



THINKING  
SCHOOLS  
ACADEMY TRUST



Working at:  
Cedar Children's Academy  
2023 – 2023



# HELLO FROM OUR HEAD OF SCHOOL

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Welcome to Cedar Children's Academy!

Whether you are visiting us, completing a teaching practice, have joined us full time or are a volunteer, I hope you enjoy your experience here!

I am fiercely proud of our school and everyone in it, our children are amazing and my team work hard on a daily basis to show them what they are capable of achieving. We believe whole-heartedly that they can do whatever they set their mind to and love challenging them so that they often end up surprising themselves.

We have a strong "child-first" driven mission and we put the best interests of our children first with every decision we make. Having been on our Thinking Schools journey since June 2016, we have made so much progress both academically and by embedding into our children the habits of persisting, managing impulsivity, listening with understanding and empathy, questioning and posing problems, applying past knowledge to new situations, and taking responsible risks.

We work hard every day to ensure that our children not only receive the best education possible, but leave Cedar as well-rounded individuals who are ready to think and tackle their next journey. We aim for our children to display our "Cedar Attributes" on a daily basis, at school and at home.

Children are rewarded for displaying Consideration, being Assured, Determined, Enthusiastic and Resilient. These attributes encompass the ethos of our school.

I look forward to seeing you in and around school.

*Claire McNally*  
Claire McNally  
Headteacher



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**Transforming Life Chances** by providing an educational framework that promotes the development of **effective habits** and **cognitive structures**. Challenging everyone to **aspire to** and **strive** for personal **excellence**. Enabling each individual to **realise their potential** and **become the master of their own destiny**.

# OUR VALUES

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## Our School

At Cedar, we expect a high standard in every aspect of school life, where children work together co-operatively and individuals are respected. We value close links with parents and the community.

Our school is part of the Thinking Schools Academy Trust, and is made up of a family of schools working together to “improve the life chances” of all our children and young people. We share a common mission to nurture successful children who are confident and can think and act independently. Our cognitive approach to education defines us, but does not create a “one size fits all” or an “academy-way of doing”. Each member of our Trust family is equally important and will share in our direction and ethos.

Cedar had its Ofsted inspection in May 2019 and was judged as good in all areas. The report reflects the high standards that we have here at the school and the hard work that every member of staff puts into making our school a great place.

Cedar Children’s Academy is a three-form entry school and has two buildings, the KS1 building for Nursery to Year 2 and the KS2 building Year 3 to 6. The school has two halls; both are used for assemblies, PE and extra-curricular activities. We have many smaller rooms in each building which are used as intervention rooms, a new ICT suite and a library area. The ICT suite area in the KS1 building is home to our beautiful butterfly wall with the quote “Until you spread your wings, you’ll have no idea how far you can fly”.

## Our Vision

**A Cedar learner is a thinker.** They have well developed habits of mind and use thinking tools to make connections in their learning. Staff know that new learning is fragile and sequence learning to ensure plenty of opportunities for retrieval of knowledge and skills learnt through their time at school.

**A Cedar learner has a love of learning.** They value education and realise every second counts. Throughout pupils’ time at Cedar, staff create engaging and challenging learning opportunities making the most of the school grounds and the local area. Staff are committed to ensuring pupils have the knowledge they need to be educated global citizens and competent digital citizens. Pupils recognise what they have learnt and feel proud of their achievements. This love of learning will enable them to pursue careers and opportunities which have yet to be created.

**A Cedar learner is courageous.** They are empowered to take risks and know they have a key role in their learning. The choices they make allow them to choose their own future path rather than one that has been pre-determined. Pupils and staff strive to make a difference and have a wider impact in their local community and seek to understand, respect and celebrate the differences of our world.

**A Cedar learner is considerate.** They are aware that they are part of a diverse community and ensure that all members of the community feel safe and supported. They know where to seek help and reassurance and are able to use their voice to stand up and speak out when something feels wrong.

Cedar Children’s Academy is ambitious in our standards and learners and staff strive for accuracy and precision in all that they do. This leads to educational excellence. We are highly respected in the local community and pupils; parents and staff are proud to be part of Cedar.

