

Croyland Primary School



**“a happy school where we become
experts in lots of things”**

Essential Information for pupil admission 2026/2027

(The information inside this booklet is laid out alphabetically with related subheadings in italics)

Dear Parents/Carers

This essential information booklet, I hope, provides answers to the many questions you may have about Croyland Primary School. If you cannot find an answer to your query, please do not hesitate to contact us.

I look forward to meeting you and your child over the coming weeks.

Miss Lucy Deakin

School Details

Croyland Primary School
Croyland Road
Wellingborough
Northamptonshire
NN8 2AX

Telephone: 01933 224169

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

Website: www.croylandprimary.co.uk

Headteacher:	Miss Lucy Deakin
Deputy Head:	Mrs. Kelly Collins
Assistant Headteacher's:	Miss Sam Mitchell & Mr Luke Carroll
EYFS Lead:	Mrs. Hellin Stacey
Lead for Inclusion:	Mrs. Denise Horton
Lead Practitioner for Pastoral Support:	Mrs. Chris Baillie
Chair of Governors:	Mrs. Tracy Elliott
School Business Manager:	Miss Kelly Durham
School Administrator:	Miss Rachael King
Receptionists:	Miss Janet Stock & Mrs Beverley Westwood

<http://www.croylandprimary.co.uk> – Our School website provides a wealth of information regarding our school's curriculum and the enrichment activities we provide.

Attendance and Punctuality

Our School Day

The Reception School Day

8.40am	Children welcomed into school & supervised by staff
8.55am	Morning session begins
11:45am – 12.45pm	Lunchtime
12.45pm	Afternoon Session begins
3.20pm	End of school day

The KS1 (Year 1 and Year 2) School Day

8.40am	Children welcomed into school & supervised by staff
8.55am	Morning session begins
12.10pm – 1.10pm	Lunchtime
1.10pm	Afternoon Session begins
3.25pm	End of school day

The KS2 (Years 3, 4, 5 & 6) School Day

8.40am	Children welcomed into school & supervised by staff
8.55am	Morning session begins
12.30pm – 1.30pm	Lunchtime
1.30pm	Afternoon Session begins
3.30pm	End of school day

Attendance and Punctuality:

The school is open from 8.40am. All children are expected to be in their classrooms by 8.50am. The register will be taken at 8.55am. It is important that children arrive to school on time. If your child arrives after 8.55am, they will have to enter school via the main entrance door. All late marks are recorded in the register. If you arrive after 9.30am a 'late after register has closed' mark is recorded. This will count as an **unauthorised absence** and count as a missed session.

Ten unauthorised absences will lead to the school referring your case to the Educational Inclusion and Partnership Team and a penalty fine may be issued.

In order for your child to do well both academically and socially, it is essential that they attend school every day. Research has shown that children with good attendance achieve considerably higher results, so your child's chances of a successful future may be affected by not attending school regularly.

Where attendance falls below 95%, attendance will be monitored closely. Continued poor attendance could result in a fixed penalty notice from the Local Authority. Attendance can be monitored from home on your Edulink account.

If you are experiencing difficulties getting your child to school, please do not hesitate to contact either your child's class teacher or Mrs. C Baillie, Lead Practitioner for Pastoral Intervention, who may be able to offer support or advice.

School Absence:

If your child has to be absent from school for any reason, please ring the school office on the first day of absence before 8.45am, giving details of your child's name, class, illness and expected day of return. The automated system allows you to leave a message. **You can also use your Edulink app to report your child's absence.** Unless you are spoken to by a member of the office team

and a return to school date is agreed, you must report your child's absence **daily**. If no message is received by the school, as our duty of care dictates, we will call you to ask where your child is or make a house call.

If we are unable to get in contact with you whilst your child is absent from school, we may conduct a home visit. This is part of our safeguarding procedures.

If you do not inform us of the reasons behind your child's absence, it will be recorded as unauthorised on the school register.

Medical Appointments

We ask, that wherever possible, medical appointments are made out of school hours. If you are not able to do this, please make the appointment so that it causes as little disruption as possible to your child's day; either first thing in the morning or late in the afternoon. When your child arrives in the morning after a medical appointment, they must be brought into school via the main entrance door. Arrival before 9.30am can be recorded as a late (L) and arrival after 9.30am will be recorded as a medical (M) which is an **authorised absence**.

