



# CUBERT SCHOOL

PROSPECTUS 2023/24

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# Cubert School

## Welcome from Miss Karen Brown

Dear Parents and Guardians

We hope you find this prospectus informative, let me start with a brief description of our philosophy.

**"We are the school of the square peg in the round hole. We celebrate diversity and promote difference. Everyone is welcome at our party - whatever they bring to it!"**

We believe in treating every child as an individual. We encourage and foster strengths in every child whatever they may be. Obviously, we want every child to be the best they can, but we also recognise that different children have different needs, be that extension activities for the more able, or extra support for those that struggle with an aspect of their learning. Our main priority is to ensure your child is happy and develops a life-long love of learning.

This Parents' Guide gives you basic information. There may be further questions you wish to ask. Please make an appointment to visit, as this is the best way to get to know Cubert School.

Miss Karen Brown

Headteacher

**"We are the school of the square peg in the round hole. We celebrate diversity and promote difference. Everyone is welcome at our party - whatever they bring to it!"**

# Cubert School

Cubert School is a Community School for girls and boys aged 4 to 11. The School is set in large grounds and there are approximately 190 pupils.

Our children mainly come from Cubert, Crantock, Holywell Bay and Newquay.

The original building dates from 1895 and has two classrooms and a staff resource room. The main building was opened in 1974 which has two more classrooms, a library, school hall, Kingfisher (community) room, school office, staff room and kitchen. Over the past few years, it has had several internal reconstructions including the main reception area, a therapy suite with disabled facilities, and in 2019, a new headteacher's office and committee room, and an open-plan administrative office area.

In 2016/17 two new buildings were built to house our larger community consisting of 3 classrooms and a studio. The new Early Years building has freshly designed outdoor play facilities.

We also now have a permanent Nurture facility with garden and a hobbit house, for any children to access who need extra support and time out of class for whatever reason.

We have a tarmac surface for recreation purposes, developed by the children and a spacious grassed area. There is a large playing field and an all-weather multi-purpose hard court. These extensive grounds provide the children with invaluable opportunities, not only for sporting activities, but also to study aspects of plant and animal life. During 2007 new play equipment was installed on the field and playground areas, led by our School Council.

Gym bars were added to the top side of the playground in 2019 and last year more gym bars were installed for older children on the grassed area behind Block A building.

During the summer holidays in 2021, several projects were completed. A new roof on the Old Building alongside mechanical and electrical works. The PTFA funded a complete refurbishment of the school library with LED mood lighting and a pastel woodland theme.



In 2010, the entire school community contributed to the building of a large willow dragon. In 2011, a small apple orchard was planted, and we began to develop an environmental area. In celebration of the Queen's Diamond Jubilee we had individually designed entrance gates to the school made in 2012, and Cornish inspired fencing panels surround the front of school alongside boundary fencing and signage continuing our rolling plan of refurbishment throughout the school.

Classes are fitted out with interactive whiteboards and Soundfield systems. Pupils have tablets, laptops and notebooks to work on, which are kept in portable trolleys.

In 2014, we planted 'copse' saplings behind the Early Years play area.

Over the last few years, we have been extremely lucky to have had a purpose-built Early Years/Year 1 classroom & outdoor environment along with a Year 6 classroom and studio facility built. We have an outdoor area that EYFS and Y1 children share to promote a play-based, practical curriculum in the first few years of schooling. The EYFS children also have access to a forest area to continue the outdoor learning that many of our children have accessed at nursery/pre-school.

Cubert School has strong community links. We have regular visits from the School Nurse, the local clergy, community Police Officers, representatives from the local Parish Council, as well as key figures from the local community who kindly volunteer their time to support the school. We have very strong links with other local primary and secondary schools which create opportunities for our children to access a wider range of learning and expertise.

We also have very strong links with The Valley Nursery in Crantock.

# School Vision

To embrace lifelong learning and excellence.