# CODE OF CONDUCT

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Everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Cedar expects that its staff and volunteers will:

- Be a positive role model to children
- Respect other staff, volunteers, pupils and parents and make them feel welcome
- Be sensitive towards others
- Be approachable and pleasant
- Dress and behave in an appropriate manner which promotes healthy and safe working practices
- Adhere to the school's Behaviour Policy
- ID Badges should be worn at all times for identity purposes
- It is essential for health and safety purposes that staff and volunteers sign in and out of the school, even if leaving the site for a short time

All staff and volunteers should be aware how their behaviour can affect colleagues. Everyone has a responsibility to avoid becoming involved in situations that could bring the school into disrepute.

Please refer to the following policies:

- Behaviour Policy
- Code of Conduct
- Dignity at work policy

# OUR SCHOOL'S ORGANISATION

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## Hub Headteacher

Name: Kirstie Jones

Email: [k.jones@tsatrust.org.uk](mailto:k.jones@tsatrust.org.uk)



## Headteacher

Name: Claire McNally

Email: [c.mcnally@tsatrust.org.uk](mailto:c.mcnally@tsatrust.org.uk)

Mobile: 07871 652 671



## Assistant Headteacher

Name: Leanne Talbot- Brown

Email: [L.Talbotbrown@tsatrust.org.uk](mailto:L.Talbotbrown@tsatrust.org.uk)



## Deputy Head

Name: Stephanie Taylor

Email: [s.taylor@tsatrust.org.uk](mailto:s.taylor@tsatrust.org.uk)



# OUR SCHOOL'S ORGANISATION

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## **Assistant Headteacher**

Name: Barbara Langiano

Email: [b.langiano@tsatrust.org.uk](mailto:b.langiano@tsatrust.org.uk)



# STAFFING STRUCTURE

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Year	Class and Teachers		
<b>Nursery</b>	Rebecca Sutton Nursery Nurses: Nina Frogatt and Tracey Watson		
<b>Reception</b> Early Years TA: Lisa Pope	Elm Cathy Hollister TA - Angela Wells	Oak Karen Cranham TA - Nicky Ashdown	Beech McKayla Meggs TA - Linda Hayward
<b>Year 1</b>	Maple - Class 3 Sophie Slade TA - Emma Donovan	Cherry - Class 1 Mollie Thorpe TA - Nicola Naylor	Rowan - Class 2 Charley Windsor TA - Karen Joy
<b>Year 2</b>	Chestnut Currently Maple Lisa Cassidy TA - Michele McCaw	Walnut Currently Cherry Emma Donnellan -TA - Julie Harding	Rowan Currently Willow Cath Holmes TA - Kelly Vincent
<b>Year 3</b> <b>Year Group TA</b> Sarah Cracknell Louise Scandrett	Yew - Class 2  Naomi Bardoli	Larch - Class 3  Christna Adamthwaite	Pine - Class 1  Sue Snowing
<b>Year 4</b> <b>Year Group TA</b> Marion Hayes Lesley Noyes	Poplar - Class 3  Amelia Williams	Linden - Class 1  Kayley Jarman	Birch - Class 2  Natasha Chapman
<b>Year 5</b> <b>Year Group TA</b> Clare Pring Nicola Hayes	Magnolia - Class 1  Sam Egan	Sycamore - Class 3  Ellen Duggan	Acacia - Class 2  Charline Clark
<b>Year 6</b> <b>Year Group TA</b> Amanda Mitchell Jenny Crowhurst	Laburnum Currently Acacia  Stacy Mates	Redwood Currently Magnolia  Jayne Kitney	Juniper Currently Sycamore  Carla Beresford

