PARENT INFORMATION PACK

2026-2027



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1. ATTENDANCE AND ABSENCE PROCEDURE

Excellent attendance at school is the best way to ensure uninterrupted progress for your child and an excellent education. All children should be in the School ready to register at the relevant registration time for their year group:

Years 7 – 11: 0820
Years 1 – 6: 0830-0845
Reception: 0845

The Primary School playground for Years 1-6 is open from 0810, with pupils welcome into class from 0815. Supervised access to the Secondary School grounds and dining hall is from 0745.

If a child arrives after the registration period, they must report to the School Office and will be marked in as 'Late', depending on the circumstances for the late arrival. If a pupil arrives after 0915 it will be recorded as an unauthorised late session. Sanctions will be in place for avoidable lateness.

Illness
When a child is unwell, parents should notify the School before 0900 on the first day of absence informing the School of the reason for absence. **This must be in writing by email to our Attendance Officer absence@chichesterfreeschool.org.uk. For any further absence the School will still require written explanation as to why the child was absent. The Attendance Officer will request this if it is not produced.**

When a child is absent, the class teacher or tutor will record the absence in the register. The School Office or Attendance Officer will endeavour to contact the parent or carer and other emergency contacts, if no message has been received regarding the reason for the absence, so that we can check on the safety of the child.

If your child is absent due to vomiting or diarrhoea, then they should not return to school for the next 24 hours after the last time that the child is sick.

Attendance and punctuality statistics are included in pupil reports and are submitted to the Department for Education. If you are unsure whether to keep your child off school, there are some helpful guidance notes available from the NHS.

Medical Appointments
Every effort should be made to arrange medical appointments outside of school hours. If it is absolutely necessary for a child to be out of school for this reason, then the School should be informed at the earliest opportunity by emailing the Attendance Officer on absence@chichesterfreeschool.org.uk. The child should be returned to school directly after the appointment via the School Office so they can be signed back in.

2. BEHAVIOUR

Our Behaviour Policy – also outlining our reward system – can be found here:
https://www.chichesterfreeschool.org.uk/policies-documents/

3. CHILDCARE PROVISION

To support the childcare needs of families, CFS hosts an early morning and after school wrap-around club

This club is run by Activ8 and all bookings and enquiries should be directed to them on the link below.

https://www.activ8forkids.co.uk/classes/wraparoundclubs/

If your child isn't picked up on time and is already registered with Activ8, they will be taken to the club and the parent charged accordingly.

4. CFS PTA

Throughout the year we hold a range of fundraising events to support the school, from Quiz Nights to the Summer and Christmas Fairs to Bag2School. If you would like to support the School in its fundraising efforts, for a particular event or maybe you have an idea for an event, please do contact the School Office.

5. ARBOR IN SECONDARY

All Secondary pupils and parents will have access to the Arbor app. Information on how to access this will be shared separately with parents and pupils. Arbor is where pupil timetables and homework information is shared. Arbor also gives a high-level overview of the House and Behaviour Points received by your child. However, separate communication may also be shared via email if your child has received a notable achievement or detention.

6. CO-CURRICULAR ACTIVITIES AND EXTENDED DAY PROGRAMME

The School has a diverse co-curricular provision to ensure your child enjoys school life and receives a complete education that meets their needs and interests. Towards the end of each school term the School publishes the extended day programme for the forthcoming term on the website under 'School'. https://www.chichesterfreeschool.org.uk/co-curriculum/

On this page you will find details of how and when to book, payment details (where necessary) and the co-curricular activity rules. Bookings for the extended day programme can only be made through School Cloud Parents Evening Booking System during the booking period. Once parents have completed the process,

which includes providing an email address, they will then receive a club notification email. Signing up to an activity means you are agreeing to pay all the charges incurred with the activity for the whole term.

The extended day activities on offer are delivered by staff or external providers. Some activities are free and others are chargeable, payment will be either through ParentPay OR directly to the external provider on their terms, and this will be made clear on the extended day time table published for each term. Parents will be notified in advance of any changes to the pricing policy for co-curricular activities that will affect the following term. A commitment of a term is expected and where an activity is course-based, pupils must reach the end of a module in order to progress to the next level.

Co-curricular activities/Supervised Study at school are not compulsory but, in line with our school's ethos, we would like your child to participate in at least one activity a week, whether in school or as part of an outside club, such as a sport, music, or performance club. We recognise the importance of children's activities and would much rather support your child in participation outside of school than insist they attend an activity in school if this is not appropriate. Please provide details of any outside commitments your child has so that a record can be made.

The extended day timetable outlines days when activities don't run such as the Year 7 Open Evening, Sports Day and the very last day of the School year. Any queries regarding co-curricular activities can be directed to the Enrichment & Futures Manager, Sue Moon, on smoon@chichesterfreeschool.org.uk

- **COMBINED CADET FORCE**
  The School runs its own CCF for pupils from Year 8 upwards. If your child is interested in joining, please contact Mr Richard Cook on rcook@chichesterfreeschool.org.uk. Cadets parade on a Thursday after school.