## School Aims

1. To enable all to become successful, confident, life-long learners and inspire a love of learning through an exciting and dynamic curriculum.
2. For children to operate as independent learners and thinkers in all walks of life.
3. To develop and value individual identity in themselves and others.
4. For children to value the global environment, and wealth of cultural diversity.

Our parents, staff and governors work in partnership to develop and maintain an attractive, stimulating and well-resourced environment for the children to work in.

Cubert School is committed to Equality and Diversity. We endeavour to make the school a safe and welcoming environment to everybody regardless of ethnicity, disability, SEN, gender, economic status, sexuality and proficiency in English. Child protection is of paramount importance to Cubert School. We are an ambassador school for CEOP, we have National Online Safety status and we are actively involved with Operation Encompass.



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# Cubert Kids Club

Since September 2010 Cubert School has run quality before and after school care for up to 24 children aged 4 - 11. Prior to this, the Kids' Club was an independent charity.

Jane Wall, the club co-ordinator, and her team look after the children. They are based in the Studio, but have full use of the school grounds. CKC is a term time only provision, but we do signpost parents to other providers such as Newquay Sports Centre for holiday activities.

CKC is open for breakfast at 7:45am. Children are offered a variety of breakfast cereal and toast.

When it is cold they may have porridge. The children are escorted to their classes at 8:45am.

After school CKC runs from 3:10pm to 5:45pm. During this time children are provided with a snack - fruit and a drink, usually followed by toast or a cereal to keep them going before their evening meal at home.

The children who attend the club enjoy a wide range of activities from sports, arts and crafts, games and outdoor play.

## Costs

Breakfast Club:	7:45 - 8:45am	£5.75
Breakfast Club:	8:25am (no breakfast included)	£1.75
After school:	Half Session 3:10pm - 4:15pm	£5.75
After school:	Full session 3:10pm - 5:45pm	£8.25
(Subject to review on a yearly basis)		

For breakfast club, please bring your child to the door. After school, CKC will happily collect your child after a school club and give them a snack.

## Registration

Registration forms are available from Jane at CKC or the school office. Even if you are not sure that you will use the club, we ask all parents to register, that way your child can be collected by CKC if you are running late.

## Booking

Please email Jane Wall for bookings. Please ensure that your child is booked in so CKC staff know who to collect. If you need CKC and your child is not booked in don't panic, call the CKC number. If there is a space, CKC will be happy to collect your child.

Jane Wall CKC Co-Ordinator

Direct email address: [cwall@cubert.cornwall.sch.uk](mailto:cwall@cubert.cornwall.sch.uk)

In the event of an emergency or if you are running late for an evening pick up, please ring the school office and choose the appropriate option to speak directly to CKC in the studio.

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# Pastoral Care

Members of staff are on duty on the main gate or in classrooms from 8.40am - 8.50am and from 15.10pm - 15.20pm. Before and after these times no responsibility can be taken for children on the school premises, unless they are taking part in an after-school club for which parental consent has been given.

Each class teacher is responsible for the pastoral care of his or her children.

Caring for children is best achieved through a strong partnership between home and school. Parents are asked to share in confidence with staff any particular concerns about their children.

The School expects and encourages children to exercise self-control, good behaviour and consideration for others. Children who do not live up to these expectations will be seen by their teacher and if necessary, the Headteacher. Parents will be notified of serious (or prolonged) lapses from the expected standards or if we have any concerns about your child.

In extreme situations, for example, following a family breakdown or bereavement, we have a nurture facility and a team of staff trained to help children at difficult times.



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# Joining Cubert School

For the 2023/2024 school year, children will be eligible for admission to a Reception Class if they were born between 1st September 2018 and 31st August 2019.

Cornwall Council runs a full-time entry system.

The full Admissions Policy is available in the school at your request.



# Organisation

The school day begins at 8.50am when the children begin a varied exercise period around the school. Class Teachers will then lead children into class for registration.