Unless the medical practitioner has stated that they are unfit for school **it is expected that** your child returns as soon as possible to complete the rest of the school day.

Illness:

Children that are off school with diarrhoea and/or vomiting must be kept off school for **48 hours** after the last bout of illness. This is to prevent the spread of further illness.

Please inform the school if your child is confirmed as having an infectious illness such as Chickenpox, slapped cheek, rubella or Hand, Foot and Mouth, so that we can inform pupils and staff members who may be susceptible to infection.

Lates:

Children have a prompt start to their learning each day after the register. Classroom doors and gates are locked at 8.55am to facilitate this. If your child is late, you will need to report to the main reception. We keep a record of lateness in school as we know this is detrimental to your child's social development and learning.



Holidays:

Headteachers are no longer permitted to authorise any holidays during term time. If you wish to request Exceptional Leave for your child please request an Exceptional Leave Form which is available at the school office. This form must be returned with a letter explaining the exceptional circumstances that you feel warrant your child being granted leave during term time. Each request is subject to the approval of the Headteacher who will consider the request, taking into account the reason, previous requests and your child's attendance record. We will give you a written response as soon as possible. If your requested leave is refused and you still choose to take your child, it will be recorded as an unauthorised absence.

If, on receipt of the exceptional leave form and during the absence, the Headteacher has reason to believe that a holiday has been taken, she reserves the right to change the register mark from authorised to **unauthorised**. The reasons for this decision will be confirmed to you in writing. Honesty is the best policy.

Ten unauthorised absences will lead to the school referring your case to the Educational Inclusion and Partnership Team and a penalty fine may be issued.

Behaviour and Discipline:

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 or welcomed on to our school site - they will be asked to leave the premises.** All incidents of aggression or abuse against members of staff will be reported to the Governing Body and the police. The outcome of this may be that your invitation onto our school site is revoked.

Our school will not allow a child to repeatedly cause significant disruption to the learning of others. This is unfair and potentially affects the life-chances and wellbeing of their peers.



The pupils at Croyland created our Behaviour Strategy. It focuses on the values of citizenship. They review it annually to ensure it continues to fulfil its purpose. It was created on the shared understanding that teachers have the right to teach and all children have the right to learn and to feel safe in school.

Our Behaviour Policy makes clear the preventative actions that we employ and the strategies that are in place to help pupils manage their behaviour. It can be found on our school website.

There is no place in our school community for violence, bullying, harassment, vandalism, discrimination linked to prejudice, rudeness or bad language by either children or the adults who care for them. Sanctions for pupil behaviour may include internal exclusion,

after school detention or fixed term exclusion. Where damage to school property is caused, if proven to be wanton, the Governing Body will seek redress from those who are responsible, or their parents.

BIKES AND SCOOTERS

We are happy for children to ride their bikes and scooters to school and we have bike/scooter racks in the reception outdoor area. Cyclists must wear a helmet. If your child chooses to come to school in this way, they must have a lock to secure their property. **School will not be held financially accountable for the loss or damage to any bike or scooter.**

BREAK TIME:

The children have a 15-minute break in the morning. During this break, a Key Stage 2 child 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. A carton of milk is provided free of charge for children up to 5 years of age. Children in Key Stage 1 also receive a piece of free fruit each day.

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. **Flavoured water, squash, fizzy drinks etc. should not be brought into school.**

BULLYING

There is no place in our school community for violence, bullying, harassment, vandalism, discrimination linked to prejudice, rudeness or bad language by either children or the adults who care for them. Our Promotion of Positive Behaviour Policy is to ensure that children learn in a supportive, caring and safe environment without fear of being bullied. If bullying is suspected or reported, the incident will be taken seriously and recorded and dealt with as soon as possible

Cyber-bullying: The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click. **In view of this please, be aware that the Education Act 2011 gives schools wider search powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images or content on electronic devices, including mobile phones.**

CARING FOR CHILDREN WITH SPECIFIC MEDICAL NEEDS:

The school has a member of staff, Miss King, who is the designated lead teacher for children with medical needs. She works closely with parents and children to ensure that correct procedures and protocols are in place to enable any pupil with a long or short-term medical condition, to receive their full educational entitlement.

