Cannon Lane Primary School



School Handbook

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WELCOME

Welcome to Cannon Lane Primary School! We are very proud of our school and are delighted to be working in partnership with you during your child's time in school.

Cannon Lane is a successful school with a very good reputation in the local community. Our aim is for children to be **happy, safe and successful** and to enjoy their time in school.

We want children to enjoy their learning and to be challenged in all areas of the curriculum. We do all we can to develop children's confidence and independence and provide them with the opportunities to learn new things and to develop new skills.

We are very pleased to have been awarded 'Outstanding' in our Ofsted inspection in December 2024. We have also been awarded the 'Inclusion Quality Mark (IQM)' Flagship status in recognition of our commitment to achieving the best possible outcomes for all children.

We hope that you find this handbook helpful. If you have any questions, please feel free to contact us through our school office and we will do all we can to help you.

Cannon Lane Primary School

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AIMS, VISION & VALUES

SCHOOL AIMS

Our aim is for all children (and adults) at Cannon Lane Primary School to be **happy**, **safe** and **successful.**

We have very high expectations of ourselves and the children we teach. All staff and pupils play a key role in achieving these aims by treating one another with respect and by sharing and celebrating success.
We aim to excel – not only in the core curriculum, but also through other areas such as music, sport and the arts. We look to provide a holistic education that is grounded in moral, social and spiritual values. Above all, we want our pupils to enjoy their days at school and to learn through co-operation, challenge and discovery.

VISION

For children to develop into confident, resilient and independent members of society

VALUES

Our school values form the basis on which we plan interesting and exciting learning opportunities across the curriculum. As a staff we place a strong emphasis on supporting children's personal development and well-being and pride ourselves in the fact that children enjoy coming to school. Our school assemblies are values driven. Our values are wide ranging and include the promotion of: **respect, responsibility, co-operation, kindness and resilience**

Children are taught what it means to be part of British society. We celebrate our cultural diversity, democracy and individual liberty.

Cannon Lane is recognised as a Unicef **Gold Level, Rights Respecting School** committed to helping all children learn about their rights and understand the ways that these should be respected.

SCHOOL ORGANISATION & ADMISSIONS

THE SCHOOL DAY

Children arrive at school in the morning and are supervised on the playground by school staff. Please note children should not be in school before 8.30am, unless they attend Breakfast Club.

8.40am* – Registration for children in Year 1, Year 2, Year 5 and Year 6

8.50am* – Registration for children in Reception, Year 3, and Year 4

*(**children should be in their classroom by this time**)

Gates to the playground are locked at 8.50am and after this time children should report to the school office. Children entering school after 8.50am will be recorded as 'late'. The registers close at 9am and children arriving after 9am will be recorded as absent for the morning session. This will be recorded as an 'unauthorised absence' unless evidence can be provided to explain a late arrival at school.

In the event of heavy rain at the start of the school day, children will be allowed into their classrooms from 8.30am

3.10pm – End of the school day for Reception and Year 1 and Year 2

3.20pm - End of the school day for Years 3, 4, 5 and 6

At the end of the school day teachers walk their children out to the playground with the exception of Reception, Year 2 and Year 3 children who are dismissed from their external classroom doors. Any children attending after-school clubs will be collected from their classroom by the club leader or a Teaching Assistant.

Scooters and bikes – Children are welcome to come to school on their bikes and scooters. If you want to leave these here they are stored at your own risk (you can lock them up if you want to). Bikes and scooters should not be ridden on the school site at any time.

SCHOOL UNIFORM

Wearing the school uniform develops a sense of pride and belonging. Our uniform is designed to be practical and suitable for the children's working day in school. We hope that parents will support our policy.

- Brown school jumper or cardigan with school logo
- White shirt, white polo shirt or white blouse.
- If wearing a shirt, a tie must be worn
- Grey trousers, shorts or skirt
- Black, white or brown hijab-scarves.
- Summer dress in yellow check.
- Black school shoes (no trainers, boots or open toed sandals).
- White or grey socks or tights (no leggings).
- P.E. Kit – Black shorts, black tracksuit, plain white T-shirt, suitable trainers for outdoor games. Hooded tops are not allowed as these are not suitable for PE / games lessons.

