



**Cheney School**  
Think for yourself; act for others

# Welcome

**We are looking forward to welcoming your child to Cheney in September 2024.**

**Starting secondary school is an exciting time but we recognise that the transition to a new school can also be daunting. In secondary school, there is an expectation that students will be more independent than in primary school and as parents, you will notice a change in how often you see and speak to members of staff. We want to reassure you that despite this, we know how important the partnership between parents and staff is to the success of our students.**

**We've put together some key information which we hope will help ease the transition for both you and your child.**

# Our School Rules

We take a positive approach to behaviour management. We work hard to teach our young people to act with integrity and to do the right thing because it is the right thing to do. This is summed up in our motto 'Think for yourself, act for others'. To facilitate this we have three simple but positive rules:

## RESPECT

Always be respectful to others, to our school and to our environment.

## READY

Be ready to learn and to achieve.

## BEST

Be the best version of yourself, make the best choices and try your best.

## Uniform

Students can choose to wear either the academic uniform or the PE uniform. Either way, they **must wear their blazer every day**. Uniform should not have any visible logos, other than the Cheney logo on some items, and school shoes and trainers must be all black.

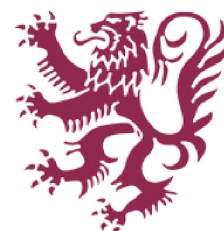
| Academic Uniform  | PE Uniform   |
|---|--|
| Black trousers, skirts or tailored shorts, leggings and jogging bottoms | Black jogging bottoms, shorts or sports leggings   |
| White polo shirt  | Red t-shirt (with or without the Cheney logo)  |
| Grey jumper or cardigan (with or without logo)                          | Cheney PE top (optional)   |
| All black trainers or shoes   | All black trainers during the school day, with alternative trainers (of any colour) for PE lessons |

You can buy blazers from Stevensons either [online](#) or from their shop in Summertown. Cheney Friends, our PTA, also run a [second hand uniform shop](#). Families who are entitled to Free School Meals or Pupil Premium can request financial assistance to buy a blazer.

If the weather looks wet and muddy, students should bring a change of clothes to change into after PE lessons.

## The School Day

The school day starts with **tutor time** from 8.30-9am. There are **5 hour-long lesson periods** during the day, starting at 9am. Break times are at 11am and 1:30pm. The school day finishes at 3pm. In the first few weeks, students will move between lessons with their Tutor groups until they become more familiar with the school. The **library** is open from 8am until 4pm each day for Key Stage 3 students.



## Break Times and Food

We have two breaks during the school day, each 30 minutes long. The **breaks are at 11am and 1:30pm**. The library is always open for reading or playing quiet games like chess. The basketball and football courts are well used and there are lots of areas to sit with friends. During the warmer months, the school field is also opened up during break times.

Students can bring food from home or choose to buy something from the canteen or snack shack during either break time. Students enjoy eating together in the canteen or outside on sunny days.

For the first few weeks, Year 7 students finish their period 4 lesson slightly early so they can get used to the canteen and payment system. We have a payment system so students can pay for food and drink on their card - we do not accept cash. Students will be issued with a card on their first few days and a letter will be sent home with details of how to top up their payment accounts via ParentPay.

The canteen is also open from 8am each day for students who would like to arrive early and have breakfast in school.

## Key People

Every student will be placed in a tutor group and they will meet with their **tutor** every morning.

Each year group also has a **Head of Student Progress** and **Pastoral Leader** who will get to know the children, and their families. If you have a concern, the first port of call should always be the year team. They know the year group and all the staff so are the best people to support you and your child to resolve any difficulties. We will share contacts for your child's year teams and tutors before the summer holidays.

The tutor and year team stay with the year group as they move up the school.

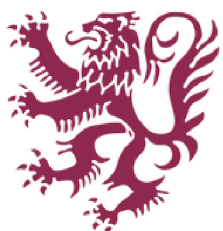
Beyond the year teams, we have a school nurse, school counsellors, the Senior Leadership Team and external services to provide support as needed.

We also want to share our students' successes, so if they have done something you're proud of outside school, please share this with their tutor or year team.

## Reporting Absences

If your child is unwell and you know they are going to be absent for the whole day, you must complete the [Student Absence Form](#)

If your child has a medical or other appointment which means they will be late into school or need to leave during the school day, you should email the year team. If they need to leave school site, they will be given an exit note by their year team.