Whether your child has a long or short-term medical condition, it is vital that all information is shared with us so that we can ensure that the best care is being given to your child. If at any point in the year anything changes with your child's medical situation, please let us know.

CHARGING POLICY:

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 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

ParentPay:

In an attempt to remove all cash and cheques from the school premises, we are encouraging all parents to use ParentPay. You can use ParentPay to pay and book for your child's school meals, attendance at our breakfast and after school club and also to make easy affordable payments for residential and day trips.

The schools online payment system gives you a more convenient and flexible way to pay online and by making cashless payments, you can have peace of mind that your money has reached the school safely and, you will also have proof of booking and payment. You will receive an invitation to set up your account in September. For any queries, please see Mrs. Johnston in the school office who will issue you with this letter.

CHILD PROTECTION AND SAFEGUARDING:

Our school has a duty to investigate where there is any cause to suspect that a child is suffering, or likely to suffer, significant harm. We operate on a policy of respectful uncertainty. Our 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 through to the MASH Safeguarding Hub. This procedure is intended to protect children at risk of harm. When we need to do this, unless by doing so we believe it will put your child in further danger, we will always inform you. This is never an action that is done without reference and due regard to the Local Authority Thresholds and Pathways criteria.

[Thresholds and Pathways - Northamptonshire Safeguarding Children Board \(northamptonshirescb.org.uk\)](http://northamptonshirescb.org.uk)

CHILDREN WALKING TO AND FROM SCHOOL ALONE:

As a parent, the decision is yours. However, a child walking to and from school below the age of 8yrs old, or an elder child with significant needs, is deemed a safeguarding concern, regardless of maturity or distance from school. We will record our concerns on our internal record keeping systems and share with safeguarding professionals as required.

Written consent is required before any child can walk off site alone after school.

COMMUNICATION:***EduLink:***

On joining the Croyland community, you will be invited to register with EduLink- our email communication service. EduLink can be accessed by an internet browser or an app from your app store. When you have registered you will be able to report your child's absence, book parents' evening appointments, receive school newsletters, join school clubs, complete school surveys and update your own details.

Text messaging:

From time to time, we may need to send a message asking you to call the school or to inform you of a last minute change to a planned meeting or scheduled event. Please keep your contact details up-to-date at all times. Texts can be seen in your EduLink account and also will come through your regular text service route.

Throughout the year there will be regular activities for you to join in with, including Class Assemblies, Parent Information Evenings, Concerts, and Sports Day. You will be made aware of upcoming events via EduLink.

COMPLAINTS PROCEDURE:

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 our Senior Leadership Team; Lucy Deakin or Kelly Collins.

If you are still dissatisfied, and feel that your complaint remains unresolved, you should make an appointment to discuss the matter with the Headteacher. 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.

DOGS ON SITE:

Dogs are **not** permitted on the school site. Many children are allergic to dogs or just frightened of them.

EDUCATIONAL VISITS:

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.

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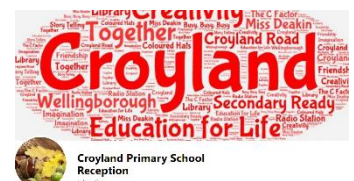
We also provide residential experiences in Key Stage 2.

EMAIL:

Each class has their own email address which is checked daily. Details of class email addresses can be found in the class pages on the school website. Please ensure urgent messages are given in person or by calling in to school. Please do not expect teachers to be responding to emails outside of the school day.

GOVERNING BODY

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.



If you wish to bring any matters to the attention of the Governing Body, you should address your correspondence to: Mrs Tracy Elliott, Chair of Governors, c/o Croyland Primary School, Croyland Road, Wellingborough, Northamptonshire, NN8 2AX or email: telliott@croylandprimary.org.uk. Information on members of our Governing Body are displayed on our school website, in the About Us section.