# STAFFING STRUCTURE

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Name	Position
<b>SUPPORT STAFF</b>	
Georgina Randall	Designated safeguarding lead for children and families
Cheryl Aggett	Receptionist
Danielle Donoghue	Office Manager
Lauren Sherress	Attendance Improvement Manager
Phil Norman	Facilities Assistant
Daren Bunting	Facilities Assistant
Maria Whatling	Resource Assistant
Lorraine Steward	Seedlings after school provision
Samantha Lee-Williams	MDMS/Breakfast Club
Tracey Elliott	MDMS/Breakfast Club
Rebecca Bliss	Breakfast Club / Seedlings after school provision
Amy Fowle	Breakfast Club
Louise Scandrett	MDMS
Adele Munds	MDMS
Claire Walsh	MDMS
Sandra William	Crossing Patrol
Kalee Moth	MDMS
Stacey Ament	MDMS
Lauren Scott	MDMS
Lucy Sidell	MDMS
Kate Sarkodie	MDMS
Laura Slim	MDMS
Sophie Blayney	MDMS

# REPORTING STAFF ABSENCE

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If **any** member of staff is unwell and unable to come into school, they should **telephone** the school mobile kept by a member of SLT on **07970741465** from 6.30am and by 7.30am at the latest, and inform them the reason for their absence so that it can be recorded on the HR system.

All staff should then telephone the school by **3pm** on the same day to let the school know if they are returning the next day. **Please do not send email or texts.**

Staff who are absent for more than 5 days will require a sick note from their doctor. This should be forwarded immediately to the Office Manager. On return to work staff must seek out the Head Teacher, Deputy or the Office. They will advise on whether a return to work interview is required. A copy of the full absence policy can be obtained from the Office Manager or from the TSAT website:

- Absence Management policy

Staff are expected to make medical appointments outside their working hours wherever possible. If this is not possible, they should speak to the Deputy Headteacher and provide evidence of their appointment on the necessary form kept outside the Deputy Heads office.

## **Compassionate leave:**

Compassionate leave may be approved if there is serious illness/death of a spouse, parent, sibling or child (or another person in the household of the employee living as a family member). The Headteacher may approve 10 days in any 1 calendar year. Any subsequent days may be granted as unpaid leave. Please contact the Headteacher directly about this.

## **Dependant Leave:**

If staff have children who are unwell they are to seek alternative childcare arrangements wherever possible. If no alternatives are available they should speak to the Headteacher to arrange a leave of absence. It is at the Headteacher's discretion to designate this as paid or unpaid leave. Although the Headteacher is sympathetic to family situations, the member of staff's sickness record will be considered when deciding to class the absence as paid or unpaid.

# BREAKDOWN OF THE SCHOOL DAY

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These timings are based on a normal school day.

Pupils are the responsibility of the school as soon as they enter the school gates. A member of the SLT meets pupils at the front and back gates each morning and takes messages.

Children enter by a number of doors depending on the location of their classroom (bottom of glass corridor for KS1, back corridor for Y5/6, dining hall and door by resources room for Y3/4). Early Years Pupils enter via their own classroom doors. If a child arrives after 8:50 they will need to enter via the main office.

TAs should be in the classroom ready to work at 8:30 unless previously agreed with the Headteacher.

<b>Doors open</b>	08:40
<b>Doors close</b>	08:50
<b>Registration</b>	08:55
<b>1st AM Session</b>	09:00
<b>Break</b>	10:20-10:35 (KS1), 10:15-10:30 Y3/4, 10:30-10:45 (Y5/6)
<b>2nd AM Session</b>	10:35 (KS1), 10:30 OR 10:45 (KS2)
<b>Lunchtime</b>	12:00-13:00 (Reception), 12:15-13:15 (KS1), 12:30-13:30 (KS2)
<b>PM Session</b>	13:05 (Reception), 13:20 (KS1), 13:35 (KS2)
<b>Afternoon Break (KS1 ONLY)</b>	14:10-14:20
<b>Home time KS1</b>	15:15
<b>Home time KS2</b>	15:20

# DESIGNATED SAFEGUARDING LEAD

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The safety and welfare of pupils is of paramount importance to us at Cedar Children's Academy. All staff receive regular training to ensure that we play our role in keeping children safe.