P.E. kits should be brought to school on a Monday and left in class until the end of the week when they should be taken home for washing. All items of clothing must be clearly marked with the child's name. Misplaced uniforms are sent to the school's lost property box. In hot sunny weather children should wear hats to protect themselves from the sun.



BEHAVIOUR & GOLDEN RULES

BEHAVIOUR

At Cannon Lane Primary School we aim to create a welcoming, caring and safe environment where all relationships are based on kindness and respect. Our school staff have very high expectations and believe that outstanding behaviour provides the foundation of a positive learning environment and contributes significantly to children's happiness and well-being.

We recognise that children come to school from a wide range of backgrounds and social circumstances. We are committed to treating each child as an individual whilst making every effort to maintain a consistent approach to behaviour management across the school.

Children are expected to show respect for their peers, adults, and school property. We work hard to promote good manners and encourage children to show a caring attitude towards others and to be responsible members of the school community.

At Cannon Lane Primary School, the UNICEF Rights Respecting School Award is at the heart of all of our values. Year 6 'Ambassadors' model these values and take a lead role in school.

OUR GOLDEN RULES

Cannon Lane Primary School has always had very strong reputation in the local community and we take great pride in maintaining high standards. Children are praised for holding doors open, showing good manners and dressing smartly. Our Golden Rules are proudly displayed in every classroom:

- I respect the rights of everyone
- I show good manners through being kind and polite
- I try my best to be successful in everything I do
- I act responsibly to make sure we are all safe
- I look after everyone at school so that we are happy

Our behaviour policy can be found on our website: https://www.cannonlaneprimary.org/school-policies/

ADMISSIONS

Admissions to Cannon Lane are handled by the Borough of Harrow or the borough in which the applicant resides.

Please visit https://www.harrow.gov.uk/schools-learning/apply-primary-school-place for more information about applying for a school place for your child.

ATTENDANCE & PUNCTUALITY

At Cannon Lane we are committed to promoting good school attendance and punctuality for every child; upholding every child's right to an education and to be the best they can be. Regular and punctual attendance at school is both a legal requirement and essential for pupils in order to maximise their educational opportunities. School attendance is also a component of safeguarding children and their right to be safe.

The Education Act 1996 states that all pupils of compulsory school age should attend school regularly and punctually. We know that any absence affects the pattern of a child's schooling and regular absence and/or lateness will seriously affect their learning. Any pupil's absence disrupts teaching routines/timetables and so may affect the learning of others in the same class.

Failing to attend school on a regular basis and punctually will be considered as a safeguarding matter (Education Act 2002, Section 175). Therefore it is important that all parents/carers and children know that the school values good attendance and punctuality.

UNDERSTANDING TYPES OF ABSENCE AND PROCEDURES

Every half-day absence from school has to be classified by the school (not by the parents) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

AUTHORISED ABSENCE

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments, emergencies or other unavoidable cause. A Leave of Absence Request form is available on our website: https://www.cannonlaneprimary.org/forms/

ENTRANCE EXAMS AND INTERVIEWS

If your child needs to attend entrance exams or interviews the school must receive written notification at least two weeks in advance of the interview/exam date. A Leave of Absence Request form is available on our website: https://www.cannonlaneprimary.org/forms/

A copy of the appointment letter from the host school should be included. Children attending exams or interviews in the morning or afternoon are required to attend school for the remaining portion of the day. In most cases absence for examinations (including music examinations) will be authorised.

RELIGIOUS OBSERVANCE LEAVE

We are very proud of the diversity of our school community and we support parents who wish to nurture their children within a faith tradition. Harrow guidance on authorising absence for religious festivals stipulates that one day absence will be authorised by the school to facilitate the participation in religious festivals. This authorised day is the day on which the festival falls. **Absences during days before or after the festival date will be unauthorised.**

UNAUTHORISED ABSENCE

Unauthorised absences are those which the school does not consider reasonable and for which no permission has been given. This type of absence can lead to Harrow Council using sanctions and/or legal proceedings. Unauthorised absences include:

- Parents/carers keeping children off school unnecessarily
- Absences which have not been properly explained
- Children who arrive at school too late to get a mark on the class register
- Shopping, looking after other children or taking a day off to celebrate birthdays
- Taking a day off to see a relative
- Day trips and holidays in term time

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best addressed by the school, the parents and the child together. Cannon Lane Primary School is committed to working with parents in order to improve attendance. Assistant Headteachers are available to discuss any concerns parents may have about attendance.