## Mobile Phones

Students are expected to ask staff for permission before using their phone. Permission will always be given for sensible usage. Phones that are seen or heard during the school day without permission will be confiscated until the end of the lesson/day.

## Homework

Your Year 7 students are not given any homework for the first few weeks. Once they have settled in, all homework will be set online via the Google Classroom for each subject. Teachers' written instructions will explain if the homework needs to be handed in online OR written in exercise books OR completed in a different way. Not all homework is written work and our website provides more details about how often homework is set and the kinds of task students can expect. Every homework task will be set on Google Classroom, even if it's not a written task and parents can help their children by logging into their Google Classrooms with them. Parents and students will be given instructions about how to do this at the start of Year 7.

## Enrichment/Extra Curricular

We have an exciting and varied enrichment programme. For more information on Clubs, Trips and Duke of Edinburgh Awards see [here](#). Year 7 Students are given a rewards trip in the summer term.

## IT

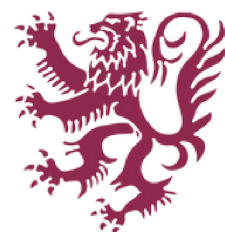
All students will be given a Cheney School email address which they can use to log into the student dashboard either in school or from home. This will give them access to their email accounts, Google Classrooms and key resources and useful information. They will be shown how to log into and navigate the system during their first week at Cheney. If they have any problems with the IT systems, they should speak to their tutor.

## Chromebooks

From September 2024 every Year 7 student will have a Chromebook. These will be provided by the school at 'cost' to the parents, except for Free School Meals pupils. (Please check if you are eligible).

## Safeguarding

If you have a Safeguarding concern related to any child in school, you must report it. You can either contact the Year 7 Team or report it using the [Designated Safeguarding Lead](#) email.



## Medical Needs and Illness

It is important that we hold accurate and up-to-date information for all our students who have medical conditions. If your child has a medical concern, please ensure that you keep us informed of any updates, by completing this [form](#).

If your child is unwell during the school day, they will be sent to the Medical room at break or lunch. We are able to give students paracetamol, if required, but we never do so without speaking to a parent or guardian first. If your child is too unwell to stay in school, a member of staff will contact you as soon as possible.

## Communication from Cheney

Below is a timeline of when you can expect contact from the school and/or opportunities to come in and meet with various members of staff. If you have any queries about any aspect of transition, you can contact Emma Hart ([eha@cheneyschool.org](mailto:eha@cheneyschool.org)).

- Before starting**
- Year 6-7 **Welcome Evening** for parents and students
  - **Meet the Tutor Evening** for parents and students
  - **Transition days** for students
  - Additional **visits**, as determined by the Year 6 teacher

- After starting**
- September: **Tutor Meetings**
  - October: **Parents' Evening**

**Parents' Evenings** - *You can choose to come into school to meet with teachers, or have an online meeting. We request that your child attends these appointments with you.*

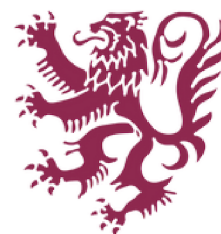
**School Report:** 3 times a year

### **My Child At School (MCAS) App**

Once your child has started at Cheney, you will be given log in details for the School App. This will allow you to check timetables, daily attendance and reports.

We send out a newsletter every Thursday to all parents. This contains useful information and notices, as well as news updates from around the school. There is also a section on the Rumble Museum and regular Sports news.

We regularly post good news stories and photos on our social media channels, as well as useful reminders.



## **Cheney Friends - Our PTA**

Current parents provide invaluable support to new parents. We are lucky to have an active PTA who regularly run social events, meetings and support school events. They have set up Classlist which allows parents to communicate easily with each other. Details of Classlist will be shared with you in September.

**The following information can be found on the Cheney School Website**  
**<https://www.cheney.oxon.sch.uk/>**

**Term Dates and Calendar**

**Uniform Guidelines and Equipment List**

**Respect for Learning (Behaviour Policy)**

**Dealing with Bullying**

**Students with Special Educational  
Needs**

**Extra-curricular activities**

**School Catering**

Cheney Lane, Oxford, OX3 7QH

01865 765726

office@cheneyschool.org

www.cheneyschool.org





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