

Cringleford CE VA Primary School



Guidelines for Parents/Guardians

2018 to 2019

Dragonfly Lane
Cringleford
Norwich
NR4 7JR

Telephone: 01603 454946
Email: office@cringleford.norfolk.sch.uk
Website: www.cringleford.norfolk.sch.uk

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Key

- Key Stage 1
- Key Stage 2
- Hall + Changing room
- Headteacher + Admin
- Staffroom
- Adult Learning Area
- Main Entrance + Corridor

Road Safety and Parking in the Vicinity of the School

The school is located in the Round House Park development area. Parents need to make sure they park sensibly around the school to avoid congestion, particularly at busy drop-off and pick-up times.

Parents should plan their routes carefully or consider alternative forms of getting to the school, e.g. walking / cycling. There is a small layby outside the school for picking up and dropping off children parking but parents should avoid parking in the visitors' or staff car parks. The Willow Centre car park can be used by parents.

The walking route from Eaton, the Intwood Road/Newmarket Road junction Cringleford and Colney Lane is one that requires crossing the road at least once and care should be taken if this is the route you have to use.

We encourage parents to come through either of the main side gates, or the gate along Hart's Lane, to drop off and pick up children. The gates will be opened at 8.40 a.m. and 3.05 p.m., allowing sufficient time for children to be at school in time for registration (8.50 a.m.) and be picked up on time.

Parents and children arriving at school after 8.50 a.m. should report to the main school office. The gates will be closed by the site manager as soon as possible after 8.50 a.m. and 3.30 p.m. to ensure the site is safe.

If you bring your dog to school with you, please do not bring it onto the school premises or leave it unattended at the gate. Please stand outside the gate with your dog so that your child can meet you as they leave the playground.

School Meals

All meals will be eaten in the dining room. For safety's sake we ask that no glassware, breakable flasks, tins or hot liquids be included in packed lunches.

The school meal service offers a choice of lunch – main hot meal / vegetarian meal / jacket potato or school packed lunch – for the current price of **£2.20**. The menu will be sent home with the children in September and will also be available on our school website (www.cringelford.norfolk.sch.uk).

Every morning, during registration, the teacher takes a dinner register when the children are asked what they are having on that day:

- School meal – main meal / vegetarian meal / jacket potato / *school packed lunch (**Years 3 to 6 only have this option*)
- Home packed lunch

All children in Reception, Years 1 and 2 receive free school meals, **so no payment is required for those classes.**

Meals for children in Years 3, 4, 5 and 6 are paid for in advance, either weekly, half-termly or each term. The easiest way to top up the dinner account is to use WisePay.

Parents can also pay by cheque (payable to Cringleford School) or cash. This must be in a sealed envelope, clearly marked on the outside with the child's forename, surname and class, together with the amount of money enclosed. **Envelopes should be handed in to the school office at the beginning of the week.** If you think your child may forget which days they will be having lunch you can also put this information on the outside of the envelope.

If a child arrives after the start of registration (8.50 a.m.) they may miss the dinner register. If they require a school dinner parents must let the office know.

Children going home for lunch must be collected at 12.05 p.m. and be returned no earlier than 1.00 p.m. and no later than 1.10 p.m.

When sending in packed lunches from home (including for school trips) please remember that we are a **"nut free zone"** ~ we have children with severe allergies in school.

Mid-morning snack and water

The children in Reception, Year 1 and Year 2 are provided with free fruit as part of the National Five a Day Fruit and Vegetable Scheme. This is a government initiative aimed at encouraging children to eat at least five portions of fruit and vegetables a day. Fruit is also available for Years 3, 4, 5 and 6 at a nominal cost, charged termly.

We encourage all children to bring water bottles, which can be used throughout the day. These can be refilled in school. Research shows that well watered brains function more efficiently! The water bottle should be named. Please do not put drinks in book bags.

Payments for school meals and activities

The school would like to encourage all parents to use WisePay for all payments. This is a secure system, which allows parents to pay for school dinners for all their children in one easy credit/debit card transaction. A leaflet on WisePay is attached and details of how to set up a WisePay account will be sent home with the children once they are admitted to school.

If parents prefer to pay for everything by cheque or cash we require all payments to be taken to the school office in a sealed envelope (one per payment) clearly marked on the outside with the child's name, class, amount of money enclosed and the item being paid for. Please do not combine payments (i.e. each trip / activity /dinner payment must be paid separately for each child). If paying cash, please enclose the correct amount. We do not store cash in school so are not always able to give change.

Absence from School

Sickness

If your child is absent from school you should email or telephone the **school office** before 9.20 a.m. on the first day of absence and each subsequent day to explain the reason (see page 8 for contact details). You still need to let the office know, even if you have told the class teacher. Please do not rely on a sibling to give a verbal absence message. If the absence is likely to be lengthy, it is helpful if we know as soon as possible.

