



ESSENTIAL INFORMATION

School Details

Croyland Primary School
Croyland Road
Wellingborough
Northamptonshire
NN8 2AX

Telephone: 01933 224169
Fax: 01933 275831

Email: bursar@croyland-pri.northants-ecl.gov.uk

Website: www.croylandprimary.co.uk

Headteacher: Mr. Tim Hill
Deputy Headteacher: Miss Lucy Deakin
Chair of Governors: Mrs. Angela Packwood

School Secretary: Mrs. Liz Payne
Bursar: Mrs. Denise Layer

Croyland Primary School caters for approximately 330 children aged 4 to 11 years, grouped into twelve classes. Our school has a spacious library, large hall and is well equipped for delivering ICT within the curriculum. We also have our own Radio Station. There is a large playground and field used for sporting day activities.

Admission Arrangements

Children are admitted into school in the September of the academic year in which they become five. You can register your interest for a place at Croyland Primary School by contacting the School Secretary who will add your child's name to the school's waiting list. The school must see the original copy of your child's birth certificate before the child's name can be placed on the waiting list. You can apply online at www.northamptonshire.gov.uk/admissions. All applications must be made through the County Council's School Admissions team.

We currently admit 60 children into our reception class each September. If the school is oversubscribed, places are allocated in line with the Local Authority's Admission Policy.

Admission Criteria

Community Primary Schools – Urban

Places will be allocated to pupils who have a statement of SEN that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:



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(i) Children in public care.

(ii) Children with specific medical and social needs, supported by written evidence from an appropriate professional person (please see definitions below for further information)

(iii) Pupils with an older brother or sister continuing at the school at the time of admission of the younger child.

(iv) Pupils who live closer to the preferred school than any other school.

(v) Other pupils.

If the admission number is exceeded within criterion (iv) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school.



Our School Aims

- Provide every opportunity for children to reach their full potential and become independent, creative learners, recognising that learning is a continuous life-skill.
- Provide an education that stimulates every child to learn and develop their skills in a welcoming, calm and happy atmosphere.
- Create a safe, well-organised and inspiring environment where everyone feels respected and valued, and effective communication takes place.
- Promote good behaviour, consideration for others and honesty.
- Help children achieve healthy life-styles and make informed decisions.
- Encourage and celebrate achievements, promoting high expectations and developing self-esteem.
- Develop a feeling of belonging to and responsibility for the school and local community, whilst also making a positive contribution as a citizen to the wider world.



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School Organisation

8.40am	Children admitted into school & supervised by staff
8.55am	Morning Session begins
12.15 – 1.10pm	Lunchtime (FS & Key Stage 1)
12.35 – 1.25pm	Lunchtime (Key Stage 2)
1.30pm	Afternoon Session begins
3.15pm	End of school day: Foundation Stage
3.20pm	End of school day: Key Stage 1
3.30pm	End of school day: Key Stage 2



Children should be on the premises by 8.50am. Registration is at 8.55am. It is important that children arrive to school on time. Pupils who arrive after this time will receive a late mark.

May my child bring a snack to school for break time?

Yes, the children have a 15-minute break in the morning. During this break the children may have a healthy snack brought in from home. You may take advantage of the school's Cool Milk Scheme, whereby you can pay in advance for your child to receive a carton of milk during this break. The school operates a morning break healthy tuck shop. Children in Key Stage 1 also receive a piece of free fruit each day. The school operates a morning break healthy tuck shop for Key Stage 2 children.



We encourage children to bring water bottles into school. These are kept in the classroom, allowing pupils to drink water throughout the day. These bottles must only contain water.

What will happen if the school has to close and how will I find out about it?

Should the school be forced to close due to abnormal conditions; e.g. severe weather, health & safety reasons etc., news of the closure will be announced on local radio stations, and attempts will be made to contact all parents to ask them to collect their children. Parents may also be contacted by text message directly to the mobile telephone number that the school has on its records



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Lunchtimes

What arrangements are in place for hot meals or packed lunches at lunchtime?

We offer excellent hot meals which are provided by the County Council caterers *Nourish*. If you are in receipt of income support, your child may be entitled to receive free school lunches. Please contact the school office for further details where staff will be happy to assist you with the necessary arrangements.

We encourage the children to bring a healthy packed lunch. Research shows that a good balanced diet leads to better performance and concentration. We ask that parents refrain from giving their children carbonated drinks or drinks in a glass bottle, and that **no sweets are brought to school for either break or lunchtimes**. We also strongly recommend that there is only one portion of chocolate in their lunchbox.

Please note that our lunchtime supervisors cannot force the children to eat all of their lunch! However, they will encourage your child to eat what you have provided.

School Uniform

What is the school uniform and where can it be bought?