The children are the responsibility of their parents before 8.40am.

8.40am - 8.50am

Children should arrive at school

10.30am - 10.45am

Morning break

11.55am - 12.55pm

Lunch

2.00pm - 2.15pm

Afternoon break for Key Stage 1

3.10pm\*

School finishes

\*Dismissal time for Reception children is at 3.00pm

We would ask parents to arrive promptly in the mornings; lateness is disruptive to a class and hinders a prompt start to the day.

Please park outside the school grounds on the road in the parking bays available. Please do not drive into the staff car park. Parents are asked to observe safe parking procedures at all times so as not to put children's lives at risk.

Pedestrian access to the school is through the main entrance only; all other access points are out of bounds for security reasons.

The school in consultation with parents and the wider community has developed our School Travel Plan to encourage a walking to school ethos to improve the environment and well-being and safety of our children. There is a cycle/scooter shelter for those

children who wish to cycle or scoot to school.

## Class Organisation and Transfer

Primary children (4-11) are divided into two Key Stages. Your child will pass through seven year groups from Reception to Year 6, while he/she attends Cubert School. The following table may help to explain:

Year	Class	Key Stage	Age
<b>R</b>	<b>Owls</b>	<b>Foundation Stage</b>	<b>4/5</b>
<b>1</b>	<b>Pipits</b>	<b>1</b>	<b>5/6</b>
<b>2</b>	<b>Skylarks</b>	<b>1</b>	<b>6/7</b>
<b>3</b>	<b>Lapwings</b>	<b>2</b>	<b>7/8</b>
<b>4</b>	<b>Swallows</b>	<b>2</b>	<b>8/9</b>
<b>5</b>	<b>Puffins</b>	<b>2</b>	<b>9/10</b>
<b>6</b>	<b>Curlews</b>	<b>2</b>	<b>10/11</b>

The children are taught in seven single age classes which are known as Owls, Pipits, Skylarks, Lapwings, Swallows, Puffins and Curlews.

## Absences

If your child is absent from school for any reason, please notify us by telephone on the first morning of absence. Unreported absences have to be checked by our secretary so please help by always phoning us first. Absences are included with your child's school report.

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# School Meals

Meals are cooked on the premises and are served cafeteria style. There is a different menu each day and special diets can be catered for upon request in writing to our School Meals provider. Menus are available in advance. There is always a meat and vegetarian option available. The whole school food policy, which was formulated following wide consultation with pupils, parents and staff is adhered to at all times and its development will continue to be by consultation.

Children in Yrs R, 1 and 2 receive a Universal Infant Free School Meal (UIFSM).

From Year 3 upwards, parents must pay for their child's school meal and payment is made via the Aspens website. Parents will be given a log in code to access the website.

Please ask at the school office about Free School Meals if you qualify, regardless of the UIFSM, and for any guidance you may require.

Packed lunches can be provided as an alternative. Packed lunches are eaten in the Studio and we ask that children do not bring fizzy drinks.

Tuck - Children may bring a snack to eat during morning break (not sweets).

Children are allowed access to water at all times, and water-bottles should be labelled with your child's name and class.



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# Uniform

## Winter

Grey skirt / trousers / pinafore  
White polo shirt  
Bottle green school jumper/cardigan  
(with stripe and school logo) to be  
purchased from school  
Grey / black or white socks

Grey / bottle green tights  
Smart black school shoes  
(no trainers/heelies, sports shoes or  
flashing lights)

## Summer

Winter uniform with the addition of  
Grey shorts  
Green and white gingham dress  
Smart black sandals / shoes

## Indoor P.E. Kit

White T-shirt  
Black shorts  
Grey/black or white socks  
Plimsolls /trainers  
A drawstring bag, labelled with name that  
will hang neatly on a coat peg, to hold all  
indoor kit

## Outdoor Games Kit

(Y3 upwards)

T-shirt and shorts as for indoor  
Black or white trainers  
Track suit (for very cold weather) Football boots,  
in a separate bag

Outdoor PE kit to be brought in and taken home  
on the day that it is needed to keep our  
cloakrooms clear.

