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# PARENTS' HANDBOOK

# Welcome



## Useful Information for Parents

We know that starting at a new school can be an exciting, but daunting experience for both you and your child. This booklet aims to provide you with some useful information about the Cundall experience.

We are very proud of our partnership with parents and if you have any questions or concerns, please do not hesitate to contact any member of staff who will be happy to help you.

### Initial Queries

If you have any queries at all, please contact our school office on 01423 360 200.

### Email

All staff email addresses comprise the person's full name followed by @cundallmanor.org.uk For example sallykayll@cundallmanor.org.uk

Website [www.cundallmanorschool.com](http://www.cundallmanorschool.com)  
School Office

The School Office is open between 8.30am-5.15pm each day.

### Terminology

Our form names are below:

Form 1 (Year 1),  
Form 2 (Y2), Form 3 (Y3),  
Form 4 (Y4), Form 5 (Y5),  
Form 6 (Y6), Aram (Y7),  
Swale (Y8), Leckby (Y9),  
Eldmire (Y10), Thornton (Y11)  
Prep = Homework

Exeat = Weekend without  
Saturday school & fixtures/early finish on Friday  
Mufti = Home clothes  
Pre-Prep = Nursery, Reception,  
Form 1 & Form 2  
Prep School = Forms 3-6, Aram & Swale  
Senior School = Leckby,  
Eldmire & Thornton

## Useful Telephone Numbers

School Office	01423 360 200
Nursery	01423 360 906
Pre-Prep	01423 360 904
Business Office	01423 360 916

### Absence Notification

It is a legal requirement for us to keep a daily attendance register. If your child is unwell, or absent for any non-medical reason, please notify the School Office between 8.30am-9.00am.

If your child is in Aram or above and arrives late to school, please ask them to report to the School Office. If your child is in Forms 3-6 please can you as a parent inform the School Office that they have arrived, so we can update the register. Permission for your child to be absent from school during school hours for a non-medical reason must be requested in advance to our Headmistress via email: [head@cundallmanor.org.uk](mailto:head@cundallmanor.org.uk)

If you have permission for your child to leave school during school hours, they must sign out at the School Office.

### Financial Queries

The Business Office is happy to assist with any queries regarding School Fees.

### Contact details

In order to receive information from school it is vital to check that your correct contact details are on our database and kept up to date. This is available via the parent portal on SchoolBase or you can inform the school office via the email [office@cundallmanor.org.uk](mailto:office@cundallmanor.org.uk)

# Communications

## School Communication

We are proud of our commitment to open communication with parents and the wider community.

The school app has a calendar function that helps parents understand all of the amazing activities and events that happen at our school.

It is a good idea to highlight anything you might think involves your child – Cundall Manor is a very busy school.

Your child's report will be emailed to you so please ensure your details are correct. These can be updated by using the parent portal or you can inform the school office via the email [office@cundallmanor.org.uk](mailto:office@cundallmanor.org.uk)

The weekly newsletter which is emailed to parents, will also help you keep up to date with what is going on. If for some reason you are not receiving the newsletter, please email [frasermcpherson@cundallmanor.org.uk](mailto:frasermcpherson@cundallmanor.org.uk)

If you are the parent of an alumni or an alumni yourself, we would be very happy to hear from you. Please email [alumni@cundallmanor.org.uk](mailto:alumni@cundallmanor.org.uk) or pop in to speak to our marketing team.

# School Nurse

## School Nurse

Please feel free to confidentially discuss any concerns you have regarding your child's health with our School Nurse, Mrs Lee Email: [vickylee@cundallmanor.org.uk](mailto:vickylee@cundallmanor.org.uk)

If your child is asthmatic, we will need a spare inhaler to be held at school together with a Care Plan Form - Mrs Lee will be in touch with you regarding this.

If your child is in Pre-Prep and requires medication at school, please see your child's teacher for a Permission to Administer Medicine Form.

