



CRANFORD PARK

Church Of England Primary School

Information for Parents 2020/21

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 Deputy Headteacher is Mrs Suzanna Russell.

The school is a modern, well-maintained, attractive environment for pupils, with facilities that include 7 classrooms, a music/drama room with adjoining courtyard, a food technology room, a library, a computing suite, several small group teaching spaces and large hall, as well as beautifully landscaped external areas.

We have a team of dedicated staff who work extremely hard to make the school and welcoming, happy place for all of the pupils where they can thrive emotionally, physically and academically.

Transfer Arrangements

Children due to be in our Early Years (Reception) Class 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

An evening meeting is held in the Summer Term to give information to parents regarding their child starting school in September. Key members of staff, including the Early Years (Reception) Teacher and Early Years Assistants, as well as the Headteacher and Deputy Headteacher, will be present to answer questions and give advice related to organisation, procedures and curriculum.

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: Blue, Green, Red or Yellow; for general organisational purposes such as Sports Day. Siblings are always placed in the same team.

Teaching Staff

Teachers:

Miss Georgina Edwards (Headteacher)
Mrs Suzanna Russell (Deputy Headteacher)
Miss Leah Hutchinson
Miss Rebecca Portch
Mrs Sarah Lees
Mrs Beth Maddock
Mrs Jackie Fox
Mrs Vanessa O'Connor
Mrs Kate Pierce
Mrs Carolyn Rees
Mrs Gill Saunders

SENCO: Mrs Kate Pierce

Learning Support Assistants

Mrs Helen Buck, Mrs Keri Clancy, Mrs Andy Garden, Mrs Nicola Hickey, Mrs Amanda Holes, Mrs Fiona Humphrey, Mrs Johanne Ledlie, Mrs Kerri Levitt, Mrs Maria Martin, Mrs Louise Reeves, Mrs Caroline Taylor and Mrs Terry Wheeler.

Inclusion Assistant

Mrs Sarah Hughes

Lunchtime Play Leaders

Mrs Debbie Coles and Mrs Keri Clancy (Senior Lunchtime Supervisors) with Mrs Helen Buck, 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

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| Mrs Allison Nunn | Business Manager |
| Mrs Karen Gill | Admin. Assistant |

Other Staff

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| Mr Les Inman | Site Manager |
| Mrs Sarah Morrison | School Counsellor |
| Mrs Kerry Payne | Swimming teacher |

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 10.20 am (KS1) or 10.45 am (KS2). Children in the Early Years (Reception) do not have a set morning break time but will have access to outdoor play throughout the day. Collective Worship is held daily (usually at 9.00 am) and lasts for 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 go straight into their classrooms.** Registration closes at 8.50 am, and classroom doors will be closed at this time, so children arriving after this time must enter via the front entrance and will be marked as "Late".

Dropping your child off in the morning

Please bring your child into school and wait on the playground. At 8.30am the classroom doors will be opened by the teachers, the children can come into the classrooms independently and hang their coats up on their pegs. The cloakrooms are on one side of the classroom. If you need to go to the office please walk round the outside of the school and enter through the main entrance rather than walking through the school building. If you are staying to help read then please walk round to the school office and sign in.

Collecting your child

When meeting your child at the end of the school day, please wait outside by the classroom door of the class your child is in. Children are not allowed to enter or leave school via the main entrance. If you have more than one child it is best to wait in a position that you can be seen from both classes if possible. If this is not possible, then wait nearer to the younger child's class, with clear instructions to your older child as to where you will be. Key Stage 2 children are trusted to walk round to find their parents /carers independently and know to return to their class if they cannot see them straight away. Once children are in Years 5 and 6 you may want them to walk home on their own. Please let the school know if you decide to allow this.

School Uniform

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

Charcoal grey skirt, dress 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.**

Charcoal grey skirt, dress, trousers or tailored shorts. White polo shirt.(No tie)

Green and white check dress. White or black sandals to be worn with socks

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; 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. Our PTA sell new/nearly new uniform after school on a Wednesday in the main KS2 playground. They will also be selling uniform after the 4 pre-school sessions on a Tuesday so you will be able to buy new/newly new uniform there as well. Uniform order forms are available from the school office or the school website if you are unable to make a Wednesday after school.

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

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 1.5 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 head-lice.**

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 must 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 should only be brought to school by children in Years 5 and 6 who are walking to/from school on their own and these must be brought down to the office on arrival and picked up again at the end of the day. The school will not accept liability if property is damaged or goes missing so any expensive items brought in are done so at the owner's risk.

Lost Property

If your child mislays an item of clothing or personal property it will be left in our lost property area which is near the school office. Please feel free to have a rummage if something is missing. Unclaimed items are regularly distributed to various local charities. Small or valuable items are usually handed in to the office. Please remember to clearly label uniform with your child's name to ensure it can be easily returned to them.

School Meals Arrangements

Children are able to choose from a wide selection of meals. The average cost of a meal is around £2.40 (Key Stage 2). All pupils in YR, Y1 and Y2 are entitled to Universal Free School Meals. Children will be given a choice of meals during morning registration when they order their lunch and the menus are sent home so that you can help your child select a meal they will enjoy. School meals **must** be paid for in advance. You may pay for a term, half term, week or daily. Please deposit money at the school office in a **named envelope** or make an online payment once you have registered with the school office.