It is important that your child arrives on time (**8.50 a.m.**). Children arriving late (after 8.50 a.m.) should report to the main reception desk. Late arrivals are disruptive for the staff and children. Children arriving between 8.50 and 9.10 a.m. are marked as 'late' in the register. After 9.10 a.m. it is considered an unauthorised absence, unless there are exceptional circumstances.

You are requested to make sure that we have your up-to-date contact telephone numbers so that you or a member of your family can be contacted during the day. If your child is taken ill or has an accident during the day and you are contacted, it is appreciated if your child can be collected as soon as possible. Children should not return to school for at least **48 hours** after being sick.

If your child has a chronic illness such as asthma, we need to know this when the child is admitted to school and we should be informed about any medication necessary. A spare inhaler should be kept at school for emergencies. It is not usual practice for staff or children to store or administer medicines or tablets at school, unless there is evidence of a doctor's prescription and a consent form (obtainable from the school office) has been signed. Where this may present a special difficulty, you should contact the headteacher.

Leave of absence entitlement

From September 2013 the Government introduced some significant changes to attendance regulations for pupils at school, particularly in relation to term-time family holidays. The amendments make clear that headteachers "**may not grant any leave of absence during term time unless there are exceptional circumstances.**"

There is, therefore, no entitlement to any leave of absence for a holiday during term time. Schools are in session for 38 weeks per year, so there are opportunities to take children on holiday during the remaining 14 weeks.

The government has not defined the 'exceptional circumstances' referred to in the 2013 regulations. These must be determined by individual headteachers.

Examples of what might be considered as such could include:

- Service personnel returning from / scheduled to embark on a tour of duty abroad.

- When it is company policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentary evidence from the organisation.
- Where a period of leave has been recommended as part of a parent's or child's rehabilitation from a medical or emotional issue. Evidence may be requested from qualified professionals, such as a doctor.
- Attendance at the wedding / funeral of a close family member.
- When a family needs to spend time together to support each other during or after a major crisis.

Other times when permission would be given would be for educational activities such as music exams or workshops, religious observance or sporting competitions.

The school will **not** accept as an exceptional circumstance the fact that a holiday is cheaper during term time, or for birthday treats.

Applications for leave of absence will be looked at on a case by case basis.

The headteacher will also look very carefully at the child's previous attendance record and, should there be concerns, for example the child's average attendance is below 95%, it is highly unlikely that any further absence will be authorised.

If you do need to take your child out of school during term time, please respect these new regulations under which we must now work **and make very clear on the 'Leave of Absence' form how the circumstances are exceptional**. If this is not clear, then under the new legislation the leave cannot be authorised.

In addition to this new legislation there are also new regulations about the potential imposition (by the Local Authority) of penalty fines for parents and carers taking children out of school in unauthorised circumstances. Any pupil whose attendance is 85% or less with at least 10% unauthorised absence over a six week period, or has had 10 consecutive sessions (5 days) of unauthorised absence, will meet the criteria for legal intervention. Any pupil who meets the criteria may be referred to the Local Authority for action to be considered. If a fixed penalty notice is issued, it is a fine of £60 per parent per child, which must be paid in one payment, within 21 days. If unpaid a further invoice for £60 per parent per child would be issued, to be paid within 28 days. Failure to pay the total amount within the timescale will result in legal action being taken.

The Southern Area Attendance Team will continue to direct and support the school in promoting and monitoring attendance.

*Pupils are **only** in school for 190 days each year.*

There are 175 other days for holidays and other activities

*80% attendance represents **1 day off a week***

*90% attendance represents **1 day off per fortnight***

Extra-Curricular Activities

If a club activity or participation in a school team involves children staying after school, you are asked to sign a permission slip and return it to the member of staff organising the activity.

Before School Club

'Set Your Sights' (SYS) currently run our before school club which takes place in the school hall each day from 7.50 to 8.50 a.m. Children can be dropped off any time during that time. SYS provide an hour of activities for the children. This is not a breakfast club so no food is provided. All bookings and payments are arranged directly with SYS. Registration forms can be collected from the school office. Contact details for SYS are on their website: [www.http://setyoursights.org.uk](http://setyoursights.org.uk)

After School Club

'Set Your Sights' also run our after school club activities. There is a leaflet enclosed in this pack giving contact details. All bookings and payments are arranged directly with 'Set Your Sights'. The club is available to children from Reception to Year 6 and runs from 3.15 to 6.00 p.m. As the Site Manager locks the school at 6.00 p.m. we ask parents to be prompt when collecting their children.

PE and Games

Children are expected to keep their PE kit at school during the week so that they can participate fully in this area of the curriculum. Kit may be washed at the weekends but once a half term should be sufficient for the younger children. If there is a good reason for your child's non-participation in PE, the class teacher should be informed, or a message left in the office; otherwise the child will be expected to take part.

