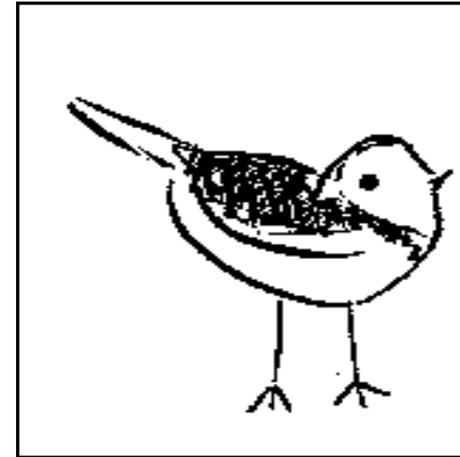


Croftlands Infant and Nursery School



Information
for
Parents

Contact Details

Address: Oakwood Drive, Ulverston, Cumbria, LA12 9JU

Telephone: 01229 586565 Website: www.croftlandsinf.cumbria.sch.uk

Staff "who's who"

| | |
|---------------------------------|---------------------------------|
| Acting Head Teacher | Mrs J Procter |
| Administrators | Miss C Jackson & Miss S Jackson |
| Nursery Teacher | Mrs L Hampshire |
| Reception | Miss Lord |
| Reception | Mr I Vincent |
| Year One Teacher | Mrs A Woodburn |
| Year Two Teacher | Mr D Stewart |
| Year Two Teacher | Mrs J Henderson |
| Higher Level Teaching Assistant | Mrs D Eastwood |
| Higher Level Teaching Assistant | Mrs G Southall |
| Higher Level Teaching Assistant | Mrs A Jenkinson |
| Senior Teaching Assistant | Mrs I Wood |
| Senior Teaching Assistant | Miss L Scarr |
| Teaching Assistant | Mrs V Harvey |
| Cleaner / Caretaker | Mrs M Luscombe |
| Cook | Mrs H Hall |
| Mid-Day Supervisor | Mrs S Milby |
| Mid-Day Supervisor | Mrs C Frodsham |
| Mid-Day Supervisor | Mrs R Jones |
| Mid-Day Supervisor | Mrs M Burr |
| Mid-Day Supervisor | Mrs T Metcalfe |
| Chair of School Governors | Mr Jon Griffiths |
| Clerk to the Governors | Mrs Sian Taylor |
| School Governors | Mr Jonathan Hardisty |
| | Mrs Leanne Bayliff |
| | Miss Amy Lord |
| | Mrs Angela Jenkinson |
| | Mr David Armstrong |
| | Mr Paul Harris |
| | Mr Jon Griffiths |
| | Mr Steven Richardson |
| | Mrs Sarah Hooper |
| | Mrs Marissa Burr |
| | Mrs Hanna Munro |

Your Notes

Your Notes

Class Organisation

Numbers of children determine the organisation of classes. This year we will have a nursery class, two reception classes, one year one class and two year two classes

School Hours

Nursery 9.00am to 12.00noon -12.00noon-3.00pm -9.00am to 3.00pm
Main School 9.00am to 12.00noon
1.00pm to 3.15pm

The main school will be open from 8.45am to allow parents time if they have children in more than one class. If you need to drop your child off earlier than this time we have breakfast club provision on site.

Nursery and Reception children are taken into their classrooms by parents/ carers. Children in Years 1 and 2 are taken to the gate at the rear of the building, from where they are encouraged to go into their classrooms independently.

At the end of the day, Reception children are collected from the Reception gate. One year two class is collected from under the cover at the rear of the building and the other year two class and year one class is collected from the hall door. If you are unavoidably delayed in collecting your child, please contact School and let us know as soon as possible. No child will be allowed out until a parent / carer is present.

Absence

If your child is unable to attend school for medical reasons, please inform school on the **first** morning of their absence. The school operates a first response system where a phone call home will be made if no reason is given for a child's absence.

We are no longer able to authorise absence from school due to family holidays unless the following exceptional circumstances is applicable:

Where the residential partner is compelled to take their main holiday during term time for such reasons as staggering of holidays in industry.

If you intend to have time off for a family holiday please request a form from the office. This must be completed at least **two weeks** before the absence and you will then receive a letter detailing whether the absence will be authorised or counted as an unauthorised absence.