If your child is in Form 3 or above and needs to take medication during school hours, the medicine must be given to Mrs Lee by a parent, who will ask you to complete a Permission to 'Administer Medication Form'. Children are not allowed to self-medicate, please note this includes cough sweets. Should your child feel unwell during school hours, we will always contact you if necessary.

Our school kitchen has a NUT FREE policy and all our meals are homemade on site. If your child has any food allergies, please notify Mrs Lee and complete a Care Plan Form for your child.

Accidents are recorded in the Accident Book/Form. Trained first aiders will treat your child and fill in the Accident Record. Parents are asked to sign this record. In emergency situations, we will contact you and the relevant services immediately.

Any child who has suffered from vomiting or diarrhoea should be kept at home for 48 hours after the final symptoms have ceased in order to avoid infecting others.

We will be following Government guidance relating to the Covid-19 and will endeavour to keep our community up-to-date with any changes that will affect our school.

# Events



The annual Go-Kart Race

## Key Dates for your Diary

In a typical year, we have lots of fabulous events that take place in and out of school.

### September

- Informal Parents' Meetings
- Harvest Festival at Topcliffe Church
- The Whole School Photograph
- Eldmire & Thornton Sailing Cowes

### October

- Our first Open Morning (all pupils must attend)

### November

- Pumpkin competition
- Scholarship Assessment Morning
- Forms 6 - Swale Senior School Information Evening

### December

- Christmas productions, nativity plays, trips to the pantomime, our Christmas lunch and disco.
- The Whole School Carol Service at Ripon Cathedral (all Prep & Senior School pupils must attend)

- Sixth Form Providers Evening

### January

### February

- Our second Open Morning (all pupils must attend)
- Annual ski trip.

### March

- Aram, Swale and Leckby Chateau de La Baudonniere Trip
- The Chocolate Cake Race
- Leckby GCSE Options Evening
- Staff v Thornton Hockey match
- Annual Easter Egg competition
- Trebuchet Challenge

### April

- GCSEs commence
- Duke of Edinburgh practice expeditions
- School Team photographs

### May

- Prep School Outdoor Adventure Weekend
- Leckby Sailing Cowes
- 'Stay & Play' sessions in Reception & Nursery.
- Thornton Leavers dinner
- Open Morning & Friends of Cundall Summer Fair
- The Annual Go-Kart race
- Sponsored Walk followed by tea on the lawn

### June

- Swale Yorkshire 3 Peaks Challenge and Loch Eil trip.
- Overnight camps in the tipis for Form 3 - Swale
- Sports Day & Grandparents' Lunch
- Speech Day (all pupils to attend)
- The Cundall Summer Ball

### July

- Annual School Outing to Beadnell Sands in Northumberland for all our Pre-Prep and Prep School children. Parents are most welcome to come along and enjoy a fabulous day out at the beach.

Please note that due to the impact of Covid-19 some events may be cancelled or postponed.