We currently have five members of staff who are trained as Designated Safeguarding leads;

Georgina Randall (Designated Safeguarding Lead and family support officer)  
Email: [G.randall@tsatrust.org.uk](mailto:G.randall@tsatrust.org.uk)

Claire McNally (Deputy DSL)  
Email: [C.McNally@tsatrust.org.uk](mailto:C.McNally@tsatrust.org.uk)

Stephanie Taylor (Deputy DSL)  
Email: [S.Taylor@tsatrust.org.uk](mailto:S.Taylor@tsatrust.org.uk)

Barbara Langiano (Deputy DSL)  
Email: [B.Langiano@tsatrust.org.uk](mailto:B.Langiano@tsatrust.org.uk)

Rosie Havinden (Deputy DSL)  
Email: [R.Havinden@tsatrust.org.uk](mailto:R.Havinden@tsatrust.org.uk)

Lorraine Steward (Deputy DSL - Breakfast and Seedlings)

All staff and volunteers have the responsibility to report any concern that they may have regarding Child Protection, safeguarding or radicalisation to the Designated Safeguarding leads.

Safeguarding Training will be arranged as part of your induction. Please read the safeguarding policy carefully. Any concerns must be recorded online on the 'safeguard' website. Details of how to use this will be provided by a DSL.

The school will follow national procedures for managing allegations against staff. A copy of the Safeguarding policy is on the Thinking Schools Academy Trust website. Please do not put yourselves in a vulnerable position e.g. if you are working alone with a child, always have the door open and be close to other staff/pupils, do not accompany pupils to the toilet alone, etc. Staff are employed in a 'position of trust' and inappropriate behaviour with, or towards children is unacceptable.

Visitors to school – all visitors will be issued with a badge and lanyard or visitors sticker. Green lanyards mean that the person has provided the necessary checks for working with children, red lanyards indicate that the person has not provided the necessary checks and should be accompanied whilst at school. Please challenge firmly but politely, any person in school without identification.

Staff/volunteers are not permitted to take photographs of children on mobile phones or any other personal mobile devices. Photographs must be taken only on school devices. Photographs, videos or any other types of image of pupils and their families or must not be published on personal web-space. Please read the Trust Social Media Policy for further advice.

# POLICIES

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All of our policies can be found online at <https://www.tsatrust.org.uk/about/policies/>.

Various policies are reviewed and updated on an annual basis and you will be expected to familiarise yourself with these policies throughout each academic year.

Prior to or upon joining our Trust you are required to familiarise yourself with the following key policies:

- Code of Conduct
- Keeping Children Safe in Education (DfE guidance)
- Information Security Policy
- ICT Acceptable Usage Policy
- Please familiarise yourself with the schools GDPR practices

Should you require any information or have further questions regarding our policies, please contact our Office Manager/PA directly or contact a member of the HR Team on **0333 360 2050** or by email at [hr@tsatrust.org.uk](mailto:hr@tsatrust.org.uk).

# DRESS CODE

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All clothing should be of a type that promotes dignity and professionalism and is not provocative, or could be construed as such. All clothes should be clean and presentable and consistent with presenting a professional public image. All members of staff are expected to act as role models for our students and have due regard to compromising child protection or safeguarding.

## **Information for all staff:**

1. Clothing must be professional attire and not casual wear.
2. Shirt, tie, trousers, jacket and smart shoes (except for PE staff and designated support staff) are appropriate.
3. Skirt or trouser suits are acceptable, as well as smart dresses, skirts/trousers and jackets.
4. Any cropped trousers must be formal and tailored. Shirts, blouses, knitwear and other smart tops may be worn.
5. Flip flops or Roman sandals may not be worn
6. In a Primary school setting, the Headteacher may exercise their discretion with regards to a formal dress code, particularly in EYS setting.
7. For Secondary schools, sleeveless or strappy tops worn without a covering jacket are not acceptable. Jackets should be worn at all times outside of classrooms unless 'short-sleeve' order has been announced.
8. No extreme hair styles are acceptable (for example, shaved designs)
9. Jewellery should be discreet with visible piercings restricted to ears. Single nose studs may be worn for reasons of culture or religious observance only.
10. On formal occasions (such as parents evening), all staff attending should dress in a professional manner befitting the event.
11. When 'short-sleeve' order is announced, jackets and ties do not need to be worn outside classrooms and offices.
12. Where a member of staff believes they are not able to adhere to all aspects of the dress code, the Headteacher will consider the reasons for this and will be able to make the decision to waive part of the dress code in special circumstances.