- **DUKE OF EDINBURGH**
  The School also offers pupils from Year 9 upwards to join the Duke of Edinburgh Scheme. If your child is interested in joining, please contact Mr Richard Cook on rcook@chichesterfreeschool.org.uk

7. COMMUNICATION

We aim to make communication between parents and staff efficient but to do this, we need your help. In the next section, we have outlined exactly who you need to contact in the case of a query. This will often be directly to your child's class or subject teacher, who will be able to deal with your query effectively and liaise, on your behalf, with any other relevant members of staff. We would also like to request that all parents actively use the School Website and weekly bulletin update, which often contain the answer to queries that are coming through to us via email.

There is a dedicated weekly **Whole School** bulletin, which simply and clearly outlines to you important information and a reminder of the Rhythm of the Year for the following week. Then, once a term, we release a comprehensive and entertaining School News Electronic Magazine, celebrating everything that has gone on within the School, from Year R to Year 11, that term. A lovely read over a cup of tea during the school holidays!

8. COMMUNICATION TABLE - WHO SHOULD I CONTACT IF…?

To ensure your query is responded to as quickly as possible, we ask that you contact the people in the table below depending on the nature of your communication. **Please ensure that you only send your email to one person to limit any ambiguity about who should respond to your query; copying in several people will not result in a faster response and can confuse matters.** Please remember that it is our policy to respond to emails within two working days. Staff do not regularly check emails during the evening, weekends or holidays. For any urgent communication needs please phone the School Office on 01243 792690. We would also ask that you check the School website and weekly bulletin for practical and administrative information, as often you will find the answer to your query there.

Nature of Communication	Who Should I Contact?	Contact Details
PRIMARY		
Practical or administrative information, including school trips	**School Office**	office@chichesterfreeschool.org.uk
Primary pastoral/behaviour concern or query	**Class Teacher** *who will liaise with SLT if appropriate*	Various – please see 'Staff' page in 'Our School' section of website
Primary academic concern or query	**Class Teacher** *who will liaise with the SLT if appropriate*	Various – please see 'Staff' page in 'Our School' section of website
Special Education Needs	**Primary SENDCo**	chalton@chichesterfreeschool.org.uk
SECONDARY		
Practical or administrative information, including school trips	**School Office**	office@chichesterfreeschool.org.uk
Pastoral/behaviour concern or query	**Tutor** *who will liaise with subject teachers, Head of Year or member of SLT if appropriate (Year 11 to contact Head of Year)*	Various – please see 'Staff' page in 'Our School' section of website
Academic concern or query	**Tutor** *who will liaise with subject teachers, Head of Subject or member of SLT if appropriate (Year 11 to contact Head of Year)*	Various – please see 'Staff' page in 'Our School' section of website
Special Education Needs	**Secondary SENDCo**	pfowler@chichesterfreeschool.org.uk
ALL THROUGH		
Attendance request or notification	**Attendance Officer**	absence@chichesterfreeschool.org.uk

Serious matter that has not been resolved via the communication routes above	**Executive Assistant**	PAprincipal@chichesterfreeschool.org.uk

9. EQUIPMENT

Every **Primary pupil in Years R - 2** should have a book bag that they can carry their reading book, reading record and any other home learning in daily. These book bags need to fit inside trays or boxes in the classrooms so cannot be substituted for bags or rucksacks in Key Stage One (Year R, 1 and 2). CFS book bags can be purchased from our uniform provider, Game, Set and Match.

In **Key Stage Two (Years 3-6)** children should have a bag for their reading book, reading record and home learning. This can be a book bag or a small bag/rucksack and will be hung on their peg outside of the classroom.

Every **Secondary School pupil** is expected to have the following items of equipment for every lesson:

Compulsory items

- Black pen (and a spare!)
- Purple pen
- Geometry set (pencil, pair of compasses, 30cm ruler, protractor)
- Pencil
- Pencil sharpener and eraser
- Scientific Calculator (preferably Casio)
- Pair of compasses
- Protractor
- Apron and hair tie for food and a container to bring food home in.
- Reading book – available every day
- Headphones with a standard 3.5mm connection (for use in Music lessons)

Desirable items

- Chromebook, laptop or an iPad or other device

Tippex/Liquid Paper is not allowed in school and must not be used in any school work.
Text books and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.

10. HOME SCHOOL AGREEMENT & PUPIL CODE OF CONDUCT

Each year, our home school agreement is shared with all parents/carers and pupils. It is requested that all parents/carers, pupils and CFS staff adhere to the agreement at all times, to ensure a positive partnership between the School and home. This will also refer to the Pupil Code of Conduct, which has been devised with pupils in school.

11. HOUSE SYSTEM

The House System is at the core of our ethos at CFS, and our staff House Champion focus on what the House system is designed for – **C**ompetition, **C**harity, **C**ommunity, **C**ommunication and **C**elebration. As you will see on the school calendar on our website, there are an array of House events planned, including weekly events, as well as the School Sports Day.