# School Bus

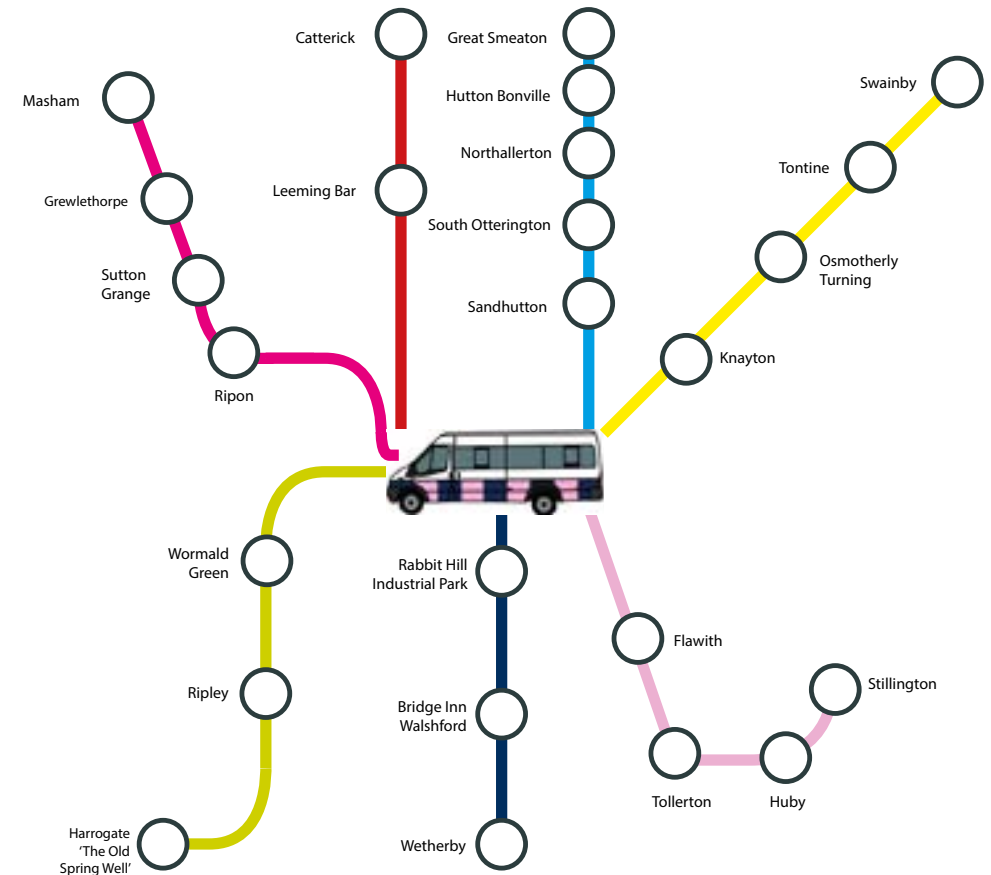
## School Bus

Cundall Manor offers SEVEN bus runs covering much of the county – please see map overleaf. For more information about routes, times and availability, please email [bus@cundallmanor.org.uk](mailto:bus@cundallmanor.org.uk)

All children using our school bus service arrive at school for 8.30am and catch the bus home at 5pm. Please note there is no bus service on a Wednesday afternoon. All our pupils from Reception upwards may request a place on the school bus, with younger pupils requiring a car seat to be provided by parents.

Children are expected to be well behaved on our school buses and listen to the bus driver at all times. Please note that priority for places on the bus is given to termly users.

# Bus Routes



-  21-22 Bus Runs
-  Masham Bus
-  Stillington Bus
-  Swainby / Tontine Bus
-  Harrogate Bus
-  Wetherby Bus
-  Catterick Bus
-  Great Smeaton Bus



# School Life

## Drop Off & Pick up Times

We would request that you arrive and leave our school car parks with care.

Please comply with our School Parking regulations and protocols that are in place due to Covid-19 – they are there for all our pupils' safety.

Although we do try to pass messages on, it is not always possible for the School Office to let your child know you are delayed if the message is received after 4pm.

If for some reason you are delayed, please do not worry as your child will automatically be taken to prep on an evening.

For Form 3 upwards there is a supervised prep session held every evening from 5pm-6pm (4pm-6pm on Wednesdays) which is held in the Senior School next to the Main Car Park. This is free of charge. Should there be a family emergency, we will look after your child until they are able to be collected.

## Prep & Supper for Prep & Senior School children

We have a supervised prep session every day from 5-6pm (4-6pm on a Wednesday) which is free of charge.

If your child would like to stay for a prep session or supper, they need to let the Form Teacher know at morning registration.

Supper is served in the Dining Room at 6pm for our day pupils (5.30pm on a Wednesday with pick up for day pupils by 6pm) at an additional cost. Day pupils should be collected from the library after supper at 6.30pm. Please do not ask your children to meet you in the car park at this time as it is unsupervised.



## Lost Property

We will do everything we can to reunite your child with their property should it be misplaced but it is worth noting that there is a lost property cupboard located on the left in the front porch of the main school building. All our changing rooms also have a lost property bin for the children to check.