## Swimming Kit

(all children who swim)

Suitable bag containing:  
One piece swimming costume or trunks and  
towel

## Other

Yr R only - Pair of Wellington Boots (to  
be kept at school if possible)

All items of school clothing must be  
clearly marked with the child's name.

A sensible addition for art and craft work would  
be a cover-up overall to protect clothing.

For both safety and security reasons jewellery of  
any kind is NOT permitted, except appropriate  
wristwatches (not smartwatches which have a  
camera or calling/texting features) and for  
pierced ears one pair of studs only. These must  
be covered or removed for PE lessons.

Pupils with hair long enough to tie it back should  
have it tied or secured away from the face at all  
times.

School jumpers, cardigans and book bags  
can be purchased through the school office or  
ordered and purchased online through School  
Gateway.

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# Curriculum

We deliver our curriculum through whole school topics carefully planned to cover the National Curriculum and inspire both teachers' planning and children's learning.

English and Maths follow the National Curriculum, and work is ongoing to embed the APP (Assessing Pupil Progress) process throughout the school.

In KS1, we use Read Write Inc. and phonological awareness intervention when needed for our phonics teaching. Extended writing also plays a major part in our KS1 curriculum. In KS2, we use a range of strategies in English, including the VIPERS and Accelerated Readers.

In Maths we are using the White Rose scheme across the school. All children have access to a wide range of ICT resources including interactive whiteboards. We also have laptops, iPads and notebooks for the younger children to use in the classrooms. ICT is well integrated into topic work.

Every class has a 'Soundfield' system to help children hear if they have hearing difficulties such as glue ear or a cold

Library sessions are timetabled to give all children regular access to a wide variety of attractive new books.

## Music

Children sing regularly and use a variety of instruments to make music. Music is developed at Cubert School with the regular assistance of outside specialists. They explore the elements of music and listen to a range of musical styles by different composers. The school choir performs regularly within the local community. There are opportunities for children to have violin, flute, clarinet, guitar or brass lessons.



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## P.E.

All children take part in games, gymnastics, dance and drama. In the Summer term selected children have swimming lessons if they are unable to swim the statutory 25m.

Our aim is to develop a positive attitude towards being physically active, with good levels of physical control and team spirit.

We make good use of an indoor hall, two playing fields and a hard-court area. We have outdoor multigym equipment outside the Studio and climbing bars on the top playground. Children compete in a variety of events against other schools.



We have developed a physical activity policy to encourage an active ethos and an environment which will increase activity levels and promote health within and outside the curriculum for pupils, staff, parents and carers.

## R.E. and Collective Worship

Children learn about Christianity and other religions. They are encouraged to consider other people's feelings and respect their right to hold different beliefs from one's own.

There are collective acts of worship in the school on Mondays, Tuesdays, Wednesdays and Thursdays which are of a broadly Christian nature but always deal with morals and respect.

On Friday afternoons families and friends are welcome to join us for Celebration Assembly at 2.30pm.

Parents of pupils have the right to withdraw their children from RE and Collective Worship. To avoid any misunderstanding the Headteacher will wish to clarify with any parent wanting to withdraw their child:

- the religious issues about which the parent would object their child being taught;
- the practical implications of withdrawal;
- the circumstances in which it would be reasonable to accommodate parents' wishes;
- if a parent will require any advanced notice of such issues in the future.

# Personal, Health and Social Education

We aim to help children to become responsible for their health and fitness, to understand themselves and others and to foster good self-esteem. We follow the Jigsaw PSHE programme.

Elements of sex education are part of the science National Curriculum. Any questions beyond the curriculum will be answered honestly and sensitively with due regard to morality and family life. Parents have the right to withdraw their children from all or part of any sex education provided but not from the teaching of the biological aspects of human growth and reproduction necessary under the science National Curriculum. Our Sex Education Policy is available to parents at any time.



