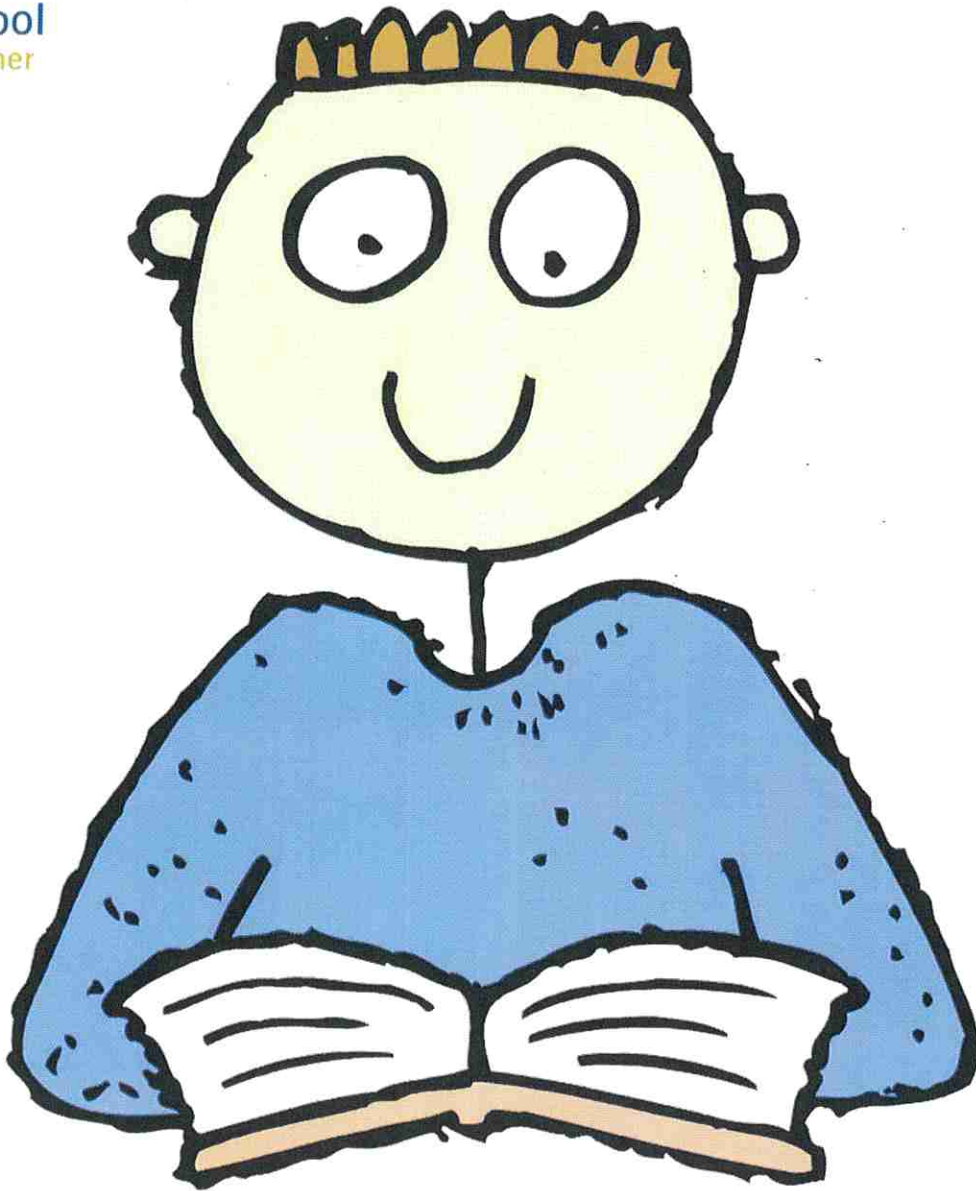




Cleves School
Learning Together



**WELCOME TO
CLEVES**

WELCOME TO CLEVES SCHOOL

We hope you enjoy your time at Cleves and that you make the most of all the opportunities on offer.

There is a lot going on and you need to make the most of every opportunity! All the teachers will encourage you to do your best – and will work together with your parents/carers to make sure that your time at Cleves is busy, happy and productive.

We are proud of our school and want you to feel the same. You are now a member of our school community so we would encourage you to join in and make a positive contribution to the school.

We look forward to seeing you!



CLEVES IS A FRIENDLY SCHOOL

Understanding and Supportive

Kind and Caring

Good Listeners

Friends at Cleves are...

Genuine and Thoughtful

Cheerful and fun to be with

There when they need you

WHAT SHOULD I DO IF I FEEL UNWELL?

We like to think of our school as one big family. We all try to help each other during the day to feel safe, happy and secure.

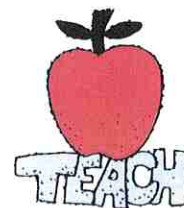


Your class teacher is the first person to go to for help. Whatever you want to say to your teacher, he or she will always listen to you.

If you are unwell during class time, tell your teacher and they will send you to our Welfare Officer. Please do not go to the Welfare Room without telling your teacher or an adult.