In order to save an awful lot of anxiety and time, please label all items of uniform and sports kit very clearly with sewn-on labels. If a garment is properly labelled then it should find its way back to the owner.

# School Life

## Saturday Mornings

The school holds an Open Morning once a term on a Saturday morning and all children from Reception upwards must attend.

Optional activities on Saturday mornings are held between 9.30am and 12.30pm. This includes GCSE and Common Entrance revision classes. Children attending school on a Saturday morning do not have to wear school uniform. However, if they are staying on for lunch before setting off for a match, they will need to bring the relevant uniform and games kit with them.

If you would like your child to attend our exciting Saturday curriculum we ask you to use our online booking system which is via our parent portal.

## Exeat Weekends

These weekends are held once each half term and give everyone a well deserved rest. There are no after school activities, no Saturday school and no fixtures. Friday pick up time will therefore be earlier, so please check your school app.

## The School Day

Parents please be aware of the school day timings opposite. These are very important and differ from age group to age group.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Nursery</b>	Arrive 8.30am Morning Session ends at 11.45am Afternoon Session 12.30pm-3.20pm After School Club – three sessions: 3.20pm-4pm in Nursery 4-5pm & 5-6pm in Pre-Prep	Arrive 8.30am Morning Session ends at 11.45am Afternoon Session 12.30pm-3.20pm After School Club – three sessions: 3.20pm-4pm in Nursery 4-5pm & 5-6pm in Pre-Prep	Arrive 8.30am Morning Session ends at 11.45am Afternoon Session 12.30pm-3.20pm After School Club – three sessions: 3.20pm-4pm in Nursery 4-5pm & 5-6pm in Pre-Prep	Arrive 8.30am Morning Session ends at 11.45am Afternoon Session 12.30pm-3.20pm After School Club – three sessions: 3.20pm-4pm in Nursery 4-5pm & 5-6pm in Pre-Prep	Arrive 8.30am Morning Session ends at 11.45am Afternoon Session 12.30pm-3.20pm After School Club – three sessions: 3.20pm-4pm in Nursery 4-5pm & 5-6pm in Pre-Prep
<b>Pre Prep</b>	Arrive 8.30am School Day Ends 3.20pm Enrichment 3.20pm-4pm After School Club – two sessions: 4-5pm 5-6pm School Bus leaves at 5pm	Arrive 8.30am School Day Ends 3.20pm Enrichment 3.20pm-4pm After School Club – two sessions: 4-5pm 5-6pm School Bus leaves at 5pm	Arrive 8.30am School Day Ends 3.20pm Enrichment 3.20pm-4pm After School Club – two sessions: 4-5pm 5-6pm NO BUS	Arrive 8.30am School Day Ends 3.20pm Enrichment 3.20pm-4pm After School Club – two sessions: 4-5pm 5-6pm School Bus leaves at 5pm	Arrive 8.30am School Day Ends 3.20pm Enrichment 3.20pm-4pm After School Club – two sessions: 4-5pm 5-6pm School Bus leaves at 5pm
<b>Forms 3 &amp; 4</b>	Arrive 8.30am School Day ends 5pm (4.00pm*) School Bus leaves at 5pm Prep session 5-6pm	Arrive 8.30am School Day ends 5pm (4.20pm*) School Bus leaves at 5pm Prep session 5-6pm	Arrive 8.30am School Day ends 4pm NO BUS Prep session 4-6pm	Arrive 8.30am School Day ends 5pm (4pm*) School Bus leaves at 5pm Prep session 5-6pm	Arrive 8.30am School Day ends 5pm School Bus leaves at 5pm Prep session 5-6pm
<b>Forms 5-Swale</b>	Arrive 8.30am School Day ends 5pm School Bus leaves at 5pm Prep session 5-6pm	Arrive 8.30am School Day ends 5pm School Bus leaves at 5pm Prep session 5-6pm	Arrive 8.30am School Day ends 4pm NO BUS Prep session 4-6pm	Arrive 8.30am School Day ends 5pm (4pm*) School Bus leaves at 5pm Prep session 5-6pm	Arrive 8.30am School Day ends 5pm School Bus leaves at 5pm Prep session 5-6pm
<b>Leckby Eldmire Thornton</b>	Arrive 8.30am School Day ends 5pm School Bus leaves at 5pm Prep session 5-6pm	Arrive 8.30am School Day ends 5pm School Bus leaves at 5pm Prep session 5-6pm	Arrive 8.30am School Day ends 5pm (4pm*) NO BUS Prep session 4.10-6pm	Arrive 8.30am School Day ends 4pm School Bus leaves at 5pm Prep session 4-6pm	Arrive 8.30am School Day ends 5pm School Bus leaves at 5pm Prep session 5-6pm