HEALTHY EATING

We recognise that healthy food and drink play a key role in a child's well-being and their ability to learn. School dinners are provided by our contracted caterer, Harrison Catering. All Harrison's meals follow the School Food Standards document by the Department of Education. Harrisons also maintains the *Food for Life* Award at Cannon Lane, which goes beyond the food standards and concentrates on freshly prepared food which is responsibly sourced from local suppliers. This means that all eggs are free-range, meat comes from farms with high animal welfare standards and fish is MSC (Marine Stewardship Council).

A tri-weekly menu is available on the school's website, as well as on display in the classrooms. This allows children to discuss their food choice with parents at home. Teachers then remind children of their choices prior to ordering on the ParentPay System at school each morning.

Children are provided with the choice of vegetarian, non-vegetarian (including halal options) and vegan options. A variety of fruit, salad and fresh bread options are also available each day. In addition, children are provided with water to drink and encouraged to eat proper portions.

Within each tri-weekly menu, Harrisons offer foods from a variety of cultures, which pay regard to nutritional balance and healthy foods. Harrisons regularly provide themed lunch days, such as Greek day, American Independence day and Christmas dinner, which support the children in trying new foods.

School meals are currently free of charge for all children at Cannon Lane School.

PACKED LUNCHES

Many children choose packed lunches instead of ordering school dinners. At Cannon Lane, we believe it is important that packed lunches include healthy, balanced choices. The School Food Standards document (below) provides examples of healthy school lunches, including portion size and a range of food groups.

http://www.schoolfoodplan.com/actions/school-food-standards/

Cannon Lane is a 'Nut-Free' School. Please do not send any food containing nuts into school at any time.

School midday supervisors encourage children to eat packed lunches, including foods that they may not have tried before. Items such as chocolate bars, fizzy drinks and sweets are not permitted. We ask parents and carers to limit foods that are high in fats, sugar and salt. Water is also provided for children with packed lunches. Alternatively, children can bring in water from home.

SNACKS

Children in Foundation Stage and Key Stage 1 receive a fruit or vegetable-based snack such as apples, pears, bananas, peas, carrots or raisins each morning. In partnership with the company *Cool Milk*, children at Cannon Lane up to the age of 5 receive free milk each morning, while parents of children older than the age of 5 may purchase milk for their children.

Key Stage 2 children are welcome to bring in healthy snacks, including fruit and vegetables, which they may eat during morning playtime. Children are not permitted to bring in sweets and snacks that are high in sugar, salt or fat.

CELEBRATORY TREATS

In line with other Harrow Schools, we ask that children do not bring treats (including birthday cakes) into school to share with others.



OUR CURRICULUM

At Cannon Lane we help each child to achieve their very best. We aim to create a positive and secure environment in which children can be **happy**, **safe**, and **successful**. We place great emphasis on mutual respect and consideration for others. We encourage children to be reflective, resilient, responsible and resourceful learners.

CURRICULUM INTENT

Staff have worked together to identify a shared '**Curriculum Intent'**. This is different from our overall school aims and is central to all teaching and learning. Teachers and support staff make these intentions explicit in planning and look for opportunities to develop this across all areas of the curriculum. Our curriculum is designed to enable all children to **SHINE LIKE STARS!** We have asked some of the children to help us explain this – please see our latest video here: https://www.cannonlaneprimary.org/curriculum/

S – Share	We look for opportunities to collaborate, to learn from one another and to be confident in sharing our ideas. We also want to feel confident in sharing our feelings, worries or our concerns.
T – Try	We always try hard and do our best. It's ok to make mistakes and we know that a growth mindset can help us to achieve outstanding results. We work hard to develop our resilience.
A - Aspire	We are highly ambitious and know that we are capable of achieving great things if we have big dreams. We want all of our lessons to be exciting, inspirational and to have a high level of challenge.
R - Respect	We understand the importance of showing respect for others, for ourselves and for the environment.
S - Shine	We will look for opportunities to shine. We are proud of our school and proud of ourselves. We take pride in the work that we produce and always want to do our very best.

