their role within the school. Mr Charlie Strinati and Mr Robert Teague are the designated Safeguarding leads. We aim to provide:

- an ethos in which all students feel safe, secure, valued and respected;
- a place where all students can feel confident to talk openly and be sure of being listened to;
- support for all students, parents and staff in difficult situations.

Parents are advised that the school may contact social care in the case of a real concern about a student's safety and well-being.

Security

At The Cedars the highest priority is given to the safety of pupils and staff. The front gates are opened during arrival and departure times, and during these times a member of staff will supervise the tram crossing. The front gate and the entrance to the school are monitored by CCTV.

Sex education

Sex education is an integral part of the Science and Religious Education courses throughout the school and, whether as part of the planned programme or whether it arises in the general context of the curriculum, is given in accordance with the teaching of the Catholic Church.

Severe weather protocol

Whilst we will always make every effort to remain open during periods of severe weather, this may not always be possible. In the case of severe weather, parents are asked to consult the website regularly to check the status of the school (www.thecedarsschool.org.uk) and we will always endeavour to update the website by around 7am each morning.

Sports fixtures

Throughout the year sports fixtures are arranged against other schools. A good number of them take place on Saturdays and are published in advance to help with forward planning so as to avoid possible clashes with other commitments. Pupils commit themselves to represent the school whenever selected. Parents are warmly invited to attend.

There is a dedicated website for sport at: <http://www.cedarssport.org.uk/>

Study Hall

This is supervised private study that takes place each day between 3.45pm and 5pm in the Library. Attendance is usually voluntary although on occasions boys may be required to attend if they have fallen behind in their work. It takes place in complete silence and normally without the use of any electronic devices unless express permission has been given.

Tramline

Around eight trams an hour cross the school drive in each direction during the day. Boys will not have access to the tramline during the day and a member of staff will be present at arrival and departure times to ensure they cross safely. Boys should take particular care if they are arriving or leaving at unusual times.

Tutorials

Every boy is assigned a tutor. The tutor's role is to provide support for the parents in exercising their right and duty to be the "primary educators" of their children. Tutors provide an effective service of personal example, guidance and advice as well as co-ordinating the efforts of all those involved in a student's education. Tutorials take place every two weeks.

Volunteers

We are always pleased to consider offers of help from parents, whether it is sharing their expertise to enhance a classroom project, accompanying a field trip as an extra pair of hands, or assisting with making costumes for productions. All volunteers will be subject to our Safer Recruitment procedures.

Website

A wide variety of information is available on the school website, including term dates, copies of newsletters, important diary dates, key policies, parents' handbook, news and more. The website address is www.thecedarsschool.org.uk.

School policies for download

The following school policies are available for download from the school's website:

- [Acceptable Use of IT](#)
- [Accessibility Plan](#)
- [Admissions Policy](#)
- [Anti-bullying Policy](#)
- [Assessment Policy](#)
- [Behaviour](#)
- [Child Protection and Safeguarding](#)
- [Complaints Policy and Procedure](#)
- [Curriculum Policy](#)
- [English as an Additional Language](#)
- [Equal Opportunities](#)
- [Fire Safety](#)
- [First Aid](#)
- [Health & Safety](#)
- [Online Safety](#)
- [Radicalisation](#)
- [Safer Recruitment](#)
- [Special Educational Needs](#)
- [Staff Code of Conduct](#)
- [Spiritual, Moral, Social and Cultural Development](#)