\* denotes optional end of school day

# Extra-Curricular



A pupil enjoying archery enrichment

## Activities & Enrichment

Our enrichment programme is an opportunity for children to experience a wide range of activities. It is optional for children in Pre-Prep and Forms 3 & 4.

Information regarding enrichment, Saturday school and other weekly activities will be given to your child by their Form Teacher. A plan will also be published on the school website, the app and the booking options will be available via our parent portal.

Mrs Quarmby coordinates all school activities.  
helenquarmby@cundallmanor.org.uk

Our extensive outdoor education programme is coordinated by Mr Couttie  
olivercouthie@cundallmanor.org.uk

## Academic & Pastoral Queries

Your child's Form Teacher is always the first port of call for an academic or pastoral query.

It is always possible to contact your child's Form Teacher and we will endeavour to respond as quickly as possible during office hours. There are three main ways to contact our Form Teachers:

- Via your child's prep diary
- Via email
- Chatting face to face during pick up time.

If more time is needed on an issue, meetings can be arranged.

Informal parents' evenings are held at the beginning of each academic year to give you an opportunity to meet your child's Form Teacher. Please check the school calendar / app to find the relevant date.

Every child from Form 3 - Thornton is given a prep diary parents are expected to sign each evening for Form 3 - Form 6 and for Aram - Thornton parents are expected to sign on a weekly basis.

You can write in the prep diary any concerns/ queries you may have. Pupils in our Senior School are expected to have their prep diary signed on a weekly basis.

## Formal Parents' Evenings

Each year group hosts an annual Parents' Evening when you have the opportunity to discuss your child's progress with their teachers. However, if you are ever concerned, please do make an appointment to see your child's Form Teacher.

Please note that Formal Parents' Evenings have been subject to Covid-19 regulations.



# Academic



## Who to get in touch with

All staff are listed on the school app and website. To contact your child's Form Teacher via email, type the full name (first name and surname) followed by @cundallmanor.org.uk eg: frasermcpearsonl@cundallmanor.org.uk

Should your concern be more serious, it will be dealt with by your child's Form Teacher, together with an Assistant Head.

## Assistant Heads

Mrs Anne Verity  
anneverity@cundallmanor.org.uk

Mrs Louise Bessey  
louisebessey@cundallmanor.org.uk

Miss Claire Stovin  
clarestovin@cundallmanor.org.uk

## Head and Deputy Heads

Deputy Head - Pastoral & Behaviour  
Mr Stuart Bayne  
stuartbayne@cundallmanor.org.uk

Deputy Head - Teaching & Learning  
Mrs Dawn Thyne  
dawnthyne@cundallmanor.org.uk

Should you need to contact the Headmistress, Mrs Kirby, please contact Mrs Jay at:  
head@cundallmanor.org.uk

## Reward System

We are passionate about celebrating success in its many forms. House Points are awarded for a number of reasons, from good manners through to any success in the classroom or the sports field. Show-ups, commendations alongside Bronze, Silver and Gold Awards are all available for a variety of reasons.

## Individual Music Lessons

We have an excellent team of instrumental teachers who visit the school on a weekly basis. Mrs Reece, our Director of Music, sarahreece@cundallmanor.org.uk is always happy to help organise this for you. Your child's music lesson will rotate, so that they do not miss the same lesson every week.