All praise points in both Primary and Secondary are known as 'House Points', and these will not only go towards a child's own personal total, but the House totals as well.

All of these competitions come together each year in the final battle for the highly acclaimed House Cup!

12. LUNCH PROVISION

Hot meals will be provided on a daily basis free of charge to all Infant children from Reception up to Year 2, as per the Government's Universal Infant Free School Meals Scheme. All children in Year 3 and above will have the option of hot or cold food or a packed lunch every day, please see our website for further details. https://www.chichesterfreeschool.org.uk/catering/. Our hot and cold lunch service is provided by Aspens, who are a large and established school catering company.

If you are or think you might be eligible for free school meals, please check directly with WSCC by using this link https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/

We place great importance on healthy eating and have therefore written some guidelines regarding what should and should not be in a packed lunch.

Packed lunch guidelines - A balanced packed lunch is a healthy packed lunch.
Healthy eating is important to us. A child who eats well and who eats balanced nutritious meals is much more likely to feel good and be in a position to learn well and succeed. No school just wants to dictate to parents what to do, however all schools want the best for their children; the advice given below is done so with the best of intentions. Please do contact us if you would like to discuss our guidelines further.

At CFS a lunchbox should ideally contain one of each of the following:

- Bread/Cereal – such as wraps; sandwiches; cold pasta; breadsticks and rice cakes.
- Meat/Fish and Alternatives – such as turkey; tuna; eggs or humus.
- Milk/Dairy – such as cheese spread/slices/cubes, hard boiled eggs, low sugar yoghurt.
- Fruit and Vegetables – such as fresh or dried fruits, vegetable sticks, salad in wraps.
- A treat if you wish – such as a small slice of cake or a biscuit.
- Drink – water or squash.

Please do not include crisps, sweets, chocolate, fizzy drinks or energy drinks, any nut products or any glass, thank you.

13. MEDICAL PROVISION AND PROCEDURES

The admission form that you have completed for your child will give the School vital information that we need to provide for your child while they are in our care.

It is important to remember that, if there are any changes in your child's health during the year, you keep the School informed about their condition and related treatment.

If your child has an accident or feels unwell at school they should tell their teacher straight away. Their teacher may contact a first aider for advice and treatment. More serious injuries or illness may require the child to be collected or even given hospital care.

If your child feels unwell and wants to go home, they must in the first instance be assessed by a first aider. If it's felt that your child needs to go home, the school team will contact you to arrange collection. Under no circumstances should the child contact parents directly.

If your child has to take regular medication please contact the School Office. For Primary pupils who need to take antibiotics in School, parents/carers need to complete a medical consent form when dropping the medication off at the main School Office and a member of the pastoral team will then administer the medication to the primary pupil. Secondary pupils **are** allowed to take their own medication subject to the parent/carer completing the medical consent form which should be given to the School Office. No child is allowed to have medicine in their possession without the knowledge and approval of the School's Pastoral Officer, who oversees medical care in the School.

The School can only administer antibiotics to Secondary pupils if the dosage is four times a day. Any non-prescribed medication that is required can only be administered for three days. Antihistamine can only be administered by the School if a pupil is having an allergic reaction.

14. MOBILE PHONES IN SCHOOL

We are a phone-free school. All Secondary pupils will be issued with a Yondr pouch when joining the school and their device (including smart watches) must be switched off and placed in the pouch for the duration of the school day. As pupils exit school, they will be able to unlock their pouch using one of the docking stations. Further details can be found in the Mobile Phone Policy within the Behaviour Management Policy on our website using the link below:

https://www.chichesterfreeschool.org.uk/policies-documents/

15. MUSIC PROVISION

There are many exciting instrumental lesson opportunities here at CFS. As well as our programme of co-curricular clubs offered after school, we have visiting instrumental tutors for the following disciplines:

- Voice/Singing
- Drum Kit/Percussion
- Piano and Keyboard
- Woodwind (Flute/Saxophone/Clarinet)
- Electric Guitar/Acoustic Guitar/Bass Guitar
- Brass (Trumpet/Cornet/Tenor Horn/Trombone)
- Strings (Violin/Viola/Cello)

Lessons are organised weekly and are booked a term at a time directly with the tutor. All our tutors are highly qualified and have a full DBS check held by the School. Lessons usually start from the 1st or 2nd full week of the Autumn term. We liaise with the tutors regularly on progress and opportunities for your child to join choir and orchestra or other suitable groups and events as their skill develops.

If your child would like instrumental/vocal lessons or would like a taster lesson first to try it out. Please email hdavis@chichesterfreeschool.org.uk with the following details:

- Name of child
- Current age of child
- Class/year group/tutor (if known)
- My child is interested in having lessons in…
- Parent name
- Phone number
- Email address

By giving us these contact details, you are consenting to us sharing them with the relevant tutor who will contact you.