We are proud of our school and our pupils, and wearing of the correct uniform is visual evidence of our pride. Please ensure children have the correct school uniform at all times.

Winter Uniform

White Polo Shirt with school emblem
Grey or black skirt /Pinafore dress or trousers
Royal blue sweatshirt or cardigan with school emblem
Sensible low-heeled shoes in black, **not trainers**

Summer Uniform

As above, or substitute with:

Blue checked or striped dresses
Grey shorts

Sandals must be sturdy, flat heeled and worn with socks. We would advise that for health & safety reasons, open toed sandals are not appropriate.



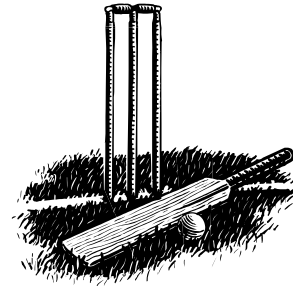
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PE Kit

Is there any specific P.E. kit that my child needs?

Girls: PE t-shirt – white
Plain black shorts or black cycling shorts
Tracksuit for cold weather (Yrs 3-6)
Plimsolls – black
Trainers (Years 1 to 6)

Boys: PE t-shirt – white
Plain black shorts
Tracksuit for cold weather (Yrs 3-6)
Plimsolls – black
Trainers (Years 1 to 6)



Children should bring home their PE kit on a Friday evening to be washed ready to bring back to school on a Monday. No jewellery, including earrings, should be worn during PE and long hair needs to be tied back for PE.

Swimming (Years 3 & 4 only)

Which classes have swimming lessons?



Pupils in Years 3 & 4 will have swimming lessons at Wellingborough Pool. Boys should wear swimming trunks, not shorts, and girls should wear a one-piece costume not a bikini. In line with Local Authority policy and guidance, children are not permitted to wear goggles.

Jewellery

Can my child wear jewellery to school,?

Children are permitted to wear one stud earring in each ear. **Jewellery should not be worn for PE, swimming or extra curricular activities.** The school cannot be responsible for items of jewellery either misplaced or lost. If children are unable to remove their own earrings, **(please ensure that they do not wear them on days when they will be involved in PE or sporting activities).** If your child is having their ears pierced, please arrange for this to happen at the beginning of the summer holidays.



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Personal Belongings

Can my child bring his/her belongings to school?

Children should not bring toys or games into school unless requested by the class teacher as part of a lesson. Mobile phones or electronic devices e.g. MP3 players, should not be brought to school.

All items of clothing and equipment (i.e. lunchboxes, musical instruments etc) should be marked clearly with your child's name.

Lost property, which is unnamed, will be held in school for a short time only before being passed on for recycling.

Health & Welfare

What will happen if my child is ill or is injured whilst at school?

In the event of your child being taken ill whilst at school, parents will be contacted. **It is essential that your contact details are kept up to date at all times, so if your address, phone or e-mail details change please notify the school as soon as possible.**



Injuries

Following an accidental injury, we have several qualified first aiders who will assess the situation. If we believe that your child needs to be seen by a doctor, you will be contacted. If we are unable to contact you and your child needs immediate medical attention, a member of staff will accompany them in your absence, but we will still make best efforts to contact you.

Do we have a school nurse?

The school health service carries out required visits to school to monitor physical development, eyesight and hearing with each pupil in the reception year. Parents are able to accompany their children if they wish.

If you wish to contact the school nurse with any health issues regarding your child, you may pass a letter addressed to the school nurse, marked confidential, to the school office who will ensure that it is passed on promptly.

You will be informed if your child sustains an injury during the school day, via an 'Accident Report Slip'. Minor head injuries may later prove more complex – by notifying you of a head injury, you will be better equipped if you need to see a doctor with your child after school.



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How do you protect my child?

Our first priority is your child's welfare. Parents need to be aware that the Local Authority requires all Headteachers to report any obvious or suspected cases of child abuse or neglect. This procedure is intended to protect children at risk, and schools are encouraged to take the attitude that where there are grounds for suspicion, it is always better to be safe than sorry.

What other ways does the school work to keep my child safe and healthy?

We encourage healthy living, and therefore the school operates a non-smoking policy. **Smoking is not permitted anywhere in or around the school grounds and buildings.**



Absences from School

What should I do if my child is/has to be absent from school?

If your child has to be absent from school for any reason, please ring the school office on the first day of absence where you can leave a message on the automated system. On your child's return to school, please send a written letter explaining your child's absence, or complete a School Absence Form available from the website. If you don't tell us your child's absence will be recorded in the register as unauthorised.

Holidays

Can I take my child on holiday during term time?