HEALTH AND WELFARE:

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. You can update your contact details using Edulink.**

Bumped Heads:

Inevitably, at some point during your child's time at school they will bump their head. The school will send you a text message to let you know that this has happened. The majority of head bumps are very minor and cause no problem but once home, you should let your child rest quietly. If you notice any of the following symptoms in the following 72 hours, the recommendation is to call a doctor.

- Noisy Breathing
- Vomiting
- Fits
- Drowsiness / Headache
- Double vision or speech difficulties
- Your child gives you any cause for concern

Handwashing:

Children do not always listen when parents tell them to wash their hands before eating, after using the bathroom, or when they come inside from playing. However, hand washing is by far the best way to prevent germs from spreading and to keep children from becoming ill.

When children come into contact with germs, they can unknowingly become infected simply by touching their eyes, nose, or mouth. Once they are infected, it is usually just a matter of time before the whole family comes down with the same illness.

Good hand washing is the first line of defence against the spread of many illnesses, from the common cold to more serious infections, such as meningitis, bronchiolitis, the flu, hepatitis A, and most types of infectious diarrhoea. Children that are off school with diarrhoea and or vomiting must be kept off school for 48 hours after the last bout of illness.

Head Lice

Head lice and nits are unwanted visitors, but very common ones for most children. We no longer send out whole class notifications regarding head lice but will notify you in person to take action should they be present.

- Check for lice and nits. Regularly checking your child's hair will mean you can spot head lice at the very first sign and treat them effectively.
- Treat the head lice. Treat head lice as soon as you see a live one. Check all of the family and treat anyone who has lice.
- Repeat, repeat, repeat. We've said it before and we'll say it again – repeat, repeat, repeat. Always follow up the treatment method as directed by the product you're using. If you choose the conditioner and nit comb method, repeat this at regular intervals until all the nits and lice have gone. Even with treatments that claim to kill head lice after one application, the Department of Health suggests checking for lice again after 3-5 days, and again 10-12 days after using the treatment. This is because not all the eggs may be killed by the first application. Regular combing through your child's hair and checking will help prevent a re-infestation.
- Spread the word, not the lice. Head lice are extremely common. It is nothing to be embarrassed about.
- Do not fall for myths. There are many common myths surrounding head lice and nits, and

some spread faster than gossip around the school playground.

Head lice myth buster				
Myth or truth	 State of hair	 Length of hair	 Spread of lice	 Itchy scalp?
Myth	Prefer clean hair	Prefer long hair	Jump and can spread via clothes/towels	Always means itchy scalp
Truth	Infect both clean and dirty hair	Infect all lengths and types of hair	Walk from head to head	Only itches if allergic to bites/faeces

Injuries:

Following an accidental injury, one of our qualified first aiders will assess the situation in our medical room. 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 to a medical facility in your absence, but we will still make every effort to contact you.

Medicine at School

Excellent attendance for all children is vital to enable them to get the most out of their education. Whilst we hope your child has a happy and very healthy time with us, we recognise that small children do become unwell, especially when they first start school and may need the help of medicine to get better.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. This avoids the possibility of medicines being left in school, and children not being able to take their medicine as prescribed. Your doctor may be able to advise you how you can manage the dose outside of school hours.

If your child must have prescribed medication of any type given during school hours, you have the following choices:

- You may come to school and give the medication to your child at the appropriate time (s).
- You may obtain a copy of the authorisation form from the school office – giving permission for a member of staff to administer the medicine.

Prescription medicines must be brought into school by an adult, children **must not** bring in medication. The medicine must be in its original pharmacy-labelled bottle, which states the child's name clearly and contains instructions for administration, dosage and storage.

All medicines must be stored safely and the majority will be kept in a locked cupboard or refrigerator. The exception to this are medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens which must always be readily available to children and not locked away.

School staff **are not allowed to** administer any medication to children unless they have received a authorisation form properly completed, signed by the parent/carer, and the medication has been received, by the school office, in the original labelled container. The member of staff administering the medication will also complete an individual child administration record, which will record the

time and dose given. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Miss Durham, or in her absence a member of staff delegated the role, will give the medicine at lunchtime (noon - 1pm). You may need to adjust the timings for other doses to take this into account. This practise also applies to school trips and residential school journeys. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions.