If your child already learns an instrument outside of school, please do let us know so that we can fully support them within school and keep you informed of all the opportunities for your child to get involved in the life of the Music department.

16. PARENT AMBASSADORS

The Parent Ambassadors are a group of committed parents and carers who have volunteered to represent the wider community of parents of children attending CFS. The Parent Ambassadors will meet with key members of the Senior Leadership Team at least once a term. The agenda will be mutually devised in advance, with contributions proposed from both the School and Parent Ambassadors. These agenda items will be influenced by queries and suggestions (rather than issues and individual complaints) arising in the

parental body but also, just as importantly, matters that the School wish to get parental thoughts and feedback on. On occasions the School may request an extra meeting if they are considering a significant change to something; not to seek permission but to seek opinions, feedback and ideas.

More information about The Ambassadors & their contact details can be found on the CFS website. https://www.chichesterfreeschool.org.uk/parent-ambassadors/

If you are interested in joining us please contact parentambassadors@chichesterfreeschool.org.uk.

17. PARENTPAY

CFS is a cashless site so uses ParentPay for all parents to register and pay for trips, after school clubs, school meals and much more. ParentPay is a secure online system with no charges for using it. You will be issued with a login, initial username and password within the first week of your child starting school at CFS. Please ensure your child comes to school with a packed lunch until your account is active.

18. PHOTO PERMISSION AND LOCAL VISITS

As is customary for schools, we at CFS will include some photographs or images of pupils in the School's promotional material such as the website, social media or school news magazine. Parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure their child knows this and must contact the School Office immediately to update your child's records. A written acknowledgement shall be sent out to you as confirmation of receipt of your request. Pupils' names will be used in the School magazine only; at no other time would we disclose the full name of a child without the parents' consent.

As our School premises is local to Chichester, there may be times when the students are taken on local visits during the School day either on foot or using the School minibuses. No prior consent is required for such a trip.

There may be times when the pupils are taken on supervised trips on foot, or whilst travelling in a minibus, coach or train within a 40 mile radius. Examples include **sports fixtures, educational visits** (such as to the theatre), **cross-country runs, reward trips and other offsite physical activities** (curriculum and extra-curricular). No prior consent is required for such a trip.

19. PRAISE

The All Through model for **praise** is based around House points, but there is also weekly information going home to parents and pupils regarding successes and achievements, in both Primary and Secondary. Pupils are immediately rewarded for gaining numerous House Points, and it is our commitment that we contact home just as readily for the positives, as well as when we have a concern. Mr Garner also awards a

fortnightly Principal's Award, where pupils from across the School join a celebration for something particularly wonderful they have done, and receive a personal phone call or email home from the Executive Principal.

The overview of the Reward System, along with our Sanction system, can be found in the Behaviour Policy.

20. PUPIL LEADERSHIP

It is vital to us that pupils gain experiences outside of the classroom, developing their skills as the leaders of tomorrow, whilst also giving them a strong sense of voice and ownership in the continued success of CFS.

We have a variety of Pupil Leadership roles available to pupils throughout Primary and Secondary, including Senior Prefects, Pupil Ambassadors, House Ambassadors, Sports Leaders, Eco Warriors, Beat Bullying Mentors, Mental Health Ambassadors. Recruitment of these roles takes place either side of the summer holiday, with most roles in place by the end of September for the rest of the academic year.

21. RHYTHM OF THE YEAR (ROY)

The Rhythm of the Year (ROY) is an important document that outlines the key dates for the academic year, i.e. Pupil Progress Consultations, school trips, sports day etc. You will also be able to find all of these dates on our School Website calendar. We will always send a provisional version, for the next academic year, out in July. This will include some dates and events that are still to be confirmed. By the end of September we will endeavour to have confirmed most dates, and a revised version will be sent out to all parents then. The ROY will also outline, where appropriate, any additional costs for events such as trips; this is to enable parents to look ahead for the whole year. Please be advised that these costs will always be approximate until specific trip information is sent to parents.

22. SECONDARY PASTORAL MODEL AND TUTOR GROUPS

Alongside the House System the pastoral and behavioural support in Secondary is in year groups, with Heads of Year and horizontal tutor groups, where all pupils will be from the same year group. This will allow Heads of Year and tutors to offer bespoke and focused support for each cohort. Each year group will have an assembly once a week, again allowing this to be targeted specifically for the age group present. Within a tutor group, all pupils will be within the same House, keeping the community spirit. House groups from all year groups will also regularly meet in assemblies and House events, ensuring that pupils continue to mix with a variety of different ages across the All Through School.