## **As an indication, the following is a list of unacceptable dress:**

Torn clothing

Clothing with inappropriate writing, logos or visible designs.

Jeans, thin/casual leggings or combat trousers (note: thick / smart leggings with suitable long top is permissible)

Shorts

Flip flops

Open toed shoes

Trainers

Bra straps / underwear on show.

## **The Wearing of Uniform**

Where uniforms are required in support functions such as Technicians, Facilities, Canteen/Catering Department - uniforms will be provided by the Academy and should be worn at all times. Staff should note that it may be a criminal offence not to wear safety dress in certain situations (headwear in kitchens, hard hats in construction areas, etc.) Failure to wear the correct safety dress can amount to gross misconduct, which could lead to dismissal.

For teachers in departments where a uniform is required such as the PE Faculty, uniforms will be provided and should be worn for lessons as required. Track suits provided may be worn at other times including assemblies, covering of other subject lessons, lunch/breaks and non-teaching administration time, with the exception of formal events such as parent's evenings.

## **Name Badges & Lanyards**

All staff when working shall wear a name badge attached to their lanyard, worn in such a way to prevent it being obscured from students and visitors view.

Any staff wearing uniform, name badges and lanyards should be mindful of their behaviour when travelling to and from work, and when leaving the site during the working day (E.g. when having a break). Staff are representing the school and Trust and must therefore behave in a way to ensure the reputation is upheld at all times.

## **Head Dress**

Hats/caps are not permitted inside (except where necessary on health and safety grounds).

Head dress in line with the beliefs and traditions of various religions and sects are allowed except any head covering that covers a substantial part of the persons face. Anything that does cover a substantial part of the face is allowed in staff communal areas, where staff are not expected to communicate with students.

## **Footwear**

Footwear must be appropriate to ensure a safe environment for staff and clients. No trainers should be worn, except where staff are involved in sporting activities. Shoes should have a back strap as a minimum and be of smart appearance. There should be no open toes. Heels should be moderate height avoiding the risk of trips/falls.

## **Hair/Nails**

Hair should portray a professional image. Nails should be clean and of reasonable length. False nails are prohibited in departments involved with catering, science, practical work or food preparation.

## **Tattoos**

Wherever possible, tattoos must be covered at all times.

The above is designed to provide guidance, but cannot cover all situations. Failure to uphold and/or adhere to appropriate standards of dress may result in formal action being taken. Please seek clarification as required from your line manager should you be unsure with regards to the dress code policy.

## **Smoking**

Smoking, vaping and e-cigarettes are not permitted on site at any of our schools and staff are reminded to not smoke on or near the school premises. Please refer to your school specific guidance on the designated smoking area.

# TERM DATES & STAFF DEVELOPMENT DAYS

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## **2022 – 2023 Term Dates**

### **Staff Development Day: Thursday 1st and Friday 2nd September 2022**

TERM 1: Monday 5th September – Thursday 20th October 2022

### **Staff Development Day: Friday 21st October**

Autumn Break: Monday 24th October – Friday 28th October 2022

TERM 2: Monday 31st October – Friday 16th December 2022

Christmas Break: Monday 19th December 2022 – Monday 2nd January 2023

### **Staff Development Day: Tuesday 3rd January 2023**

TERM 3: Wednesday 4th January – Friday 10th February 2023

February Break: Monday 13th February – Friday 17th February 2023

TERM 4: Monday 20th February – Friday 31st March 2023

Spring Break: Monday 3rd April – Friday 14th April 2023

Easter Monday: Monday 10th April 2023

TERM 5: Monday 17th April – Friday 26th May 2023

Early May Bank Holiday: Monday 1st May 2023

Late May Bank Holiday: Monday 29th May 2023

May Break: Monday 29th May – Friday 2nd June 2023

TERM 6: Monday 5th June – Thursday 20th July 2023

### **Staff Development Day:**

### **Staff Development Day: Friday 21st July 2023**

# FIRE EVACUATION PLAN

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Please familiarise yourself with the evacuation procedures and ensure that you have completed Fire Safety Training online as part of your induction.