We strongly discourage you from taking your child out of school during term time. Save exceptional circumstances, a pupil shall not be granted more than ten days special leave of absence in any academic year. Special leave will not be granted during the week of national tests, usually held in May. If you wish to request Special Leave for your child, please request a Special Leave Form available from the School Office and submit it two weeks before your proposed date of leave. Each request is subject to the approval of the Headteacher.

Special Educational Needs (SEN)

What if my child needs extra help with their learning?

We recognise the broad spectrum of children's abilities and aim to give every child the opportunity to achieve their potential in learning. Sometimes, in order for a child to achieve this, they need additional support. We are committed to providing a high standard of provision and support for children with special educational needs. Our school policy ensures that individual needs are identified as early as possible, appropriate learning programmes (Individual Education Plans) are devised and



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implemented, and reviewed regularly. Further advice and more specialist input is sought from external support agencies when the need arises.

The Head of Inclusion (SENCO) is designated with the responsibility of overseeing special needs provision within the school. In addition, there is a designated governor responsible for special educational needs. The SENCO works in accordance with the national Code of Practice for SEN, and helps to ensure that all children receive the right level of support. An important part of their role is to ensure that parents are kept well informed about the level of support their child needs and receives at Croyland Primary School.

What are the steps taken if my child is having problems with his/her learning?

1. A concern is expressed about a pupil's progress by a parent or teacher. If the teacher makes this referral, parents will be informed of the teacher's concern via a letter.
2. The class teacher implements additional support with specific targets and actions recorded on an Individual Education Plan (IEP). Parents', and where appropriate, the pupil's opinions are sought. This stage is known as 'School Action'.
3. If further support is required, the class teacher seeks advice from the Head of Inclusion (SENCO). Targets and specific programmes of work continue and the pupil's needs may be met through small group or individual work under the supervision of a Teaching Assistant.
4. If the school feels that a child would benefit from the involvement of specialist external support, then advice is sought from Children and Young People's Service. This organisation supports school in providing specific programmes and recommendations for individual pupils and their needs. This stage is known as 'School Action Plus'.

What if my child is particularly talented?

At Croyland Primary School, we also recognise the needs of the high attaining children who are gifted and talented. We are continually developing strategies to enable these children to be challenged and reach their potential.

Home-School Partnership

How does the school work with parents and families?



At Croyland Primary School we believe that the most successful educational experiences exist where there is a strong partnership between the child's family and school. Positive links between home and school are crucial in achieving the maximum learning potential of each child. We work hard to make this link a close and active one, and warmly invite you into school to share in your child's learning. Parents are always welcome to make an appointment, at a mutually convenient time, to see a class teacher or a member of the Senior Team.



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You are encouraged to communicate directly with your child's class teacher to discuss progress, concerns or other issues affecting your child. With the exception of emergencies, we do ask that parents avoid dropping into school immediately before the start of school, as staff are busy setting up for the day.

Curriculum Newsletters are sent home prior to the start of each half term informing you of what your child will learn about during the forthcoming weeks. This gives parents the opportunity, should you wish, to carry out any visits or research linked to your child's learning within school.

We have a **Home-School Agreement** that sets out the expectations and responsibilities placed on children, parents and the school. You will receive a copy of this agreement at the start of each academic year. We invite you to share and discuss this agreement with your child, then sign and return to school before the end of the first week back in September. Essentially, this agreement seeks to ensure that there is good cooperation and mutual support between home and school.

An ideal way for parents to become proactive in supporting our school is to get involved with the **Parent Teacher Association (PTA)**. All parents of children who attend Croyland Primary School are considered automatic members of the PTA. This group organises many fun and exciting fund-raising activities that take place over the school year. Please have a look at their 'new parent' brochure.

Throughout the year there will be regular activities for you to join in with, including Class Assemblies, Parent Information Evenings, Concerts and Achievement Assemblies. All of these events are published in the school's newsletter, published at least half-termly.

Before and After School Care

What out of hours provision does the school have?

The school provides Breakfast and After School Club provision at the school.

The Breakfast Club runs from 7.45am and costs £3.00 per session and the After School Club finishes at 6pm and costs £6.00 per session. The children have the opportunity to participate in a wide range of activities and are provided with a light snack and drink.

A Holiday Club is also available during the school holidays. At the time of going to press, It costs £22.50 per day or £13.50 for a morning session and £14.00 for an afternoon session. Please contact the Out of Schools Provision Manager, Michelle Hackney on 01933 234027 for more information.



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Reporting to Parents

How will I know how my child is doing in school?



Our school holds two formal **Parent – Teacher Consultation Evenings** where parents are invited to discuss their child's achievement, progress and attainment with the class teacher. These evenings are usually held in December and March. In addition, there is a '*Back to School Night*' in September where your child's class teacher will introduce themselves, share their classroom expectations with you, along with other important information such as PE days, homework requirements etc.