## School Reports

Your child's school report will be sent to you via email. Any queries regarding school reports should go to your child's Form Teacher in the first instance.

## Houses

Every pupil belongs to one of our four Houses – Tudors, Saxons, Stuarts and Normans. House points are amassed throughout the academic year and the winning house is rewarded with a day of celebration towards the end of the Summer Term. Mrs Kayll will allocate your child a House when they join Cundall.

# Boarding



The school grounds on an evening

## Boarding House

You may have never considered boarding, but it is a fantastic option for an evening, a few days or more regularly. The boarding house is a home from home environment where children can stay with their friends, ably cared for by the Houseparents and academic staff on duty that night. Pupils have supper, do their prep and then participate in a range of fun activities before supper and bedtime. One-off places are available; some boarders regularly stay for two or three nights a week, and others are full weekly boarders.

We currently have accommodation for 34 pupils which is carefully designed with our pupils' needs in mind. It is a happy home from home where children from Form 3 through to Thornton learn to live together as a community and can grow in confidence, knowing that our boarding staff are there to support them.

We have an extensive array of exciting activities planned for next year which paired with carefully supervised prep means you can be confident your child is being well looked after and their needs met in full.

Should you have any queries regarding boarding, please contact Mr Reece  
[boarding@cundallmanor.org.uk](mailto:boarding@cundallmanor.org.uk)

It may be possible to book an occasional boarding place - this is charged on a per night basis.

Taster evenings are also available. Please get in touch with the school office to organise a taster session in our boarding house.

If your child is boarding and you would like a chat with them, the boarding house telephones are available between 7-9pm. The numbers are will be made available to you by the Boarding Family.

Please note that Covid-19 will impact availability of boarding places. Please contact Mr Reece for more details.

## School Policies

The school has a large number of policies to guide its educational and care procedures. Copies of these policies are available to view on the school website or can be supplied upon application to the school office.

## Pocket Money

We have charity cake stall days, which will be advertised in advance, where pupils can bring £1 from home to buy a cake.

## Valuables

Please do not allow your child to bring valuables to school. All watches must be named on the back with your child's name. Pupils' own laptop/Chromebook devices are not covered by school insurance. You are advised to add these to your own insurance policy.

## Mobile Phones

Please note that mobile phones are NOT allowed in school.

## ICT Acceptable Use Policy

All parents and pupils must sign and return our ICT Acceptable Use Policy.

# Residential Trips

## Form 3

Form 3 usually visit Marrick Priory every year on the May Bank Holiday weekend. They stay for two nights and enjoy a wide variety of activities. For some of our children this will be the first time they have been away from home and their parents for a weekend. They are accompanied by their Form Teachers and come back with new found confidence and stories to tell.

## Form 4

Form 4 usually visit Low Mill every year on the May Bank Holiday weekend. They stay for two nights and enjoy a wide variety of activities. This trip consolidates the experiences our pupils gained in Form 1. They are accompanied by their Form Teachers for what is a great fun weekend.

## Form 5 & 6

Forms 5 & 6 usually visit Ullswater every year on the May Bank Holiday weekend. They stay for two nights and enjoy a wide variety of more challenging activities. They are accompanied by their Form Teachers.

## Aram

Aram usually visit Aberdovey every year on the May Bank Holiday weekend. They stay for two nights and enjoy a wide variety of more challenging activities. They are accompanied by their Form Teachers.

## Swale

Swale enjoy a week at the Chateau de la Baudonniere in the Michaelmas term, where they are immersed in the French language whilst partaking in a wide range of fun activities.

In the summer term, Swale head off to the Glencoe Outdoor Centre to climb Ben Nevis. This trip is for three nights.

## Leckby

All pupils in Leckby also take part in a sailing course at Cowes in the summer term. This trip allows pupils to take part in the UKSA week long course with qualified instructors, where they can expand their horizons.