In the case of emergencies, the alarm/fire bell will sound throughout the school.

Instructions on action are displayed in each room and teachers need to know the procedures for each room that they work in.

When the fire alarm sounds, staff should evacuate the room they are in through the nearest exit. Once in the fire assembly point (there are 3 front terraces outside KS1 building, KS1 and KS2 playground), staff should call a register and remind their children to answer with their class name. Staff should raise their hand in the air so it can be seen clearly that all pupils are present in that class. If you still have a pupil missing a member of the SLT should be informed immediately.

# THINKING TOOLS AND MAPS

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As a Thinking School, we believe that cognitive education is vital for pupils to confidently solve problems and apply their learning across the curriculum and in the wider world. We are an Accredited Thinking School.

## **Thinking Maps**

Teachers and TAs have been trained to use David Hyerles 8 thinking maps. These are visual teaching tools that foster and encourage lifelong learning. Each map is for a particular thought process and having such visual representations enables our children to make sense of abstract concepts and remember information more effectively. More information is available here:

<http://thinkingmaps.com/why-thinking-maps-2/>

## **Thinker's Keys**

Teachers and TAs have been trained in the use of Tony Ryan's "Thinkers Keys". Thinker's keys are used to foster creative thinking which is important as it strengthens our ability to cope with change. New staff receive thinking training from our T rust.

## **6 Thinking Hats**

Teachers and TAs have been trained in the use of De Bono's "6 Thinking Hats". They are a tool that enables children to structure their thinking by using one type of thinking at a time.

## **Habits of Mind**

Art Costa's Habits of Mind are an identified set of 16 problem solving, life related skills, necessary to effectively operate in society and promote strategic reasoning, insightfulness, perseverance and creativity. We have turned these habits in to "The 6 Seeds of Cedar" after working collaboratively with The Victory Academy:

- Persisting
- Managing impulsivity
- Listening with understanding and empathy
- Questioning and posing problems
- Applying past knowledge to new situations
- Taking responsible risks

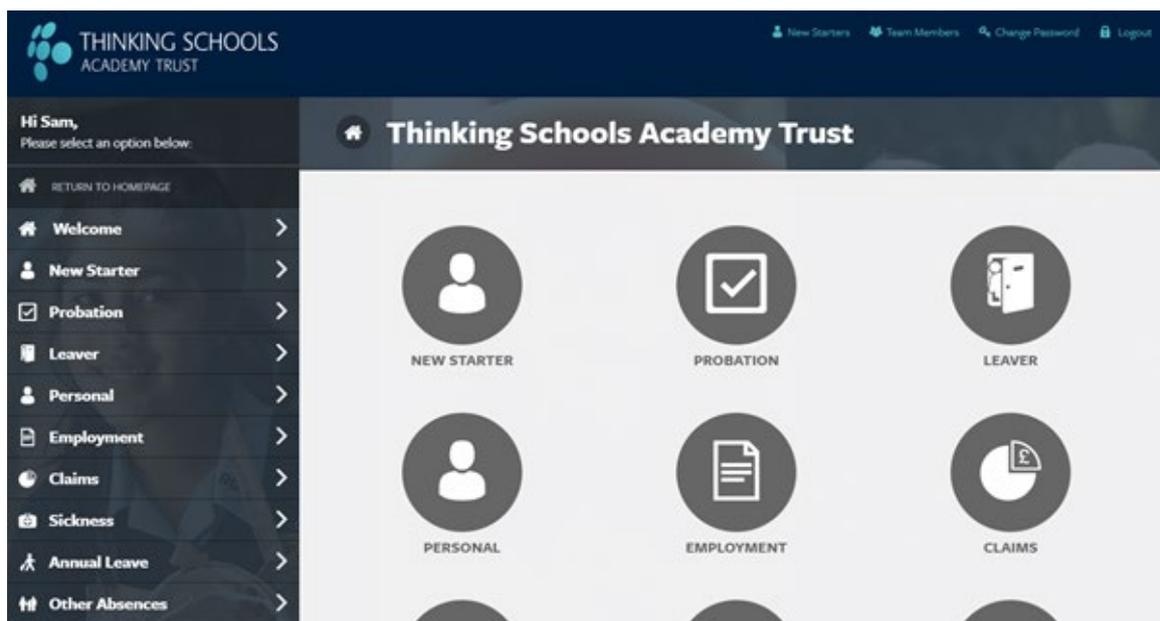
# ACCESSING PAYSLIPS AND HR “SELF-SERVICE” PORTAL