Running through our curriculum is the United Nations Convention on the Rights of the Child. We are a Rights Respecting School and our pupil ambassadors play an important role in developing this ethos. 'Every child has the right to an education' (Article 28) and the curriculum we provide aims to 'develop every child's personality, talents and abilities to the full (Article 29).

As far as possible, we adopt a cross-curricular approach to learning. We employ specialist teachers for music, art and physical education and staff work together to establish meaningful links across the curriculum.

Throughout the school year visitors are welcomed into school to bring the curriculum to life. Children are encouraged to dress up and experience life as a Roman soldier, an Ancient Egyptian or as a World War II evacuee. Each term children take part in educational visits to further develop their knowledge and understanding of the topics covered in school.

Subject Leaders organise 'themed weeks' which enable children to immerse themselves fully in their learning. Class assemblies provide an excellent opportunity for children to share their knowledge and enthusiasm with their parents, their peers and their siblings.

Please see the curriculum maps on our website, which identify the topics that children learn each term by subject area.

EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage has been established to determine the curriculum entitlement for children from birth to five years. Early Learning Goals within the Foundation Stage set out what the majority of children are expected to achieve by the end of their Reception year in school. At Cannon Lane we offer a varied and exciting curriculum which enables the children in our care to make maximum progress towards these goals. We will offer the children educational activities which ensure equality of opportunity, build on their previous experiences and enable them to make progress towards the Early Learning Goals in each area of learning.

THE LEARNING ENVIRONMENT

Teaching and learning in the Foundation Stage takes place both indoors and outdoors. All of the reception classrooms are divided into distinct areas of learning. Children are taught as a whole class, in small groups and individually. Adult led teaching and child-initiated activities allow children to learn through play, grow in confidence and achieve.

The EYFS is made up of seven areas of Learning and Development. There are 3 Prime Areas and 4 Specific Areas. All areas of Learning and Development are equally important.

THE 3 PRIME AREAS OF LEARNING

Personal, Social and Emotional Development

- Self-Regulation
- Managing Self
- Building Relationships



Physical Development

- Gross Motor Skills
- Fine Motor Skills

Communication and Language

- Listening, Attention & Understanding
- Speaking

THE 4 SPECIFIC AREAS OF LEARNING

Literacy

- Comprehension
- Word Reading
- Writing



Mathematics

- Number
- Numerical Patterns

Understanding the World

- Past & Present
- People, Culture & Communities
- The Natural World

Expressive Arts and Design

- Creating with materials
- Being imaginative & Expressive

CHILDREN WITH ADDITIONAL NEEDS

Special educational needs broadly fall into four areas:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory and/or Physical Needs

We believe our pupils, regardless of gender, ethnicity, ability or disability are entitled to a high quality education that will maximise their life chances.

All pupils are entitled to an education that enables them to:

- Achieve their best
- Become confident individuals living fulfilling lives, and
- Make a successful transition into adulthood, whether into employment, further or higher education or training

We ensure that a child with special educational needs will have their needs met through appropriate personalisation and support in the classroom planned by the classroom teacher. If pupils are unable to make appropriate progress in class despite the planned personalization, advice may be sought from external agencies and the child placed on the Special Educational Needs and Disabilities (SEND) register. Where a child's special educational need is deemed to be long term, the school may request an Education, Health and Care Plan from the Local Authority.

Our pupils with SEND will be offered full access to a broad, balanced and relevant education, including an appropriate curriculum. Provision and progress for our SEND pupils will be monitored and reviewed regularly and where appropriate involve outside agencies.

Further information is available on our school website: https://www.cannonlaneprimary.org/send/

THE PUPIL PREMIUM

ABOUT THE PUPIL PREMIUM

The Pupil Premium is allocated to schools for children who are known to be eligible for Free School Meals (FSM) or children who have been eligible in the last six years. It is also for children who have been looked after by the Local Authority continuously for more than six months, and children whose parents are currently serving in the armed forces.