## Eldmire & Thornton

If your child chooses to study GCSE Art they will go on the following or similar trips:  
Eldmire - Unit 1 Art trip to Barcelona  
Thornton – Unit 2 Art trip to London



The annual ski trip is always a highlight

## Ski Trip

In February this year our optional annual ski trip takes 30 lucky children to the piste usually in the first week of January. The children enjoy a fun-packed week which includes ski lessons for 5 hours every day.

## Duke of Edinburgh Award

As a school we value what the Duke of Edinburgh Award represents and adds to our pupils' all round education. We offer an enthusiastic and supportive approach for both the Bronze and Silver awards. The Duke of Edinburgh Award is compulsory for pupils in Leckby and Eldmire and optional for pupils in Thornton.

## Consumables & Exam Fees

Senior pupils will occasionally be charged for text books or practical materials which are an integral part of their studies. Pupils will also be charged examination board fees.

## Payments

Payments for trips are normally arranged by the Business Office. An indication of costs are published each year on the school website.

## Covid-19

Please note that all residential trips are subject to ongoing review due to Covid-19 regulations.

# Day Trips

The Annual Contribution Fund – what are you paying for?

Our annual contribution fund aims to cover any day trips and year specific events that your child may go on or benefit from during the academic year and is included in the monthly direct debit and may include the following:

Reception - Form 2

This covers day trips taken during the academic year and includes a wide variety of fun educational outings.

Forms 3 & 4

Art trip to the Yorkshire Sculpture Park  
Christmas trip to the panto  
Annual summer outing to Beadnell Sands  
Winning House Outing  
Language days  
French & Spanish magazines

Forms 5 & 6

This covers day trips taken during the academic year which may include the following:

Art trip to the Hepworth gallery  
Christmas trip to the panto  
Annual summer outing to Beadnell Sands  
Winning House Outing  
Language days  
French & Spanish magazines

Aram & Swale

The Yorkshire 3 Peaks day trip for Form 6 which takes place in the summer term  
Ceramics Art trip  
Christmas trip to the panto  
Annual summer outing to Beadnell Sands  
Winning House Outing  
Language days  
French & Spanish magazines



Pupils and parents enjoy a trip to Beadnell Sands on the Northumberland Coast

Leckby, Eldmire & Thornton

This covers day trips taken during the academic year which may include the following:

Art trip to Harlow Carr  
Team building day  
Outdoor Education day  
Our annual Christmas outing – usually ice skating.  
Our annual summer outing  
Winning House Outing  
Thornton Leavers Dinner – pupil cost  
Language days  
French & Spanish magazine  
Specialist Educational Workshops

Specialised Trips

We run several specialised trips every year, two examples of these are:

Girls Form 6, Aram & Swale Hockey Trip to Loretto School, Edinburgh

Thornton 'The Big Trip'

The Thornton 'Big Trip' has visited India, Canada, Morocco and Florida in recent years.

This year pupils will be going on an adventure to Romania

This is a fantastic opportunity for our students to reach beyond their normal boundaries and experience a real adventure.

# Games



## Form 3 - Swale

All boys and girls in Forms 3 - Swale will have 3 games lessons a week as well as a games afternoon every Wednesday.

Through the Michaelmas term girls will be playing hockey and netball and in addition to this they will be doing cross country in the Lent term. In the Summer term girls will be enjoying cricket, rounders, tennis and athletics.

Boys will play rugby and run cross country in the Michaelmas term. They will play football, hockey, rugby sevens and cross country in the Lent term. During the Summer term, boys will play cricket, tennis and athletics.

Clearly labelled school games kit is required for all of these activities with the addition of a pair of astros or clean trainers for use on the astroturf.

The majority of matches will take place on a Wednesday afternoon but on occasions they may take place in the games lessons. Parents need

to check app to see if they are involved in any matches that week.

## Leckby - Thornton

All boys and girls in Senior School have 2 games afternoons a week to enable our pupils to balance competitive sport and academic studies.