WHAT SHOULD I DO IF I ARRIVE AT SCHOOL LATE?

If you arrive late, always sign the register in reception first to let us know you have arrived and then go to class.



WHAT SHOULD I DO IF THE PERSON PICKING ME UP IS LATE?

If the person picking you up is late, go to Reception – there may be a message for you. The staff will ask you to wait in Reception where you are safe and can be contacted easily. Never hang around school on your own or try to walk home on your own.

WHAT SHOULD I DO IF I LEAVE SCHOOL DURING THE DAY FOR AN APPOINTMENT?

If you need to leave school during the day, please make sure that you sign out when you leave and sign in again when you return. The book is in reception. You should then wait in reception for the adult who is collecting you.

MORNING BREAK

At playtime, most teachers have a break, although there will be teachers and other adults on the playground to look after you. If you need any help at all at break time, or if you hurt yourself or just need someone to talk to, please go to the Welfare Room.

Mentors, the Sports Crew, House Captains and Peer Mediators are there to help you as well!

You may bring a healthy snack to eat at playtime – nothing else. This is because we have children who have nut allergies in school so we have a no nut policy.



ASSEMBLIES

We have an assembly on most afternoons. This is what happens on a typical week.

Tuesday	Member of the Leadership Team	2.50 – 3.15pm
Thursday	Singing Assembly	2.50 – 3.15pm
Friday	Class Assembly	2.50 – 3.15pm

Each half term we have Achievement Assemblies. The teachers choose children who have improved noticeably and worked or behaved really well. You will receive an Achievement Certificate to take home to share with your family.

At Cleves we also have Praise Postcards which are awarded when an adult recognises your outstanding efforts and behaviour in school. This will be posted to your home address so that everyone can celebrate your success.



LUNCH BREAKS

Cleves lunches are cooked in our own kitchen. A variety of meals are available from either our hot bar, deli bar or salad bar. Alternatively, you may choose to bring a healthy packed lunch from home. Cleves is a nut free school. This includes sesame & hummus.

Each year group has their own sitting, rotating every week. If you attend a club at lunchtime you get to eat at the beginning of lunch.

The time at which a sitting has its meal is on the rota. This will be displayed in your classroom.

When the weather is fine, you will be allowed to play on the field at lunchtime. There will be lots of games that you can play or quiet places if you want to rest. The Sports Crew will be there to introduce new games to you and remember that the Mentors, House Captains and Peer Mediators will also be there to help you.

We have many lunchtime supervisors to look after you at lunchtime. If you are unsure about anything or just feel like talking to an adult, they are the people to go to.



PUPIL VOICE

At Cleves, we have a **School Council** which meets at least once a month to talk about important areas of school life. The council meeting is the time when children have the chance to have their say about Cleves. Each class chooses one person to represent it – twenty four children are therefore involved.

The School Council has made many contributions to life at Cleves – they made up the Cleves Code of Conduct and choose our charities for the year.

House Captains are pupils in Year 6 who organise and lead on a range of different competitions. We have four houses and they are all named after castles (Arundel, York, Warwick and Windsor). Shortly after you start at Cleves you will be allocated to one of these houses. This will give you an opportunity to meet other people and take part in competitions. You will also earn house points for good work, effort and behaviour.

Peer Mediators help children to resolve disputes at playtime and lunchtime. The **Sports Crew** have lots of good ideas for games to play at break times. They will be introduced to you when you start at Cleves.

Associate Governors help the Governing body to make important decisions about how the school is run. They also take part in interviews for new staff and generally make a valuable input to school life.

Do you have any good ideas about how the school could improve? Why not have your say and join one of these teams?

MENTORS

There are 4 Mentors who are from Year 6 and help each Year 3 class.

They are here to:

- Give advice
- Help with disagreements
- Talk about problems
- Play with you
- Help you to make friends
- Help at wet break
- Generally support you during your first year at Cleves



They wear a yellow badge like this one



WHAT SHOULD I DO IF I FEEL UNHAPPY OR BULLIED?

First of all the most important thing is to tell someone. This could be:

- a friend
- a School Council member
- a Teacher
- a Mentor
- the Welfare Officer
- a Midday Supervisor
- a teaching assistant
- a learning support assistant
- a peer Mediator
- a member of the Sports Crew



At home it could be:

- a member of the family
- a friend
- someone you trust

BY TELLING SOMEONE YOU ARE TAKING THE FIRST STEP TOWARDS STOPPING THE BULLY.

PE AND GAMES

You will learn many games skills during your four years at Cleves and will be able to apply these in many different sporting activities. We have a fantastic sports hall and dance studio as well as large playing fields and a bike track.

You can join in extra activities at lunchtimes, or after school, including cross country, cricket, athletics, football, rounders and rugby. We try to offer some 'different' sports including dodgeball, multi sports and judo. We are very proud of our sporting success and there will be many opportunities for you to get involved.

Make sure you wear the proper kit!

PE Cleves navy polo shirt
Navy shorts
Cleves sweatshirt (optional)



Games As above with games socks and trainers along with optional Cleves tracksuit

If you have a lesson in the sports hall you will need to either wear indoor trainers (white or light coloured soles) or plimsolls.