Upon joining our Trust, you will be sent login details to access your HR self-service portal. This system will allow you to access your employment details and address all of your employee lifecycle needs in one place.

You will regularly use this system to:

- View/print payslips and P60s
- Request annual leave
- Update personal details (e.g. address)
- Update bank details
- View key contact details (e.g. pension scheme providers)
- Access key HR policies and documents

The link to the website is <https://tsatrust.selfservice.global/>. The system can be accessed from your own personal device, as well as devices on Academy networks.



When you log in for the first time, you will need to change your password using the link at the top right of the home page.

If you have any queries on the HR Portal, please contact the HR team at [hr@tsatrust.org.uk](mailto:hr@tsatrust.org.uk) or **03333 602050**.

# WELLBEING

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Our Trust is committed to supporting the physical and psychological health of all staff. It is important that we look after ourselves as well as each other in the workplace.

At Cedar, we have a Wellbeing team which focuses on this area and ensures teachers can voice concerns and puts activities and events on. Look on the staffroom board for notices or in emails.

We join in the termly Trust wellbeing focus' and ensure our policies and practices have workload as a key consideration.

Over the year our Trust will launch various wellbeing initiatives which we take part in as a school.

Each term we will focus on one of the Six Ways to Wellbeing which will be shared by our Trust. Each school has a Wellbeing Ambassador who will support in driving the wellbeing initiatives each term.

If you would like to be a Wellbeing Ambassador please contact HR via [hr@tsatrust.org.uk](mailto:hr@tsatrust.org.uk).

As a Wellbeing Ambassador you can actively encourage and promote good mental health within your school by encouraging your colleagues and the rest of the school community to take part.

## **Employee Assistance Programme (EAP), Workplace Wellness**

Our Trust provides a free confidential counselling service administered by workplace wellness.

**WorkplaceWellness™**

Life is a rollercoaster.

We're here to make the ride smoother



# RESIGNATION DATES

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The resignation dates and notice periods for teachers in schools within England and Wales are set out in the terms and conditions for teachers, commonly known as the 'Burgundy Book'.

The Burgundy Book refers to three national terms:

Spring term	1 January to 30 April
Summer term	1 May to 31 August
Autumn term	1 September to 31 December

## HEADTEACHERS

For headteachers to leave their post at the end of either the autumn or spring term they must give a minimum of 3 months' notice. If a headteacher resigns at the end of the summer term a minimum of 4 months' notice must be given.

Term	Date by which notice must be submitted	Leaving date
Autumn	30 September	31 December
Spring	31 January	30 April*
Summer	30 April	31 August

## ALL OTHER TEACHING STAFF

In the autumn and spring terms, the minimum notice required is 2 months'. For resignation to take effect at the end of the summer term, a minimum of 3 months' notice is required.

Term	Date by which notice must be submitted	Leaving date
Autumn	30 October	31 December
Spring	28/29 February	30 April*
Summer	31 May	31 August

*\*Please note, irrespective of when Easter falls, the leaving date for the spring term will always be 30 April. If however, they are moving to a new school, or another educational establishment, the leaving date will be the date before they take up employment at their new school or educational establishment where this falls before 1 May.*



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[www.cedarchildrensacademy.org.uk](http://www.cedarchildrensacademy.org.uk)

Registered company number: 7359755

TRANSFORMING LIFE CHANCES