Annual written school reports indicating your child's progress in all curriculum areas, will be sent home towards the end of the summer term. Children in Year 2 and Year 6 will be assessed in English and Mathematics against nationally agreed criteria. The outcomes of these assessments will be shared with parents.

In line with Northamptonshire County Council policy, all records maintained on pupils are open to parents and guardians with Parental Responsibility. Reasonable notice in writing should be given when access to records is requested.

Behaviour and Discipline

How does the school deal with behavioural issues with children?

We expect high standards of behaviour from everyone in our school community; visitors, staff, parents and children. There is an expectation that everyone accepts responsibility for their behaviour, shows respect for themselves and others, and has due regard for their own and other people's property. We promote good manners and courtesy at all times. Aggressive and/or abusive parents and visitors will not be tolerated in our school - they will be asked to leave the premises. All incidents of aggression/abuse against members of staff will be reported to the Governing Body.

Our school has a calm and caring atmosphere, and behaviour of children is generally very good. We have a Behaviour Management Policy that provides a framework for managing behaviour both in the classroom context and on the playground. On the rare occasion when a child has difficulty managing their own behaviour (where there are no signs of improvement), the class teacher will contact the parent at an early stage to plan a way forward.

How does the school handle bullying or racism if it happens?

We have a zero tolerance policy with regards to bullying. When there has been an incident of bullying reported, parents of both the victim and perpetrator are made



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aware of the problem. We endeavour to resolve the issue through reconciliation and apology, supporting both the victim and the bully.

Children are taught to recognise and understand the difference between right and wrong, and explore the concepts of truth, fairness and justice. We prepare children for growing up in a society of diverse cultures and faiths; racism is a very serious breach of our Behaviour Management Policy and parents will be informed if their child is involved in any type of racist incident. In all cases, a Racist Incident Form will be completed and sent to the Local Authority.

Educational Visits

Does my child have opportunities to go on school trips?



Children learn best through practical, first-hand experiences. Where possible we try to provide opportunities for children to take part in visits off site to supplement the work being undertaken in school e.g. visits to museums, field visits to places of historic interest. These visits excite and engage pupils, and support them in extending their knowledge, skills and understanding.

Currently, we are consulting with parents on our residential trips. It is anticipated that there will be an outdoor pursuits residential experience with a focus on team building, developing social skills and challenging the children's physical and mental capabilities. Children in Year 4 have a three-day residential to Yardley Gobion.

Travel to School

What is the school's approach to how my child gets to and from school?



Children who live in Wellingborough are encouraged to walk to school. For reasons of safety, only staff and official visitors to the school should park their vehicles in the school Car Park.

Is there parking for parents?

Parents driving to school are requested not to drop off, or park directly on the yellow zigzags. We also ask that parents are respectful of the local community and park with due care and attention when bringing children to school. We recommend that you aim to car share with another family to help reduce congestion.

Charging Policy

Will I have to pay for anything that my child does at school?

We are required to have a School Charging Policy (for school visits, visiting theatre companies etc.). Parents may be invited to make a voluntary contribution towards



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the cost of additional educational activities. If parental contributions are not sufficient these activities may have to be cancelled. Please ask to see the school's Charging Policy for further guidance.

The Governing Body

Who manages the school?

The Governing Body exists to support and contribute to the strategic development plan of our school. Whilst the Headteacher is responsible for the day-to-day management and leadership of the school, the Governing Body are involved with overseeing the curriculum, pupil welfare, premises, personnel and school finances at a strategic level. We are fortunate to have a dedicated team of governors who are actively involved in the life of the school.

The Governing Body is composed of the Headteacher, representatives from the Local Authority, parents, staff and members of the local community. When the term of office of a parent governor comes to an end, elections take place to replace them.

If you wish to bring any matters to the attention of the Governing Body, you should address your correspondence to: Chair of Governors, c/o Croyland Primary School, Croyland Road, Wellingborough, Northamptonshire, NN8 2AX.

Complaints Procedure

What if I am unhappy with how an issue is dealt with?

If you have any concerns or a complaint regarding the provision the school makes for your child's education, please discuss these **in the first instance** with the class teacher or member of staff directly concerned. If your concern is not resolved, please make an appointment to meet with a member of the Senior Team.

If you are still dissatisfied, and feel that your complaint remains unresolved, you should make an appointment to discuss the matter informally with the Headteacher. The complainant may be asked to make a formal complaint in writing to which the Headteacher will issue a written response. If you are still dissatisfied, you will be advised to put your complaint in writing to the Chair of Governors. You also have the right to contact the Local Authority if you feel the school and Governing Body have failed to resolve your complaint.

Every effort will be made to deal promptly with each complaint as it arises. However you are encouraged to talk informally with staff at an early stage if you have any concerns. In this way, matters can be speedily resolved.