If you think your child might be eligible for the pupil premium grant, please visit the link and contact our school office: https://pps.lgfl.org.uk

SCHOOL POLICIES & SAFETY

SCHOOL POLICIES

The school has a wide range of both statutory and non-statutory policies. Most statutory policies are available on the school's website: https://www.cannonlaneprimary.org/school-policies/

EQUALITY OF OPPORTUNITY

Cannon Lane Primary School provides education on the basis of equal opportunity for all, taking account of gender, race, social circumstances and level of ability and will do everything possible to ensure equal access for disabled pupils wishing to come to the school.

Children of all cultures and backgrounds are encouraged to share their beliefs and experiences, and all are valued equally. This includes the sharing of festival and celebrations, and developing an understanding of the needs of each as individuals. Both sexes are provided with equal opportunities throughout the curriculum, and there is no stereotyping in the provision of activities.

SAFETY

- All staff and volunteers that work with children have received the appropriate security checks. All visitors are required to sign in at the front desk of the school.
- At Cannon Lane School we are committed to safeguarding all children. If you have any concerns about the welfare of a child, please contact our Designated Safeguarding Lead: safeguarding@cannonlane.harrow.sch.uk Further information can be found on our school website: https://www.cannonlaneprimary.org/safeguarding/
- Risk assessments have been carried out by staff and school governors. We carry out a fire practice each term.
- Our procedures are under constant review to help prevent future events.
- Cannon Lane is a Rights Respecting School and we strive to set a positive example for our children in all that we do. Rude or abusive behaviour towards staff, parents, pupils or visitors will not be tolerated.

Pupils are not allowed to bring any medication, including over the counter medicines, onto the premises without a consent form completed and signed by the person with parental responsibility. In the event of your child being taken ill, sustaining an injury or any other emergency, we will contact you as soon as possible.

EDUCATIONAL TRIPS & VISITS

Our school curriculum is complemented by regular opportunities for children to learn off-site (including a residential visit for children in Year 6). We aim for each class to have an off-site educational visit each term. This may include the opportunity for visitors or workshops to take place in school. Parents and carers are always informed about upcoming educational trips, visits, school events through a school email and newsletters.

PARENTAL INVOLVEMENT

Strengthening and extending our partnership with parents is a high priority at Cannon Lane. This partnership takes many forms, from encouraging your child to participate fully and positively in school life, to helping with homework. We actively encourage parents to offer time and expertise to increase and enhance the learning opportunities of our children. Parents participate through assisting in school activities, and through the work of our Parent / Teacher Association - The Friends of Cannon Lane.

PARENT TEACHER MEETINGS

We hold termly parent teacher meetings in which parents have the opportunity to discuss their child's academic progress and general well-being. These meetings are scheduled either face-to-face or online, and usually after school hours allocating ten minutes for each meeting.

PASTORAL INFORMATION

COMPLAINTS

We endeavour to ensure that everything runs smoothly for your child in school. However, problems do occasionally occur. Initially, please contact your child's class teacher, who will almost certainly be able to resolve your concern.

If you wish to take the matter further, please liaise with your child's phase Assistant Headteacher, the Deputy Headteacher or the Headteacher.

DATA PROTECTION

Information on pupils is stored on a computerised system under the terms of the Data Protection Act 1998. Any parent objecting to this must inform the Headteacher in writing.

USING PHOTOGRAPHS

Occasionally, we may take photographs, or make video recordings of the children learning at our school. We may use these images for our school prospectus, printed publications, open days and/or our school's website and social media platforms.

- We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photograph in our school prospectus, printed publications, open days and/or our school's website.

- We will not include personal e-mail or postal addresses, or telephone or fax numbers in our school prospectus, printed publications, open days and/or our school's website.

- We may include pictures of pupils and teachers that have been drawn by pupils.

- We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'Christmas celebrations'.

- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

EXTRA CURRICULAR CLUBS AND ACTIVITES

At Cannon Lane we offer a wide variety of extra-curricular clubs and activities, including: football for different ages, gymnastics, dance, crafts, food technology, languages, music, choir and many others.

In addition to this, we provide both before and after school wrap round care from 7.45am until 6pm, in which the children are given food and enjoy fun activities. Further information can be found on our school website.

BRILLIANCE

CANNON LANE
PRIMARY
SCHOOL

Happy, Safe,Successful