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, please pass a letter addressed to the school nurse marked confidential to the school office staff, who will ensure that it is passed on promptly.

Screen time and Inactivity:

‘Screen time’ is a term used for activities done in front of a screen such as watching TV, working on a computer or playing video games. You are physically inactive when using screen time so very little energy is used. The Government recommend a **2hr per day limit** on the amount of screen time children should have. This does not include screen time at school, where you would look at a projector, use IPADS and Laptops or see the occasional film.

HOME-SCHOOL PARTNERSHIP:

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 Leadership Team.

You are encouraged to communicate directly with your child’s class teacher to discuss progress, concerns or other issues affecting your child. Please raise any concerns or grievances about the school or its policies via the complaints procedure. 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. We request that you do not share your grievance on social media.

HOME TIME

We appreciate it is tempting to spend time on mobile phones whilst waiting for children to come out of school as social media is now part of life, however you are missing an opportunity to speak to the people around you and to greet your child with a smile and a wave, letting them know they are the sole focus of your attention.

We will only allow you or a named person on our list to take your child. If a friend or relative is coming to collect your child instead of you, please pass these details to the class teacher when dropping off in the morning, or in the case of emergencies, please call the school.

- Your child cannot go home with an older brother or sister; there must be a responsible adult (someone over the age of 16 years).
- Please let staff know if you are going to be late collecting your child. It is quite distressing for young children to still be waiting when the other children have gone.
- Please keep us updated on any changes to emergency contact numbers and addresses.

We expect children to be dropped off and collected from school by a responsible adult until they are in at least Year 4. If working makes this a challenge, we offer very affordable wrap around

care. See page 19 for more details.

HOMEWORK

All children are expected to complete weekly reading and any homework tasks set.

Reading Journals

In the reading journals, you will find teachers making weekly comments about book talk sessions. In these sessions, teachers are working with a group of children to discuss what they have understood from their reading. Please find time to look at your children's reading journals each day and make a comment about the reading you have undertaken together.

Spelling Shed and TT Rockstars

Your child will be given a login for Spelling Shed and another for TT Rockstars. The logins can be found on/inside your child's reading journal. It is the expectation that each child completes at least 3 rounds of each to aid their understanding of our curriculum spellings list and to practise their times tables. We have finishing club in school for any child unable to access the internet at home,

INTERNET USE:

As part of our school curriculum, your child will be accessing the internet and E-mail. We are all very well aware that the cyber world can be a very dangerous place and your child's ability to keep themselves in this world has to be our combined priority. In order to ensure the safety of your child while using these devices, we have devised a set a "rules" which make clear our expectations for any independent use. These "rules" provide an opportunity for further conversations between you and your child about safe and appropriate use of the internet and other on-line tools (e.g. mobile phone), both within and out of school (e.g. at a friend's house or at home). This agreement forms part of our E – safety Policy which is available on the school website should you wish to view it.

The use of the internet for children to play games at home is now commonplace. Many parents are unsure of what games their child should be allowed to play but there is a very easy way to find out about the content of the game your child is playing, <https://pegi.info/>

There is a search engine on the page. Simply type in the name of the game and it will tell you the age rating, and what sort of content this may have in it. Games are more intense and immersive than a movie watching experience. **Please be aware of what your child watches and plays.**



LUNCHTIMES:

We offer excellent hot meals. 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. Office staff will be happy to assist you with the necessary arrangements. All EYFS and KS1 children (Foundation Stage and Years 1 and 2) are entitled to a free hot meal.

For those that do not have a hot meal, we encourage the children to bring a healthy packed lunch. Research shows that a good balanced diet leads to better performance and concentration. We request that parents refrain from giving their children fizzy 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 we are a no nut school. We have several children in school with a nut allergy so do not permit any type of nut include peanut butter or chocolate spread such as Nutella.

healthier lunches for children



Government packed lunch advice:

The UK government produced packed lunch guidance to support the implementation of new school food standards for school lunches and ensure that all children benefit from eating quality food during the school day.