Through the Michaelmas and Lent terms girls will be playing hockey and netball. In the Summer term girls will be playing rounders, tennis, cricket and athletics.

Boys will play rugby in the Michaelmas term and hockey in the Lent term. During the Summer term, boys will play cricket and athletics.

Clearly labelled school games kit is required for all of these activities with the addition of a pair of Astros or clean trainers for use on the astroturf.

The majority of matches will take place on a Thursday afternoon but on occasions they may take place in the games lessons. Pupils need to

check the team boards and the app to see if they are involved in any matches that week.

## Match Days

If your child is selected to represent Cundall Manor in a match, they are expected to attend.

If, due to an emergency, your child is unable to attend a match, permission for absence must be obtained from the Headmistress via email - [head@cundallmanor.org.uk](mailto:head@cundallmanor.org.uk)

If the match is on a Saturday, transport to and from school and lunch where required is normally provided. Pupils may be requested to stand in for an absent pupil at late notice. Parents will be informed of this prior to the match concerned.

Girls generally travel in full kit to fixtures and return in full kit unless instructed otherwise. Boys generally travel and return to school in full school uniform. If a match tea is provided, all the boys and girls must attend. Boys must wear full

school uniform (blazer, shirt, tie, trousers and black shoes).

Parents are most welcome to watch their children represent their school at both home and away matches (Covid-19 guidance may effect this). At matches, parents and spectators are always welcome to join us for tea and refreshments afterwards. Your child's team will host a match tea in the Dining Room for the visiting team. Parents may take their children home once the opposing team has left.

Only under special circumstances and through communication via parents and sports staff, will pupils be permitted to leave before match tea. If a match is cancelled on the day for any reason, we will try to contact you via text message and the app. If a Cundall Manor team is going to be significantly delayed (more than 30 minutes) returning to school from an away match, we will also try to contact you.

Please note that Covid-19 will impact on how many sporting events we can participate in.  
Team Sheets and Calendars

At the beginning of every term a school calendar is published on the school app detailing all fixtures. Please use the school app which we have provided for you for the most up to date fixture list and team sheets.

#### School Changing Rooms

Please note parents are NOT allowed in the school changing rooms under any circumstance

#### Mouthguards

All our children from Form 3 upwards require a mouthguard for hockey and rugby.

There are multiple ways you can ensure your child has a mouthguard.

GuardianPro Mouthguards will be coming to Cundall to fit the mouthguards. GuardianPro are a specialist mouthguard fitting company for schools and clubs across the UK.

You can however still obtain a gum shield from OPRO if you desire as they offer a OPRO home impression kit, this can be ordered directly from OPRO.com

Alternatively, you can contact your dentist who can provide impressions and mouthguards. Should your child start with us during the academic year, you will need to ensure they have a correctly fitting mouthguard. Temporary mouthguards are available from the Sports Office at a cost of £3.00. We would recommend for you to have a spare mouthguard at home in case your child loses theirs, as they are unable to play hockey or rugby without one.



#### School Uniform

All children should arrive and depart from school in their school uniform and blazer. School uniform must be kept in good repair.

If you need to purchase school uniform, please visit the Cundall Manor School online shop at [www.cundallmanorschool.com/shop](http://www.cundallmanorschool.com/shop)

For a full list of items required, please visit our shop website.

Orders will be made exclusively online and payment taken by PayPal or Card. Should you require any further information, please email [shop@cundallmanor.org.uk](mailto:shop@cundallmanor.org.uk)

#### Uniform Labelling

All games kit must be named on the outside with extra large nametapes (25mm wide).

These are available from Duttons for Buttons or [www.jjcash.co.uk](http://www.jjcash.co.uk)

Swimming goggles should have a nametape sewn around the strap and all footwear should be clearly named.

Daywear must also be clearly labelled.

#### Disclaimer

The contents of this publication are correct at the time of publication. However, changes may be made in due course for educational or other reasons. Please note that the school will be following Covid-19 guidance and regulations where applicable.



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