Lost Property

This is a constant problem! Please encourage your child to take responsibility for items of clothing belonging to him/her. **All items should be named**, including bags, bottles, shoes, lunchboxes and for the younger children, underwear and gloves! Please use permanent marker, not pen, put in the full name, not initials and periodically check the clothing to make sure the name is still legible. Anything found lying around school is placed in lost property boxes, which may be searched by you before or after school. From time to time items are exhibited to encourage owners to find them but eventually they are disposed of!

School hours

School starts at 8.50 a.m. for all classes and ends at 3.15 p.m. for Key Stage 1 and 3.20 p.m. for Key Stage 2.

School Uniform

The school has a uniform based on combinations of red, grey and white. Parents are requested to ensure that, as far as possible, children's dress conforms to the suggestions below. All items are available from Tesco: tesco.com/ues

Winter Uniform

Girls

Grey skirt / pinafore dress or tailored trousers

Red or white polo necked or open necked blouse

Red or grey cardigan or sweater or school sweatshirt

Sensible warm coat or jacket / school fleece

Red, grey or black tights, white socks or grey socks

Sensible black shoes should be worn – NOT trainers.

Jewellery should NOT be worn. For pierced ears, simple studs or sleepers only may be worn.

Children should not wear makeup to school.

Boys

Grey trousers

Red or white polo necked shirt or grey or white shirt

Grey or red sweater or school sweatshirt

Sensible warm coat or jacket / school fleece

Grey socks

Summer Uniform

Girls

Red and white checked or striped dress / grey skirt / pinafore dress or tailored trousers

Red or grey cardigan or sweater or school sweatshirt

White socks

Sensible shoes should be worn – NOT trainers.

Jewellery should NOT be worn. For pierced ears, simple studs or sleepers only may be worn.

Boys

Grey trousers or shorts

Grey or red sweater or school sweatshirt

White or red polo or open necked shirt

Grey socks

For P.E.

- Reception children **do not** need P.E. kit initially. The class teachers will inform you when you need to bring this in.
- For P.E. children can wear any combination of red and white in shorts and T-shirt. For Key Stage 2 children, sensible tracksuits will be needed for colder weather. Children must remove earrings for P.E. If the ears have just been pierced, the earrings will need to be taped over with medical tape, supplied from home.
- Both girls and boys require plimsolls (slip-on or velcro type in Key Stage 1) in a shoe bag and in Key Stage 2 trainers for outdoor use. Remember to check the fit of the PE footwear regularly as your child grows. The same footwear should not be used both inside and out.

Safeguarding

At Cringleford CE VA Primary School we take the safeguarding of children very seriously and ensure that every child in school is protected from harm. Our main safeguarding policy, together with all related policies, is on our website.

The following people have responsibility for safeguarding and may be contacted through the school office on 01603 454946:

Designated Safeguarding Lead (DSL)	Neil Henery, Headteacher
Deputy DSL	Sue Barker, Deputy Headteacher
Deputy DSL	Paul Andrew, Leadership team member
Named Safeguarding Governor	Julia Jones

Communication with Parents

Newsletters

Letters from the headteacher are sent via email to all parents fortnightly on Fridays to keep you informed of school events and administrative matters. Hard copies are also available from the school office and you may request a duplicate. Newsletters are numbered consecutively through the academic year and are uploaded onto the school website.

There is a notice board by the entrance to Crackerjacks to enable easy communication with parents, and if necessary other messages are posted on whiteboards positioned near the classrooms.

A copy of all recent newsletters is put onto the noticeboard.

Pupil Asset

The school uses Pupil Asset for communication with parents. Details of how to set up a Pupil Asset account will be sent home with the children once they are admitted to school. Ideally both parents will create an account and then be able to receive communication from school.

We find the system invaluable for communication, especially for last minute reminders about items needed for school trips, or if there are any changes, club cancellations or delayed returns from activities. Texts/emails can be sent to all parents registered on the system.

Website (www.cringelford.norfolk.sch.uk)

Our website is a very useful source of up-to-date information about the school. The latest newsletter and menus can be found there as well as the prospectus, school calendar and any details of school closure.

Virtual Learning Environment (VLE)

The school has a VLE, which supports home/school learning and communication. Your child will be given a password to access his or her own page. Class teachers use the VLE to give messages to parents about events and let you know about the learning that has gone on in your child's class.

Headteacher's availability

The Headteacher, Mr Henery, can be contacted by email:

head@cringleford.norfolk.sch.uk

or by phone (01603 454946) and will usually be able to make an appointment to see you at short notice.

The Deputy Headteacher and SENDCO (Special Educational Needs and Disabilities Coordinator) Mrs Barker is available by appointment but please note that she does not work on Tuesdays.