Lunch Times

We provide free hot meals for all our children from the kitchen on site. Alongside this we also offer a sandwich option incorporating the pudding choices for children who do not want a hot meal. We do not have a packed lunch from home option but you do have the option of taking your child home for lunch if you wish. We have an online meal ordering system 'Lunch shop' you will be given an username and password.

Snacks

Children have the option of having a drink of milk at mid-morning break. For under 5's this is free and is run by 'Cool Milk'. For everyone else you need to register and pay online for each half term. Details from the office.

We provide fruit on a daily basis. This is a government scheme to encourage healthy eating, and is provided free of charge.

We encourage children to have their own bottle of water available in the classroom. This should have the child's name on, and must only contain water.

We promote healthy eating, and no other snack is allowed in school.

Before and After School Provision

We are fortunate in having a privately run Breakfast Club and an After-School Club available on the school site. These are open to all children attending the Infant and Junior Schools, subject to availability of spaces.

Breakfast Club opens at 7.30a.m., and children are taken into school at the start of the school day. For more information, contact Stephanie Angell on 01229 480018.

After School Club collect children from school at the end of the school day, and the facility is open until 6.00p.m. For more information contact 01229 480018.

Child Protection

Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should therefore be aware that where it appears to a member of school staff that a child may have been abused, the school is required by law and as part of Cumbria Child Protection Procedures, to report their concerns to Children's Services.

Formal Complaints Procedure

If you become concerned in any way about your child's education, it is important that you tell us about this. As a first step, you should discuss your concerns with your child's teacher. If you are still concerned after talking to the teacher, you should arrange to talk to Mrs Procter. Obviously, as a staff, we will do all we can to resolve your concerns, and to ensure you are happy with your child's education.

There may be some occasions when parents wish to pursue a more formal complaint.

Advice on how to pursue such a complaint is available from:

- ◆ [Www. Cumbria.gov.uk](http://www.Cumbria.gov.uk)
- ◆ Tel: 0800 121 8800
- ◆ Email: complaints@cumbriacc.gov.uk

Where staff will be please to give advice.

Insurance

The Cumbria policy on Insurance is as follows: "As a general rule, the Authority will not accept responsibility for damage to or loss of personal property, including clothing." It is stressed that the responsibility for safeguarding personal property rests with the owner.

Personal Accident Insurance for pupils is not provided by the County Council, and their statement is as follows: "Some parents wrongly assume that if a child is injured at school, the County Council is held to be responsible, regardless of circumstances, and that it's insurance will automatically apply. This is not so, the County Council's responsibility is strictly limited to cases where there was negligence by them or their staff. Accidents can happen in school, on the sports' field, or on school visits, when the County Council or its staff are not in any way at fault, and are therefore not responsible."

Homework

Home plays a very important part in supporting and encouraging young children in their learning. This may be through keeping in touch with what your child is doing in school, through the information provided on our web-site, or through helping with more specific tasks, such as listening to your child read, or supporting with learning spellings. If you have any doubts about what your child should be doing, please talk to the class teacher.

Clubs

We provide a wide range of clubs after school. These are mainly for children in Years 1 and 2. They usually run for four to six weeks, on a weekly basis, from 3.15 to 4.00p.m. These are mostly free of charge, although some may charge a nominal amount to cover expenses i.e. good food club.

Examples are:-

- ◆ Gym Club
- ◆ Dance Club
- ◆ Football Club
- ◆ Art Club

We also host clubs run by other agencies, e.g. Onside Soccer. These will charge a fee.

We will keep you informed about any clubs as and when appropriate.

Medical Needs

If your child has any ongoing special medical needs, you should complete a medical needs form, which will be kept in school, please let us know.

If your child is unable to attend school due to sickness, you should inform school on the first morning of their absence.

If your child is taken ill during the school day, we will contact you, on your chosen emergency contact, to arrange for your child to be taken home.

Please make sure that your contact details are always kept up to date, especially if you change your phone or your address.

If we are unable to contact you, and your child needs emergency treatment, we will arrange for them to be taken to Ulverston Health Centre, or A. and E. at Furness General Hospital.

