



C R A N F O R D P A R K

Church Of England Primary School

Information for Parents

2018/19

Cranford Park CE Primary School

Cranford Park Drive

Yateley

HAMPSHIRE

GU46 6LB

Cranford Park CE Primary School

On the 1 September 2010 our school opened following the amalgamation of Yateley Infant and St Peter's CE (Aided) Junior Schools. The Headteacher of the school is Miss Georgina Edwards and the Assistant Deputy Headteacher is Mr Andy Grayson.

The school boasts state of the art facilities including 7 classrooms, music/drama room with adjoining external performance area, food technology room, library, ICT Suite, small group teaching spaces and large hall as well as beautifully landscaped external areas.

Transfer Arrangements

Children due to be in YR in September will be offered a planned programme of induction activities. Induction arrangements include visits by staff to the children's pre-schools and afternoon sessions in school during the summer term prior to entry. The emphasis is on a smooth transition that reduces anxiety and stress for both child and parent. Parents are able to choose between their child starting full-time or part-time in September.

Welcoming Arrangements for New Parents

All Parents will be invited to an evening meeting in the Summer Term to be given information regarding their child starting school in September. Lots of our staff, including the Reception teacher and Learning Support Assistants from Year R as well as the Headteacher and Assistant Headteacher, will be present to give advice and answer questions related to organisation, procedure and curriculum.

Liaison with Parents

We offer consultations with your child's class teacher in the Autumn and Spring terms, either immediately after school or during an evening. At these meetings you can see your child's work and discuss progress and future targets. A written report is sent to you towards the end of the summer term.

These are the set general meetings but a teacher and / or parent can discuss a child at any stage during the year. Problems are rarely best left and we would prefer to discuss them at an early date to seek mutually agreed solutions. You should never hesitate to contact the school if you have concerns. Please see your child's class teacher in the first instance; if you feel that the problem has not been resolved, then in the second instance the Key Stage leaders / Assistant Headteacher should be approached before finally asking to see the Headteacher. An appointment can be made through the school office.

Parents in School

It is the policy of the Head and the Governing Body that parents are welcome at Cranford Park. We welcome your co-operation and assistance. This can range from regular help in the class to accompanying pupils on occasional visits. You may have time and skills that will be useful to the school in these increasingly pressured times. We particularly value parents who can help to hear children read across the school. All adults working in school will be DBS (Disclosure and Baring Service) checked. Please ask in the school office for more information.

Newsletters

In addition to letters from your child's teacher regarding trips, theatre visits etc., we issue regular newsletters to keep you informed about what is happening in school. These will be sent via email through Parentmail. In addition, a summary of our newsletters and important dates can be accessed on our website. Copies will be held in the school office if you do not have access to email. It is likely that any significant issues will be dealt with by a separate communication, but newsletters are an important means of general communication with you and we therefore ask that you try to ensure that you do read them. Each teacher will send out termly class newsletters outlining the curriculum and giving information relevant to that class; again this will be done through Parentmail.

Secondary School

We try to ensure a stress free transition to the next phase of education. The majority of our pupils transfer to Yateley School or Frogmore Community College, where a variety of liaison activities are undertaken during the summer term.

Parents are required to complete a school preference form (Common Application Form), early in the Autumn term of their child's last year with us.

School Structure

The school has one class per year group with a class size limit of 30 pupils per year. This is dependent both on pupil numbers and staffing levels.

On admission to the school, each child is placed in one of the four teams or houses for general organisational purposes such as Sports Day: Blue, Green, Red or Yellow.

Details of the School Day

The school day is divided broadly into 4 sessions of between 1 hour and 1 ½ hours. The morning session is from **8.45 - 12.00 for Key Stage 1 (Infants) and 8.45 – 12.10 for Key Stage 2 (Juniors)**. The afternoon is from **1.00- 3.05pm**. There is a morning break of 15 minutes at either 10.10am (KS1) or 10.50am (KS2). Collective Worship is held daily and lasts for around 15 minutes. **Children should not arrive at school too early as we cannot assume responsibility before 8.30am. Classroom doors are opened at 8.30 am to allow children to enter the building.** Registration closes at 8.50 am, so children arriving after this time are marked as "Late".

School Uniform

The school and the Governing Body strongly recommend the wearing of school uniform.

Winter: Charcoal grey skirt or trousers. White open-neck blouse (no tie) or shirt and school tie. Bottle green jumper, cardigan or fleece (with Cranford Park School logo). Black, low-heeled sensible shoes and grey, black or white socks or grey, black or white tights. **Trainers are not to be worn in school.**

Summer: Charcoal grey trousers or tailored shorts. White polo shirt.(No tie)
Green and white check dress.
Pupils may continue wearing their winter uniform in the summer if they choose to.

Children in Years R to Y2 (Infant Classes) may wear a white polo top rather than the white shirt all year round and do not need to wear a tie.

PE & Games White T-shirt and green sports shorts and trainers or plimsolls for outdoor activities.

The PTA sell jumpers, cardigans, fleeces and the school tie and book bags – these are sold at very competitive rates. Uniform order forms are available from the school office or the school website.

You might also wish to buy a tracksuit or sweatshirt for outside games in the colder weather; these should be in black or bottle green.

Please mark each garment with your child's name

For swimming, a suitable swimming costume (no bikinis or Bermuda shorts) and towel should be provided.