Packed lunches are allowed as well, with the following provisos:

- drinks are not brought in glass containers for safety reasons, no fizzy drinks.
- no sweets are allowed
- no items containing nuts should be included as other children within the school have severe allergies

Break time snacks

Children are allowed to bring in some bread or fruit for a mid-morning snack, but crisps, cakes and chocolate biscuits are not allowed at break-time. We support the Healthy Schools Scheme and offer a mid-morning snack service of freshly baked bread, dried and fresh fruit and juices for around 40 pence. Infant aged children (YR, Y1 and Y2) are entitled to the government's free fruit scheme in school and can eat this at break time. Milk is available free of all under 5's and can be purchased for older children – please sign up for school milk via the office.

Drinks

Your child should bring a water bottle to school every Monday and this will then be rinsed and re-filled daily and sent home again on a Friday to be thoroughly cleaned. This is to ensure that they have access to water in the classroom when needed. Research has shown that this is beneficial to children's health and concentration. This bottle must be clear with a sports top, contain only water and can be in addition to any fruit or flavoured drink to have with their lunch.

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 discuss progress, see their work and discuss 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 / Deputy Headteacher should be approached before finally asking to see the Headteacher. An appointment can be made through the school office.

Parents in School

Parents (and grandparents) are welcome at Cranford Park. This can range from regular help in the class to supporting with a club or accompanying pupils on occasional visits. You may have time and skills that will be very 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.

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 team totals and the top colour team 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.

Absence from School

On the occasion of any absence from school it is essential that you inform the Office staff by telephone, the study bugs app or a signed letter **before 9.10am**, giving the reason for the absence. In line with our attendance policy, if we do not receive notification by 9.10am we will text and/or telephone you to ascertain the reason for absence. **If no contact can be made, an unauthorised absence will be recorded for your child and will appear on their report at the end of the year.**

It is not general policy to give children work to do when they are ill, although long hospitalisation or convalescence may be considered exceptions.

Under government legislation holidays **are not** to be taken during term time, including long weekends, In very exceptional circumstances a leave of absence may be approved. For all absences an *Application for Leave of Absence* should be obtained from, and returned to, the school office **well in advance** of the commencement of the leave. Please do not ask for work to be taken on the holiday. *Under no circumstances will absences for leave in term time be authorised after they have happened.*

Please note that the authorisation of such leave is entirely at the discretion of the Headteacher and is not an entitlement. Whilst we understand that there are often compelling reasons for taking holidays during term time, we would appreciate your co-operation in avoiding such absences if possible. Not only is a break disruptive to your child's education, it also has a detrimental effect on the rest of the class when vital teaching input has to be repeated to children returning from absence. **No leave will be authorised for Year 2 or 6 pupils in the period before SATs in May and June. Leave will also not be authorised for children who fall below the published attendance figure. See Leave of Absence form for more information.**

Home Details

From the information provided by you on the pupil admission form, a computerised record is set up for your child. Ideally, these records should include the home address and daytime contact telephone numbers for both parents, together with a telephone number of a neighbour / friend / grandparent for us to try if parents are unavailable.

It is vital that these records are kept up to date and that all parents give an emergency number that they can be contacted on during the day. Please notify the office of any changes to this information.

If a change of address should involve a change of school, kindly let us have the name and address of the new school, together with your change of home address.

Appointments during School Hours

It is sometimes the case that dental and medical appointments for children occur in school time. Please give prior notice of the appointment by letter or email to the office or your child's class teacher, and then come to the school office to collect your child and sign them out. Similarly, when you are returning your child after a medical appointment, please call at the office so that he / she can be registered as being on the premises for the session.

Health and Accidents

Please inform us of any special conditions or disabilities in connection with your child's health. It is also helpful for us to be aware of any emotional stress or problems that your child may be experiencing.

The school has several fully qualified First Aiders. Should your child become ill at school, or be involved in an accident, we shall alert you and ask you to take the child home. We shall inform you by letter and text message if your child has a bump to the head in school. If the accident is sufficiently serious, we shall take the child directly to Frimley Park Hospital, and meet you there.

Because of this, it is vitally important that we are informed of any change in work telephone numbers, or details of how you can be contacted in case of emergency.

Managing Medications

The school has a clearly defined policy for supporting pupils with medical needs. Please talk to the school office staff if your child requires regular medication.

Car Parking

During the school day, the school car park is for staff, Local Authority Officials and visiting contractors. Unfortunately, we do not have parking 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.

Use of Play Equipment Before and After School

Children should not be using the play equipment, including the trim trail, multi-gym and climbing wall, unless they are supervised by a member of staff. This includes younger siblings who may be accompanying you to drop off or collect your child(ren).

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. Whilst these contributions are voluntary, the school cannot afford to fund these visits within its budget so parental support is vital in order for them to take place.

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

Swimming

Pupils in Year 5 will take part in Swimming lessons, usually once a week for a period of weeks over the whole year. There will also be some top up sessions for Year 6 at the end of the academic year. The swimming programme on offer culminates in deep water testing and is paid for by the school. A suitable swimming costume (no bikinis or Bermuda shorts) and towel should be provided.

Behaviour & Discipline

Our Behaviour Policy has been developed with pupils, staff and parents and states the procedures we adopt in school to manage the 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.

Equalities Policy

Our Equalities Policy outlines our duties under the Equality Act 2010 as both a provider of education and as an employer.

Attendance Policy

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

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

Secondary School

The majority of our pupils transfer to Yateley School or Frogmore Community College when they leave us at the end of Year 6. We liaise closely with the secondary schools to ensure a smooth transition, and a variety of activities take place during the summer term to support this.

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.