The recommendations for packed lunches are:

- One portion of fruit and one portion of vegetable or salad every day to be included in packed lunches
- Meat, fish or another source of protein should be included every day e.g. lentils, kidney beans, chickpeas, hummus and falafel
- An oily fish, such as salmon, should be included at least once every three weeks
- A starchy food, such as bread or pasta, rice, couscous, noodles, potatoes or other cereals, should be included every day
- A dairy food, such as semi-skimmed or skimmed milk, cheese, yoghurt, fromage frais or custard should be included every day
- Include only water, still or sparkling, fruit juice, semi-skimmed or skimmed milk, yoghurt or milk drinks and smoothies
- Meat products such as sausage rolls, individual pies corned meat and sausages / chipolatas **should be included only occasionally**
- **Snacks such as crisps should not be included.** Instead, include seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or bread-sticks served with fruit, vegetables or dairy food are also a good choice.
- **Confectionery such as chocolate bars, chocolate-coated biscuits and sweets should not be included.** These are not deemed an appropriate lunch item in our school where our focus is upon developing Healthy Lifestyle Choices. I thank you for your support in this matter. Cakes and biscuits are allowed but these should be part of a balanced lunch meal.

Please note, that our lunchtime supervisors cannot force the children to eat all of their lunch! They will encourage your child to eat what you have provided. We will never remove food from your child's lunchbox, but if it is noted that your child repeatedly has an unhealthy lunchbox, you may be called by a member of the school to discuss this further.

JEWELLERY

Children are permitted to wear one stud earring in each ear. **Jewellery should not be worn for PE or extra-curricular activities.** The school cannot be responsible for items of jewellery either misplaced or lost. If your child is 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 or, they will have to be covered with plasters.** If your child is having their ears pierced, please arrange for this to happen at the beginning of the summer holidays.

PARENTAL CODE OF CONDUCT:

At Croyland Primary School, we welcome and encourage parents/carers to participate fully in the life of our school. We expect parents, carers and visitors to:

- Respect the caring ethos and values of our school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or student regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
- Making defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social media sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. School staff are human beings too, they have to follow protocols and such public attacks are rarely one sided. Social media should never be used as an opportunity to vent regarding school life.
- The use of physical aggression towards another adult or child.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs whilst on school property.

Should any of the above behaviour occur on school premises, the offending adult may be prohibited from entering our school site and the police may be called.

PARENT PAY:

In an attempt to remove all cash and cheques from the school premises, we are encouraging all parents to use ParentPay. You can use ParentPay to pay and book for your child's school meals, attendance at our breakfast and after school club and also to make easy affordable payments for residential and day trips.

The schools online payment system gives you a more convenient and flexible way to pay online and by making cashless payments, you can have peace of mind that your money has reached the school safely and, you will also have proof of booking and payment. You will receive a paper invitation when your child has started with us.

PARENT VIEW:

Your views about our school are important to us. You can do this directly through the OFSTED website; or you can follow the links from our school website

<http://www.croylandprimary.co.uk/page/?title=Useful+Links&pid=1984>

PARKING ON THE SCHOOL SITE:

For reasons of child safety, driving and parking onto the school site is restricted to staff and official visitors only. There are a very small number of parking spaces and, as our site is shared with the Croyland Nursery, finding a parking space is unlikely! We also request that you do not park directly on the school drive or on the yellow zigzags outside of school. As above, Croyland Primary School will not be held liable to any damage to your vehicle when it is on our school site.

Any issues regarding disrespectful conduct will result in your driving access on to the school site being removed.

PARKING AND THE LOCAL COMMUNITY:

We also ask that you are respectful of the local community and park with due care and attention to their properties when bringing children to school. We receive numerous complaints from local residents about the lack of consideration and respect for their driveways and gardens and this creates negative feeling between the school and the community. When such complaints are received they are forwarded directly to the police for their attention.

PERSONAL BELONGINGS:

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 should not be brought to school. **We cannot be held liable if by accident a child does bring one of these to school.** If older children have to have a mobile phone or a child accidentally brings a device or game into school, then these **must** be handed into the office on their arrival at school and may be collected at the end of the day. **Croyland Primary School will not accept any liability for such items.**

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.