Your child has the support of both their tutor and Head of Year Team:

Team Information outlined below	**AQUILA HOUSE**	**NOCTUA HOUSE**	**PEGASUS HOUSE**	**PHOENIX HOUSE**
Head of Year 7 Team	Year 7 AQ	Year 7 NO	Year 7 PE	Year 7 PH
Head of Year 8 Team	Year 8 AQ and some of Year 8 CH	Year 8 NO and some of Year 8 CH	Year 8 PE and some of Year 8 CH	Year 8 PH and some of Year 8 CH
Head of Year 9 Team	Year 9 AQ	Year 9 NO	Year 9 PE	Year 9 PH
Head of Year 10 Team	Year 10 AQ and some of Year 10 CH	Year 10 NO and some of Year 10 CH	Year 10 PE and some of Year 10 CH	Year 10 PH and some of Year 10 CH
Head of Year 11 Team	Year 11 AQ	Year 11 NO	Year 11 PE	Year 11 PH

- **Year 7 Team –** Miss Oxley, supported by Assistant Head of Year Miss Ireland
- **Year 8 Team –** Miss Shaw supported by Assistant Head of Year Miss Ireland
- **Year 9 Team –** Mrs Turnbull, supported by Assistant Head of Year Mrs Ashcroft
- **Year 10 Team –** Mr Tilling, supported by Assistant Head of Year Mrs Stanley
- **Year 11 Team –** Miss Crebbin, supported by Assistant Head of Year Mrs Ashcroft

23. SCHOOL DAY

Reception

- Wrap-around care available from 0730 provided by Activ8 (see website for booking details)
- Arrival between 0830 and 0845
- School day finishes 1500 (collection starts from 1445)
- Wrap-around care available until 1800 provided by Activ8

Years 1 – 6

- Wrap-around care available from 0730 provided by Activ8 (see website for booking details)
- Registration and welcome 0830 - 0840 (playground opens at 0810, classroom doors open 0815)
- School finishes 1500 for Year 1 if not doing an activity, 1630 if doing an activity
- School finishes 1515 for Years 2-6 if not doing an activity, 1630 if doing an activity
- Wrap-around care available until 1800 provided by Activ8

Total compulsory weekly hours = 33 hours, 45 minutes

Years 7 – 11

- Gates open 0745 (pupils allowed in dining hall and outside areas only)
- Tutor time and registration 0820
- School finishes 1530 if not doing an activity or supervised study, 1630 if doing an activity

Total compulsory weekly hours = 35 hours, 50 minutes

24. SEND AND LEARNING SUPPORT

It is important that all parents have completed the School Registration Form (copies can be obtained from the School Office). Our SENDCos (Mrs Halton for Primary and Mr Fowler for Secondary) will review these forms together with information provided by your child's previous school or pre-school setting, to make an initial assessment of the needs of each child and how the School can best support them. Our whole Inclusion and SENDCo Provision is overseen by Mrs Halton (Vice Principal: Inclusion).

25. SPRAYS

Any form of aerosols, body sprays or perfumes are not allowed in school at any time or under any circumstances. If pupils wish to use deodorant after PE, a roll-on or stick deodorant is perfectly acceptable. This blanket ban is primarily due to a number of pupils and staff who are severely allergic to such products with life threatening effects. If any of these items are used or seen in school they will be immediately confiscated and pupils will be sanctioned where appropriate.

We understand that pupils sometimes underestimate the severe effects that these products can have on someone with an allergy, so we would ask that you take some time at home to talk about the impact they can have and continue to ensure that none are brought into school.

26. TECHNOLOGY

Secondary Homework and timetables can be accessed via Arbor. In addition, timetables can also be accessed via Google Calendar or Microsoft Outlook Calendar.

We use Google Classroom to support teaching and learning in the classroom. To access this in school we ask that, where possible, **Secondary pupils** bring in their own device. Previously we have recommended iPads, however, we now recommend a Chromebook for any new pupils or if pupils in the older years are buying a new device. If pupils are interested in DT or IT then a Windows laptop would be a suitable option. Any current iPads are still absolutely fine provided they can run a support version on iOS though. When purchasing a device it should have a battery life of up to 10 hours, automatic updates, a keyboard, and support a modern web browser such as Google Chrome, Firefox or Safari. At CFS, we have always asked Secondary pupils to have their own device.

There are a huge range of Chromebooks on the market. Some of these have the facility to be a tablet as well, others are extremely high end and designed for business use. Whilst we are not endorsing or actively recommending any particular models to you, the model below is a device that is regularly used in schools for educational purposes (this was correct at the time of writing):

- LENOVO IdeaPad 3i 11.6" Chromebook - Intel® Celeron®, 64 GB eMMC, Black
- Acer 314 14in Pentium 4GB
- ASUS CX1400

The link below is a list of Google's supported devices which you may find helpful:

https://support.google.com/chrome/a/answer/6220366?hl=en#zippy=%2Casus

Our IT team kindly request that parental controls and restrictions are not put on Chromebooks until after we add the pupils account to the device as it interferes with the onboarding process. Once the account has been added parental controls can be added to the device, we can supply a guide on how to do so if needed.