## Homework



All children are encouraged to read at home. Homework is introduced to the children as they progress through the school. It is an opportunity for extra learning and prepares children for the demands of secondary education. Parents are able to be more involved with school work which will benefit their child.

Each term every child will receive a Termly Overview outlining the term's work in each area giving parents a starting point for discussion with their child. Homework expectations are also outlined.

From time to time all class teachers ask children to find out information at home or collect and bring things to school.

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## After School Clubs

Clubs are held after school and are organised by staff and the wider community. They may include: football, hockey, cricket, netball & athletics, outdoor play, growing & exploring, story & construction, creative writing, journalism, choir, recorder, IT, drawing & art, yoga, mindfulness, gardening.

Activities will vary from term to term and are updated in the weekly Newsletter.

Please fill out a parental consent form for your child to take part.



## Out of School Activities



Field Trips are arranged to stimulate interest and to enrich children's understanding of the curriculum. When this incurs a cost, parents may be asked to make a voluntary contribution. A copy of the School's charging and remissions policy is available on request. All such visits are supervised in accordance with current safety regulations.

During most summer terms the older children can go on a summer camp. This has always proved very popular.

## Special Educational Needs

We at Cubert School believe that each pupil has individual and unique needs. However, some pupils require more support than others. We acknowledge that a significant proportion of pupils will have special educational needs (SEN) at some time in their school career. Many of these pupils may require help throughout their time in school, while others may need a little extra support for a short period to help them overcome more temporary needs. If these pupils are to achieve their full potential, we must recognise this and plan accordingly. Cubert School aims to provide all pupils with strategies for dealing with their needs in a supportive environment, and to give them meaningful access to the National Curriculum. We will work collaboratively with parents and other professionals at all stages of their child's development. We have a policy for Gifted Talented children who may have a particular strength in one or more subjects, to enable development to their full potential.

In 2019, the Nest building was created for our children with additional needs and in Summer 2020 a hobbit house.

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# Facilities for Disabled Pupils

We are a fully inclusive school if it is in the best interest of the child. Disability is defined as "a physical or mental impairment that has a substantial and long-term effect on his/her ability to carry out normal day-to-day activities". The school has an Accessibility Plan which is reviewed annually. We have a specially designed Therapy Suite with hoist, raised bed, shower and toilet facilities for pupils with additional needs.



## Child Protection

The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school, to identify assess and support those children who are suffering harm.

We recognise that all staff and governors have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. All teaching staff have had Child Protection Training, as have support staff across the school.

All appointments are undertaken following the Safer Recruiting Guidelines. All staff hold an enhanced Disclosure and Barring Service (DBS) check. The only entrance to the school is through the main gate, and all visitors are to report to reception before entering the school. All external doors are keypad protected.



## Equal Opportunities

We are committed to promoting understanding of the principles and practices of equality and justice. The primary objective of this school will be to educate, develop and prepare all our pupils for life whatever their sex, sexual orientation, colour, origin, culture, religion, disability, age or ability.

## Race Equality

The school believes that racism is wrong and will not tolerate racist attitudes among its staff, pupils or those who visit the school. We seek to promote the welfare of all pupils and their academic achievement regardless of their ethnic background.

## Health

Parents are asked to keep their child at home in the event of any illness as the busy classroom is not the place for a sick child. If a child falls ill during the school day the parent will be contacted and asked to take him or her home.

If a child is injured during the school day, which warrants medical treatment, their parent will be contacted for them to accompany the child. If we cannot contact parents then the school staff will take necessary action. Most members of staff hold a first aid qualification, and training is updated regularly.

If your child suffers from asthma and uses an inhaler occasionally at school or has regular or long-term medication for any condition, please complete a health care plan explaining what is needed. School staff are willing to administer prescribed medicine if necessary during the school day. Completion of a Request to Administer Medication form will need to be completed.