PUPIL PREMIUM SUPPORT:

The school has the ability to obtain a source of additional funding in excess of the budget received from the Government. This is referred to as Pupil Premium. This premium currently brings £1,320 per pupil into school for use at the school's discretion, to support learning within school and access to an enriched and wider curriculum.

Your child may be eligible for this funding if you receive any of the benefits listed below:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190
- Working Tax Credit 'run-on'
- Universal Credit

Obviously this funding is a welcome addition to school income. To date, it has enabled us to increase the number of teachers in our school that support small group teaching and learning. The funding we receive also enables us to subsidise educational school visits and residential trips and we may be able to provide financial assistances for you in relation to this.

In order for Croyland to receive this money, the onus is upon you to register your entitlement with us. Registering is very easy, apply online at www.northamptonshire.gov.uk . Alternatively, Miss. Johnston, at the school reception, can help you to apply and answer any queries.

Please note, no one will know you have registered and it will not affect any other benefits you are claiming.

PUPIL RECORDS:

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.

REPORTING TO PARENTS:

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 November and March.

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.

SCHOOL UNIFORM:

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
Grey or black skirt/Pinafore dress or trousers
Royal blue sweatshirt or cardigan with school emblem
Royal blue Hooded Jumper with school emblem
Fleece Jacket with school emblem
Sensible **dark** shoes

Children in Year 5 and 6 may wear ties.

Summer Uniform:

As winter uniform, or substitute with:
Blue checked or striped dresses
Grey/dark shorts

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

All uniform can be ordered from MAPAC using the following link:
<https://www.mapac.com/education/parents/uniform/croylandprimaryschoolnn82ax>

PE Kit:

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 - optional)

Boys:

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

Long hair needs to be tied back for PE.

Swimming:

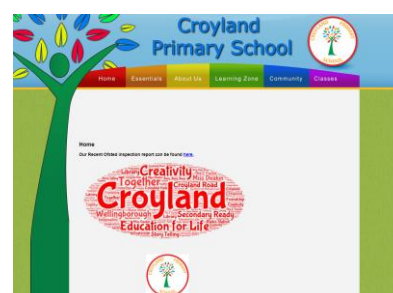
Pupils in Years 3, 4, 5 & 6 will have swimming lessons at Wellingborough Pool. Boys should wear swimming trunks, not shorts, and girls should wear a one-piece costume not a bikini. In line with Local Authority policy and guidance, children are permitted to wear goggles but may be asked to remove them for some parts of a lesson and **must** wear a swim hat which can be purchased through the school.

Jewellery:

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 your child is 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 or, they will have to be covered with plasters.** If your child is having their ears pierced, please arrange for this to happen at the beginning of the summer holidays.

SCHOOL WEBSITE:

The school's website is updated regularly and is a great way to keep up to date with what is happening in your child's class www.croylandprimary.co.uk. You can also find the weekly homework and homework projects and see your children's learning.



SMOKING:

The school operates a non-smoking policy. **Smoking is not permitted anywhere in or around the school grounds and buildings.** This includes smoking in your car whilst it is parked on the school site. E-Cigarettes fall into the same category as cigarettes.

SOCIAL MEDIA

In order to respect the whole school community, we ask parents not to post photographs, videos or comments that include other children at the school or staff members. We also ask that parents/carers raise concerns with staff members in school rather than posting them on social media (whether on your own pages, in closed groups or on school pages). Please refrain from posting anything malicious about the school or any member of the school community.

SPECIAL EDUCATIONAL NEEDS (SEND):

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

The SENCo, Mrs Denise Horton, 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.

SUBJECTS TAUGHT AT CROYLAND PRIMARY SCHOOL:

Your child's education at Croyland Primary School spans seven years and is divided into three phases: Foundation Stage (Reception class), Key Stage One (Years 1 and 2) and Key Stage Two (Years 3, 4, 5 and 6). The school curriculum encompasses the sum total of learning opportunities that your child will experience whilst at school. It is planned with clear progression and cohesion to make learning experiences relevant and meaningful. The framework of the National Curriculum is the basis on which learning is organised; for further information please see our website.

In addition to the National Curriculum, the children's learning is extended through enrichment activities such as visits, extra-curricular activity clubs and visitors.