27. TERM DATES 2026/2027

Autumn Term 2026

- Inset Days – Tuesday 1st September and Wednesday 2nd September
- Term starts – Thursday 3rd September (excluding Reception)
- *Reception Home Visits Week – Thursday 3rd September – Friday 4th September*
- *Reception Term starts – Monday 7th September*
- Inset Day – Thursday 22nd October
- Half Term – Friday 23rd October to Friday 30th October inclusive
- Back to school after half term – Monday 2nd November
- Inset day – 27th November (Trust Inset Day)
- Term ends - Friday 11th December

Spring Term 2027

- Term starts – Monday 4th January
- Half Term - Monday 15th February until Friday 19th February inclusive
- Back to school after half term – Monday 22nd February
- Term Ends – Thursday 25th March

Summer Term 2027

- Term starts – Monday 12th April
- Half Term - Monday 31st May to Friday 4th June inclusive
- Back to school after half term – Monday 7th June
- Inset Day – Friday 25th June
- Term Ends – Friday 9th July
- Inset Day – Monday 12th July

28. TRAVEL PLAN, TRANSPORT PROVISION & PROCEDURES

CFS is responsible for putting in place procedures to minimise the traffic flow around the School site. **Car sharing for all pupils from Year 1 and above is important** (where children are not using other means to get to and from school) so that we can manage the traffic flow onto our site; we ask all families to give this option their full consideration.

Reception parents will receive a permit, so that they can travel onto site in a car with only one child and park – with spaces available from 0830. This permit will also allow Reception parents priority in the car park for afternoon pick up.

29. UNIFORM & PURCHASING PROCEDURE

For detailed information on school uniform, please see the School website:
https://www.chichesterfreeschool.org.uk/about-us/school-uniform/

On this page you will find a link to our uniform policy so please do read this carefully before ordering anything. You will also find information about our supplier, Chichester based company Game Set and Match.

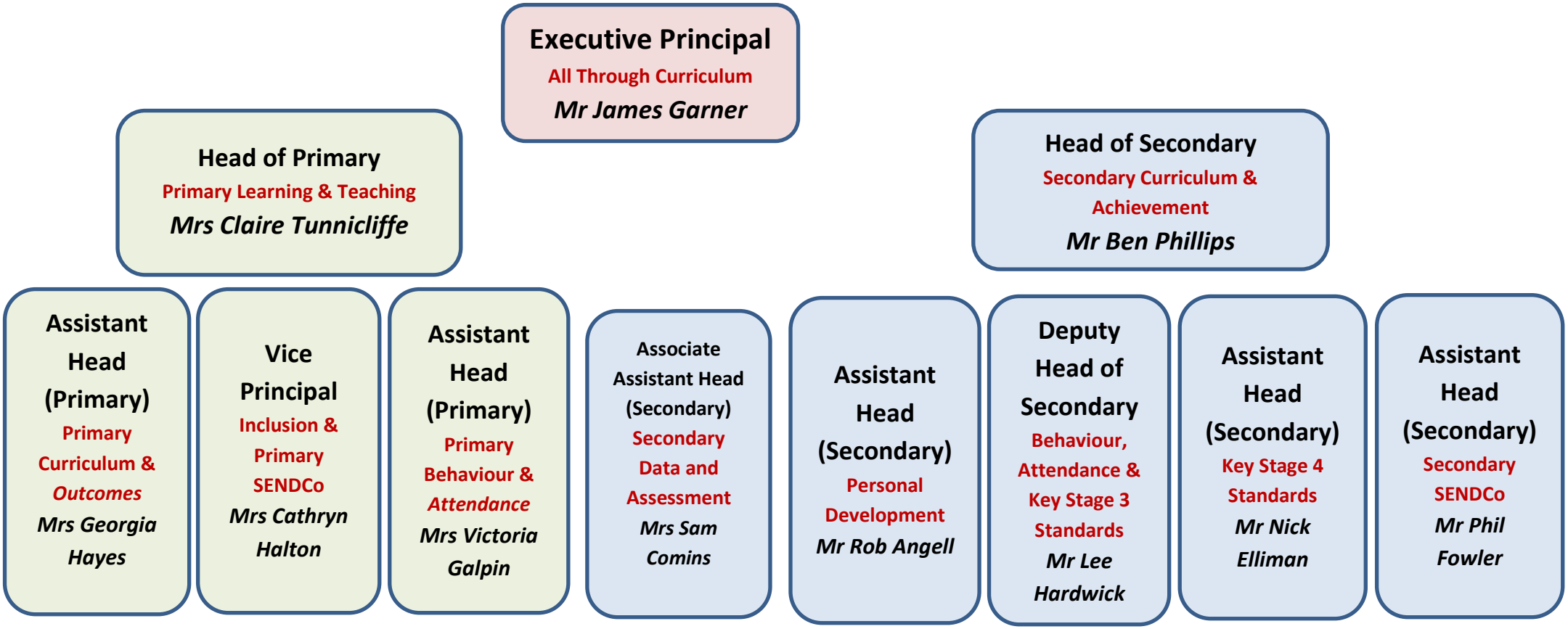
30. VALUABLES

Pupils must be aware that if they bring any valuable items into school (such as mobile phones, smart watches, jewellery, bikes or scooters) that they are responsible for them and that the school does not accept any liability for them, should they get broken or go missing.