## Keeping in touch

<b>Website</b>	<a href="http://www.cubert.cornwall.sch.uk">www.cubert.cornwall.sch.uk</a> .
<b>Newsletter</b>	This is produced weekly each Friday and is available to view via the website and 'Cubert School' App which you can download via Google Playstore. It contains news of upcoming events, training days, after-school clubs etc., and is an important line of communication between school and parents. The school also uses 'School Gateway' for text messages and email communication with parents.
<b>Parents' Evenings</b>	These take place in Autumn, Spring and July and allow you the opportunity to discuss your child's achievement and progress on a one to one basis with the class teacher. There is a follow up meeting to written reports in the Summer Term.
<b>Termly Overview</b>	A brief description of teaching and learning in your child's class, your child's progress and ways in which you can support this.
<b>Meet your child's new teacher</b>	An opportunity to meet your child's new teacher early in the Autumn term.
<b>School Report</b>	These are issued during the summer term and keep you informed of your child's progress.
<b>Parental Help In School</b>	The help of parents with in-school activities such as reading, after-school clubs, etc.
<b>PTFA</b>	Cubert School has a very active and supportive Parents Teacher Friends Association (PTFA) of which all parents are members. We meet regularly to discuss any concerns with parents at a mutually convenient time after the school day. They subsidise school trips, buy luxury equipment and sundries.
<b>Meeting with Teachers</b>	Staff at Cubert School are happy to discuss any concerns with parents at a mutually convenient time after the school day. Appointments can be made through the Office.

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# Leaving Cubert School



We have close links with most local Comprehensive schools and in particular with Tretherras and Treviglas Schools in Newquay. Introductory visits are arranged for Year 6 children and parents in their last year.

## Cubert School Complaints Policy

The school is legally responsible for dealing with the majority of complaints. There are four stages for this process:

1. Informal resolution: most enquiries and concerns can be dealt with satisfactorily by the class teacher; if this is not the case then parents may make an appointment to see the head teacher or other members of staff.
2. Formal written complaints: where it has not been possible to resolve a complaint by informal discussion. The complainant should set out the precise nature of the complaint and return it to the head teacher.
3. The Governing Body: in cases where the headteacher is unable to resolve a complaint to the satisfaction of the complainant. The complainant should write to the Chair of Governors, where the matter will be considered by a panel of three governors.

# Cubert School Governors

<b>Mrs S. Hudson</b>	Joint Chair of Governors
<b>Mrs G. Hogg</b>	Joint Chair of Governors
<b>Mrs T. Herman</b>	LA Governor
<b>Miss T. Wood</b>	Co-opted Governor
<b>Mrs L. Rowbotham</b>	Parent Governor
<b>Miss K. Brown</b>	Head teacher
<b>Mrs N. Austin</b>	Teacher Governor
<b>Mrs L. Ham</b>	Staff Governor
Secretary for Education, Arts and Libraries, County Hall, Truro TR1 3AR (01872 322401)	



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# Term Dates

## Autumn Term 2023 (72 days)

Mon 4 Sept - Tue 19 Dec

Half Term: Mon 23 Oct - Fri 27 Oct

## Spring Term 2024 (56 days)

Thurs 4 Jan - Thurs 28 March

Half Term: Mon 12 Feb - Fri 16 Feb

## Summer Term 2024 (67 days)

Mon 15 Apr - Wed 24 Jul

Half Term: Mon 27 May - Fri 31 May

## Staff Training Days x 5

Mon 4 Sept

4 x TBA

## Bank Holidays

Christmas Day	25 Dec 2023
Boxing Day	26 Dec 2023
New Year's Day	01 Jan 2024
Good Friday	29 Mar 2024
Easter Monday	01 Apr 2024
Early May Holiday	06 May 2024
Spring Bank Holiday	27 May 2024
Summer Bank Holiday	26 Aug 2024