Religious Education (RE):

Religious Education is taught according to the framework of the Northamptonshire Agreed Syllabus. Children learn about the main features and teachings of Christianity and other main religious faiths – Hinduism, Sikhism and Islam. Pupils are encouraged to respect others' beliefs and values helping to promote tolerance and understanding between those of different races and cultures. Visits to different places of worship form part of the RE curriculum.

School assemblies focus on the values of citizenship and key annual events.

Children may be withdrawn from RE and/or collective worship at parental request. This request should be put in writing to the Headteacher.

Personal, Social and Health Education (PSHE) and Citizenship:

Whilst this is a non-statutory part of the curriculum, we consider it to be a very important area. We aim to develop well-rounded pupils who show consideration for others, respect for their environment, an ability to make healthy informed choices, and recognition that they can make a positive contribution to society.

Children are taught personal skills including how to:

- Be more independent, confident and mature
- Recognise their own achievements, and mistakes
- Share their views and discuss what is fair and unfair, what is right and wrong
- Set themselves goals, and try to achieve them
- Keep themselves safe and healthy as they grow

Children also learn social skills:

- They think about how the choices they make affect other people and the environment
- They consider the different groups in society and how to get on with them
- They think about how and why rules are made

We look for opportunities to teach these skills and ideas throughout the curriculum. Sometimes, the skills are taught in a special time set aside for PSHE. Our school has a strong and very proactive School Council who meet monthly. They are involved in many school improvement initiatives and help to make our school an even better place.

Sex and Relationships Education (SRE):

SRE is not something that is just taught in Year 6. It is part of our ongoing PSHE programme. Initially it focuses on looking after your body and keeping clean. Later it considers friendships and relationships. As the children grow older, puberty is discussed.

Parental Right of Withdrawal:

Parents have the right to withdraw their children from any or the entire SRE programme (other than those elements which as required by the National Curriculum Science Order). The request to withdraw should be made in writing to the Headteacher. A copy of the school's Sex and Relationships Policy is available on the school website and information about the content of the programme will be shared with you by the class teacher.

After School Activities:

We offer a range of after school activities each term that link to enrichment in the arts and sports. The clubs available are published on a termly basis for children to sign up to.

TRAVEL TO SCHOOL:

Children who live in Wellingborough are encouraged to walk, scoot or cycle to school. We have two cycle/scooter racks, where children can leave their bicycles/scooters during the day. If your child chooses to come to school in this way, they must have a lock to secure their property. **School will not be held financially accountable for the loss or damage to any bike or scooter.**

UNFORESEEN SCHOOL CLOSURE:

Should the school be forced to close due to abnormal conditions; e.g. severe weather, health and safety reasons etc., news of the closure will be sent via text message from the school as soon as a decision is made. If this occurs during school time, attempts will be made to contact all parents to ask them to collect their children. **It is therefore imperative that any changes to mobile numbers are notified to the school as soon as possible to ensure that we have your current details.**

WEATHER:

During the year we face many different weather conditions and the school makes every effort to keep children safe whatever the weather. We do ask that sunscreen is applied to all children before school during the summer to protect them. Please also send children with named sun hats to wear at break and lunch time.

WRAPAROUND CARE:

The school provides wraparound care in the form of a breakfast and after school club provision, in the blue mobile classroom in the playground. Our breakfast club runs from 7.45am until 8.45am. The children are picked up for after school club from their classroom by after school club staff. After school club closes at 6pm. Costs per sessions are currently £4.30 for breakfast club and £9.00 for after school club. The children have the opportunity to participate in a wide range of activities and are provided with a light snack and drink.

Bookings and payments for the breakfast and after school club can be made online via ParentPay. However, you will need to complete a registration form (available from the office) in the first instance to ensure that we have all your emergency details and any dietary or special needs for your child.

Previously, we have had holiday clubs available during the school holidays. We are currently running these on a basis of need- if we have enough families needing the provision we will run it. It costs £28.00 per day or £16.00 for a morning session and £17.00 for an afternoon session. Unfortunately, there is no facility to book online via ParentPay for the holiday playscheme, any bookings or payments will need to be made with Mrs Fyffe or the office prior to your child attending.

Children can attend the provision from the week they begin full time education.