31. WHO'S WHO?

Here is a list of the CFS staff. Contact details and further information about the responsibilities of each member of the Senior Leadership Team, can be found on the School website, via this link https://www.chichesterfreeschool.org.uk/about-us/staff/

Senior Leadership Team



Designated Safeguarding Team

- **Strategic Lead** – Cathryn Halton
- **Designated Safeguarding Lead**: **Primary** – Cathryn Halton
- **Designated Safeguarding Lead**: **Secondary** – Alanya Russell
- **Deputy Designated Safeguarding Lead: Primary** – Fiona Green, Vicky Wade and Hannah Prior
- **Deputy Designated Safeguarding Lead: Secondary** – Lee Hardwick, Nick Elliman, Laura Ashcroft, Louise Ireland and Stacey Stanley

Pastoral Team

- **Primary Pastoral Officers –** Vicky Wade and Hannah Prior
- **Head of Secondary Alternative Provision –** Ben Carter
- **Eagle Point Officer –** Beth Godfrey
- **Head of Year 7** – Rochelle Oxley
- **Head of Year 8** – Kathrine Shaw
- **Assistant Head of Years 7 & 8 –** Louise Ireland
- **Head of Year 9 –** Alison Turnbull
- **Assistant Head of Year 9 –** Laura Ashcroft
- **Head of Year 10** – Martyn Tilling
- **Assistant Head of 10 –** Stacey Stanley
- **Year 11 Lead** – Rachel Crebbin
- **Assistant Head of Year 11 –** Laura Ashcroft
- **Attendance Officer** – Steph Cole
- **Behaviour Manager –** Karen Scriven
- **Pastoral Officer (IE/medical admin) –** Karen Sword
- **All Through ELSA –** Fiona Green
- **Mental Health and Wellbeing Advisor** – Stella Gibson
- **Lead Tutor –** Hannah Tulley

Special Educational Needs

- **Strategy Lead and Primary SENCo** – Cathryn Halton
- **Secondary SENDCo** – Phil Fowler
- **Therapeutic Interventions Officer –** Amanda Bashford
- **Access Arrangements Officer** – Marian Baker

Subject Middle Leaders

- **Primary Mathematics Lead** – Becky Wilson
- **Early Reading and Phonics Lead** – Olivia Martin
- **Primary English Lead** – Joe Wilson
- **Head of English** – Lynda Elmes
- **Head of Mathematics** – Arthur Blandford-Davies
    - **2ic Maths** – Martyn Tilling
- **Head of Science** – Sam Comins
    - **2ic Science** – Keiran Dollery

- **Head of Modern Foreign Languages** – Rachel Crebbin
- **Head of Humanities** – Jess Bentley
    - **Subject Lead Geography** – Mat Griffiths
    - **Subject Lead Religious Studies** – Gemma Clark
- **Head of Physical Education** – George Dean
- **DT Faculty Lead** – Alanya Russell:
    - **Subject Lead Art** – Andy Lean
    - **Subject Lead DT –** TBC
    - **Subject Lead Food Tech –** Alanya Russell
- **Subject Lead Dance –** Hannah Tulley
- **Subject Lead Drama** – Neil Gregory-Reader
- **Subject Lead Music** – Hayley Davis
- **Subject Lead Computer Science** – Emma Seal
- **Subject Lead Business Studies** – Alison Turnbull
- **Subject Lead Media Studies –** Clare Edmans

Other Academic Roles

- **Primary HLTA** – Julie Iredale
- **Primary Cover** – Claire Emmett
- **Reading and Literacy Champion –** Claire Bourner
- **Lead Teacher of Maths –** Alex Richardson
- **Language Framework Lead –** Brisa Hill
- **Head of PIP –** Beth Godfrey
- **Year 7 Teaching Team Lead –** Leah Higgins
- **Cover Supervisors –** Tonia Edwards, Charlotte Fox, Claire Henderson, Abby Hermans, Katrina Cunningham. Isaac Sturge, Eleanor Patience and Kayla Wilson
- **Inspiring STEM Coordinator** – Steve Rolt

Admin and Site Team

- **Admissions and Communications Manager** – Karie Wright
- **Data Analysis and Systems Lead –** Chris New
- **Day Time Janitor** –Kim Goddard
- **Exams Officer** – Susannah Epstein-Pickett
- **Executive Assistant** – Lauren Wilson
- **Futures and Enrichment Manager** – Sue Moon
- **Finance Manager** – Catrionia McDermott
- **Receptionist Administrators** – Natalie Gibson & Anita Lee-Hobson
- **Reprographics and Cover Manager** – Jackie Allen
- **School Administration Officer –** Jemma Legg
- **SEND Admin –** Nikki Stubbington
- **Sims Manager** – David Collins
- **Site Manager** – Tony Del Greco
- **Site Team** – Ian Bradford and Mark Butcher
- **CCF SSI –** Tim Hicks