If absolutely necessary, and the dosage is **more than three times per day**, we are able to administer **prescription medicines** in school. A form should be completed in the school office, and the medicine left with the Admin Assistant. We are not able to administer medicines bought over the counter. We cannot be held responsible for non-administration of medicine. We will check the prescription with the school nurse.

Infectious Illnesses

We are advised of the following periods of absence for the listed illnesses:

| | |
|----------------------|--|
| Chickenpox | 5 days from onset of rash |
| German Measles | 5 days from onset of rash. |
| Measles | 5 days from onset of rash |
| Mumps | Until swelling has subsided |
| Flu | Until appropriate treatment has been given |
| Whooping Cough | 21 days from onset of paroxysmal cough |

Head lice are an ongoing problem in all schools, and are highly infectious. If you become aware that your child has contracted head lice, it would be helpful if you could treat the problem with one of the recommended products before returning them to school. We are not allowed to inspect children's heads in school without your permission. However, if you are worried, and would like us to do this, we would be happy to help. We will always be discrete.

We will try to keep parents informed of any infectious illnesses which are present in school.

P.E.

The reception children have 2 sessions of P.E each week. P.E. kit consists of a white t-shirt and black shorts, and these should be kept on your child's peg in a bag. All items must be clearly labelled with your child's name. Children will have bare feet for indoor P.E., but when children do their P.E. outside, they will need a pair of trainers, or other suitable footwear. No jewellery must be worn for P.E. If children have pierced ears, their ear-rings must be removed before coming into school on P.E. days, or they will be unable to take part in the lesson. (Staff are not allowed to remove ear-rings.)

Behaviour

Children's behaviour in school is very good. Rules are simple, and kept to a minimum, and children are encouraged at all times to respect the needs of one-another, and the environment. At the beginning of Reception, you, and your child, will be asked to sign a "Home-to-School Agreement". You should read this through with your child, and help them to understand its significance.

If a child's behaviour falls short of expectations, they will be helped to understand what they have done wrong, and will lose privileges, e.g. part of playtime. If a child's behaviour gives ongoing cause for concern, we will consult with parents. A behaviour plan may be put in place.

If you have any further queries regarding behaviour, please ask to see the School's Behaviour Policy.

Educational Visits

From time to time we go on visits in the local area. These are to support and extend children's learning. Health and Safety is always of primary concern on such visits; children are supported by an appropriate number of adults for the activity, and risk assessments are completed before the visit takes place. We will ask for your written permission, either before the trip, or at the beginning of the school year. Expenses are unfortunately incurred by trips, and we will often ask for a voluntary contribution to the cost of the trip. Without such contributions, it would be impossible for visits to take place. If, however, you have difficulty in meeting the cost, please see either your child's Teacher, or the Head Teacher.

Croftlands Primary Association

This group of Parents and Staff meet regularly to arrange and manage social and fund-raising events for the Infants. Events include the Winter Wonderland, Coffee Morning, Bingo sessions etc. Such events are very beneficial to the school community, but they rely on the help and support of parents.

Road Safety

As with most schools, our building was not sited to accommodate the large number of cars which it now attracts at the beginning and end of the school day. We ask all parents to consider the benefits to both their own child, and to the environment, of walking to school. Luminous vests are available to buy along with our uniform marked with the school name.

We are fortunate in having a Crossing Patrol, and children should be taught to use this service whenever crossing the road to and from school.

We understand that not all our parents are able to walk to school. If you use a car, you must consider the safety of our children, and the good will of our neighbours. The school car park is strictly for staff and disabled use only. Paul Harris our local PCSO in conjunction with the traffic wardens strictly enforce the illegal parking or stopping on the restricted single yellow lines with fixed penalty notices. Cones are placed on the road at the beginning and end of the day to identify the restricted area. Please make yourself aware of the restricted times displayed on the posts.

School Uniform

Our school uniform consists of a red sweatshirt or cardigan, and white polo shirt, both marked with the school name and logo. These should be worn with grey or black trousers or skirts. Footwear should be comfortable, and appropriate for outdoor play. It is always helpful if children can manage their own clothing and fastenings.

ALL ITEMS OF CLOTHING SHOULD BE CLEARLY AND PERMANENTLY MARKED WITH THE CHILD'S NAME!

Uniform items can be purchased from:

- ◆ Our online shop located on our website
- ◆ Identity in Barrow—Tel: 01229 823584