ICT

We have amazing ICT equipment at Cleves which includes Google Chromebooks, laptops, a radio station and Apple Macs. We also have a new multimedia room which has virtual reality headsets, iPads, Chrome tablets and a radio station. You will regularly use these at school and they will be part of your everyday lessons. Each classroom has an interactive whiteboard to help you with your learning. You will also have the opportunity to be a **Digital Leader**. These are children who help the teacher and other children with ICT in the classroom. Perhaps you would like to be one?

PRIVATE MUSIC LESSONS

If you wish, you can learn to play a musical instrument. You can have a group lesson or an individual lesson and pay the appropriate rate. At the moment you can learn keyboard, violin, cello, brass, guitar, flute, clarinet, or a percussion instrument.

We have our own set of steel pans which you can learn to play if you wish.

If you decide to take up one of these instruments, we expect you to carry on for at least a term. The teacher taking your lesson will visit the school every week and initially your class teacher will help you to remember to go.



ENVIRONMENT

We are very proud of our school environment. We hope that everyone is too and will help to keep the grounds attractive and clear of litter.

There are a number of quiet areas – places where you can meet with your friends and sit and chat to them. You are also allowed to use the library at lunchtimes to play games and sit quietly and read.

Trim trails have been built on the playground and these are made up of a range of interesting pieces of apparatus.

We have a large playground and Multi Use Games Area where football can be played at break and lunchtime.

At various times in the year when the weather is fine our large field may be used.



ECO – WARRIORS & ECO COUNCIL

Each class chooses at least two Eco Warriors and members for Eco-Council. These children look after the school, keep it tidy and free from litter as well as caring for the school environment and think of ways to become more Eco-friendly. Inside they keep the classroom and cloakroom tidy and safe and make sure light switches are turned off when not being used. We often inspect these areas to make sure you are doing a good job.

SPECIAL DAYS

We all enjoy having special days and, at Cleves, you will be able to take part in several different themed days. This is an opportunity to take part in a range of interesting and creative activities where you also often have the chance to get dressed up!

OUR LEARNING BEHAVIOURS AND VALUES

At Cleves we will teach you four different learning behaviours. These are to be:

- Resilient
- Reflective
- Responsible
- Collaborative

We also have five important values at Cleves. These are:

- Tolerance
- Respect
- High Aspirations
- Working Together
- Honesty

Don't worry if you don't understand these, you will learn all about them when you start in September.

LIBRARY, SCIENCE AND ART

We are lucky to have a lovely library at Cleves, which each class visits once a week. The library has a computer system like any public library where you can change your book or keep it longer if you wish. There are also computers where you can listen to a range of different audio books.

We are also lucky to have an Art Studio and Science lab where you will complete a range of exciting activities and experiments.



CLUBS

We have many clubs at Cleves. Some of these take place at lunchtime, some before school and others after school. There are clubs that you must pay for and others run by teachers which are free.

The clubs on offer vary from year to year. Here are just some examples of activities on offer:

Teacher run

- choir
- sports – netball, rounders, football, rugby, cricket, cross country, athletics
- handbells
- boomwhacker
- orchestra

Outside Agencies include

- chess
- karate
- tennis
- football
- judo
- cooking
- drama
- coding
- dance
- art
- fashion design
- Futsal
- athletics



Cleves take part in many musical activities and play sports matches competitions against other schools.

RESIDENTIAL VISITS

Each year, Cleves children have the chance to go on a residential visit.

Children are away for between two and four nights.

Each visit has activities linked to the terms topic as well as 'fun' activities.

Year 3	Sayers Croft, Ewhurst	Environmental activities
Year 4	Hooke Court, Dorset	History and Environmental activities
Year 5	Little Canada, Isle of Wight	Geographical, Historical & environmental activities
Year 6	Liddington Adventure Centre	Outdoor Education Activities



WHAT YOU NEED FOR SCHOOL

It is really important that you are prepared for school and bring the necessary equipment to help you complete your work. You should have a:

Pencil case with

- lead pencils
- coloured pencils
- glue stick
- 30cm ruler (not bendy)
- rubber
- pencil sharpener
- round ended scissors
- whiteboard pens

You will also need a sports type water bottle which should be clearly labelled with your name.

It is also really important that you look smart and wear the correct uniform. This is the uniform you should wear:

- coat/jacket
- white shirt/blouse (tucked in)
- blue and gold striped tie
- grey skirt/trousers/shorts
- Cleves jumper/cardigan
- grey/navy tights or navy/grey/white socks (no sports socks)
- blue checked dress (summer)
- suitably styled black shoes
- Cleves PE navy polo shirt
- Cleves PE sweatshirt and trousers (optional)
- navy shorts
- indoor (non marking) and outdoor trainers
- PE Bag



Long hair must be tied back and strictly no jewellery apart from a wrist watch and/or medical band or bracelet. All uniform should be clearly labelled with your name. Please note – Earrings must not be worn at any time.

WELCOME

We hope you have found the information in this booklet useful and we look forward to seeing you at Cleves very soon.

Mrs N Green
Acting Headteacher