All-Through Learning Support Assistants

- Trudie Alford
- Amanda Bashford
- Evelina Campbell
- Jane Cooper
- Sara Cooper
- Thomas Cowan
- Antoinette Curry
- Deonie De Witt
- Ben Doyle
- Tonia Edwards
- Stella Gibson
- Sam Glover
- Nikki Goldsmith-Allison
- Jasmine Hanson
- Poppy Harper
- Joelle Hentze
- Julie Iredale
- Bernie Kensit
- Holly Lever-Ivermee
- Kate Lewis
- Robyn Macson
- Sheila Stanbridge
- Kathryn Stringer
- Carole Tully

Other Roles and Responsibilities

- **After School Club Supervisor** – Shelia Stanbridge
- **British Values Lead –** Gemma Clark
- **CCF Contingent Commander** – Richard Cook
- **Data Protection Officer** – James Garner
- **Duke of Edinburgh Award –** Richard Cook
- **ECT mentors –** Leah Higgins, Brisa Hill, Claire Tunnicliffe
- **EVC** – Rob Angell
- **Fundraising -** Katrina Cunningham
- **House Champion –** George Dean
- **MidYIS, Reading and Spelling Tests –** Marian Baker
- **Outdoor Learning Lead –** TBC
- **Professional Tutor and Transition Lead** – Leah Higgins
- **Pupil Leadership –** Rochelle Oxley
- **Secondary Tutor Programme –** Ben Carter

Primary Class Teachers

Reception:
- Olivia Martin – Apple Class
- Jo Golby and Hannah Smith – Cherry Class

Year 1:
- Richard Cook – Oak Class
- Georgia Beadle – Beech Class

Year 2:
- Francesca Bhutta – Cedar Class
- Rebecca Dowers – Chestnut Class

Year 3:
- Hannah Morriss – Willow Class
- Clare Ubsdell – Elm Class

Year 4:
- Becky Wilson – Rowan Class
- Daniel White – Sycamore Class

Year 5:
- Joe Wilson – Hazel Class
- Megan Feast – Birch Class

Year 6:
- Lauren Stapleton – Ash Class
- Charlotte Bigg– Maple Class

Secondary Tutors

Year 7:
- **Aquila** – Lizzy Brett and Leah Higgins
- **Noctua** – Lucy Vann
- **Pegasus** – Daisy Beckett
- **Phoenix** – Charlotte Kite

Year 8:
- **Aquila** – Gemma Clark
- **Noctua** – Molly Bow
- **Pegasus** – Olivia Bailey
- **Phoenix** – Farida Ariya
- **Chimera** – Clare Henderson and Francis Griffiths

Year 9:
- **Aquila** – Illeana Melendez-Ruiz and Mat Griffiths
- **Noctua** – Andy Lean and Sarah Agate
- **Pegasus** – Jenny Russell
- **Phoenix** –Jess Bentley and Sophie Potts

Year 10:
- **Aquila** – Emma Seal
- **Noctua** – Kayla Wilson
- **Pegasus** – Clare Henderson and Neil Gregory-Reader
- **Phoenix** – Clare Edmans
- **Chimera -** George Dean

Year 11:
- **English and Maths team**

Secondary Subject Teams

- **Business Studies:** Emma Seal and Alison Turnbull
- **Computing:** Emma Seal
- **Dance:** Daisy Beckett, Hannah Tulley and Rochelle Oxley
- **Drama:** Neil Gregory-Reader
- **DT, Food and Art:** Hannah Gallagher, Claire Henderson, Andy Lean, Amy Pamment, Alanya Russell, Jenny Uffindell (Lead Technician, Samantha Gordon (Technician)
- **English**: Farida Ariya, Olivia Bailey, Clare Edmans, Lynda Elmes, Brisa Hill, Jenny Russell
- **Humanities**: Jess Bentley, Gemma Clark, Nick Elliman, Rachel Grey, Mat Griffiths, Lee Hardwick, Charlotte Kite, Sam Savage
- **Maths**: Arthur Blandford Davies, Danny Green, Francis Griffiths, Alex Richardson, Martyn Tilling
- **Media Studies:** Olivia Bailey, Clare Edmans
- **MFL:** Sarah Agate, Rachel Crebbin, Ileana Melendez Ruiz
- **Music**: Hayley Davis
- **PE**: George Dean, Phil Fowler, Rochelle Oxley, Ben Phillips, Sophie Potts and Kayla Wilson
- **PSHE and Personal Development:** Rob Angell, Gemma Clark, Beth Godfrey Jenny Russell, Martyn Tilling
- **Science**: Molly Bow, Sam Comins, Keiran Dollery, Steve Rolt, Lucy Vann and Mary Carpenter (Technician), Anne Molyneux (Technician)
- **Year 7 Maths and English/Middle School:** Lizzy Brett, Leah Higgins and Katherine Shaw