Personal Appearance

In addition to correct uniform, we expect a smart appearance from all of our pupils, including appropriate hairstyles and suitable outer garments. Shoes should be clean. We also discourage the wearing of nail varnish, temporary tattoos or large hair accessories. Braided hair decorated with beads, extreme hairstyles, shapes shaved into the hair, hair shaved shorter than grade 2 or excessive use of hair gel are not

acceptable in school. **Long hair needs to be tied back. This also helps to contain the spread of headlice.**

Jewellery and Valuables

Ideally, no jewellery is to be worn to school. Watches are allowed, children may wear one pair of stud earrings if they are able to remove them independently for P.E. sessions. No other jewellery is permitted in school.

Watches should be left with the teacher during PE, games and swimming. They are classed as non-essential items and are brought in at the owner's risk. Earrings should also be removed for P.E. or covered with tape supplied from home. Children are expected to be able to remove their own earrings for P.E. Younger children who cannot do this should not wear earrings to school. Children are not encouraged to bring personal items into school, especially if they are valuable. Mobile phones are not allowed in school. Expensive designer label tracksuits, trainers etc. are also discouraged and the school will not accept liability if property is damaged or goes missing.

Car Parking

During the school day, the school car park is for staff, Local Authority Officials and visiting contractors. Unfortunately, we do not have facilities for parents. With children's safety in mind, we would ask you to park your car well away from the school entrance and not blocking our neighbours' drives or nearby road junctions. Please park considerately and safely.

School Grounds

Children should not be on the school premises outside of school hours. **No dogs are permitted anywhere on the school site at any time; this includes tying them to the school fence/gate.** Apart from the health hazard of fouling, some children are frightened of dogs, so we would ask for your co-operation in not bringing them with you when dropping off or collecting your children. **It is against the law to smoke on the school premises and smoking or vaping is not permitted on the school grounds.**

Additional Services

If you are in receipt of income support, you could be eligible for free school meals. It is important that you contact us in relation to this because, as well as receiving Free School Meals, the school may receive additional funding which can be used to help support your child. Contact the office if you would like more information; all enquiries will be treated in confidence.

Educational Visits and Activities

To enhance the curriculum, children will often be taken on trips to places of interest, both locally and further afield. You will be given full details and your written permission sought. You will also be asked to make a voluntary contribution towards any trips that require entry fees and involve transport costs. The school cannot afford the cost of these visits within its budget so parental support is vital.

Copies of the school's charging and remissions policy are available on request.

Swimming

Pupils in Year 5 upwards will take part in Swimming lessons, usually once a week for a period of weeks over the whole year. The swimming programme on offer culminates in deep water testing and is paid for by the school.

Incentives

We stress the positive elements of children's contributions to school life.

Team Points - are given to children for a wide variety of reasons. They are collected into house totals and the top house is presented with a cup each term.

Merit Certificates - children who have worked particularly hard, demonstrated our school values or produced exceptional pieces of work are entered in the Celebration Book and presented with a certificate in our weekly Celebration Assembly.

Gold Award /Headteacher's Award – Children will receive this if they have reached the top of the behaviour ladder in a day or teachers may choose to send children to the Headteacher to receive a special award for one exceptional action or piece of work.

Times Tables Certificates - these are awarded to children who can speed test their multiplication tables and for mental maths.

A number of additional 'in class' rewards also exist to encourage and motivate children to make progress and to behave appropriately.

Behaviour & Discipline

A copy of our Behaviour Policy states the procedures we adopt in school to manage behaviour of pupils.

Homework

Our clearly structured policy lays out our homework expectations for each year group

Home School Pupil Agreement

This outlines the responsibilities that we all share in ensuring that all of our children achieve the best possible outcomes from their time with us.

Complaints Policy

This policy clearly lays out the procedure for making a complaint.

Attendance Policy

This policy clearly lays out the Governors' policy for attendance.

Equalities Policy

The School has an Equality policy available on request from the school office or website.

All policies are available from the School Office or on our School Website.

Teaching Staff

Teachers:

Miss Georgina Edwards (Headteacher)
Mr Andy Grayson (Assistant Headteacher)
Miss Georgie Crawford
Mrs Vanessa O'Connor
Miss Leah Hutchinson
Mrs Sarah Lees
Mrs Beth Maddock
Mrs Kate Pierce
Miss Rebecca Portch
Mrs Carolyn Rees
Mrs Gill Saunders
Mrs Alice Vaughan (Music)

SENCO: Mrs Kate Pierce

The Senior Management team consists of: The Headteacher, Miss Georgina Edwards, and Mr Andy Grayson, Assistant Headteacher.

Learning Support Assistants

Mrs Sarah Hughes, Mrs Denise Bowman, Mrs Nicola Hickey, Mrs Fiona Humphrey, Mrs Johanne Ledlie, Mrs Kerri Levitt, Mrs Maria Martin, Mrs Louise Reeves, Mrs Beverly Sakyi, & Mrs Terry Wheeler.

Lunchtime Play Leaders

Mrs Debbie Coles (Senior Lunchtime Supervisor) with Mrs Keri Clancy, Mrs Linda Fleming, Mrs Caroline Haggas, Mrs Nicola Hickey, Mrs Amanda Holes, Mrs Kerri Levitt, Mrs Maria Martin, Mrs Emma Rudge & Mrs Angela Todd.

Office Staff

Mrs Allison Nunn Business Manager
Mrs Caroline Taylor Admin. Assistant

Other Staff

Mr Les Inman Site Manager
Mrs Sarah Morrison School Counsellor