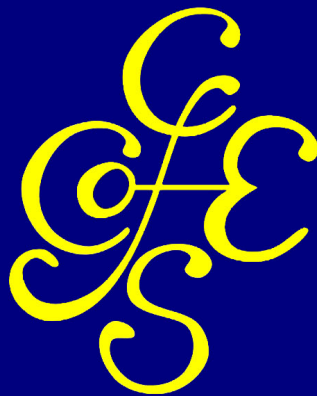


Parent Information Pack 2018-2019



Cranham
Church of England (VA)
Primary School

Belong – Aspire – Achieve

Contents

Welcome Letter	3
Our Vision and Ethos.....	4
Our Vision	4
Our Ethos Statement	4
Our Aims	5
Our school aims to:	6
Behaviour Expectations.....	7
Our Curriculum	8
Our Creative Curriculum.....	8
Uniform	9
Boys:	9
Girls:	9
Sun Caps:	9
Sports Kit	10
Funky Thursday (Non-Uniform Day)	10
School Times.....	11
Start of the School Day:	11
Playtime:	11
Lunchtime:.....	11
End of School day:	11

Breakfast Club	12
After School Club.....	12
Snacks and Drink During the Day	12
Supporting Your Child	13
Your Child's Progress	15
Contacts.....	16
Family Groups	17
School Council.....	17
Reading.....	18
Educational Visits.....	19
Attendance & Absences.....	20
Sickness	20
Holidays.....	20
Medicines.....	21
Medicines in school:	21
Prescribed Medication	21
Volunteering.....	23
School Dinners	24
MAP.....	25
Community Links.....	25
St James the Great Church..	25
Parking.....	26

Welcome Letter

Cranham Church of England Primary School

Cranham, Gloucestershire, GL4 8HS

01452 812660

admin@Cranham.gloucs.sch.uk

head@Cranham.gloucs.sch.uk

May 2018

Dear Parents and Carers,

Welcome to Cranham Church of England Primary School. We have developed this information pack to help you and your child settle into life at Cranham School as easily as possible.

We very much look forward to working in partnership with you to ensure the best possible start to your child's schooling. If you require any further information please do not hesitate to ask. Copies of school policies are available on our website www.cranhamschool.com.

Hopefully you will find most of the information you need within this pack, but please do not hesitate to ask us if you require further explanation.

Yours sincerely

Anne Nolan

Headteacher
(Current)

Rebecca Slater

Headteacher
(From Sept
2018)

Rebecca

Meadows

KS1 Early years
Teacher

Edward Buxton

Chair of
Governors

Our Vision and Ethos

Our Vision

To ensure all our children feel valued and that they respect and value all others within a strong Christian foundation.

To give all our children the passion to love learning, the confidence to take risks and the aspiration to embrace new challenges.

Our Ethos Statement

At Cranham Church of England Primary School we pride ourselves on being a caring family. We aim to uphold Christian values; respecting the beliefs of others, whilst maintaining strong links with the parish church and the local community. We nurture respect, awareness of spirituality and the moral development of each individual.

Belong Aspire Achieve



Respect		Friendship	
Courage		Generosity	
Truthfulness		Thankfulness	
Service		Justice	
Perseverance		Compassion	Forgiveness
		Trust	

Our Aims

Our school aims to:

- Provide a broad and balanced curriculum.
- Develop lively and enquiring minds, encouraging the acquisition of knowledge, skills and practical abilities.
- Stimulate and develop use of language and to enable each child to communicate effectively.
- Develop a natural curiosity about the world
- Develop qualities of mind, body, spirit, imagination, artistic impression and aesthetic sensitivity.
- Achieve good health and physical development.
- Encourage participation in extra-curricular activities, to develop talents and boost self-confidence.
- Develop and maintain high standards of behaviour, dress, courtesy and self-discipline.
- Provide a caring and nurturing community, where every child feels appreciated and receives praise, understanding, help and advice.
- Develop a sense of pride in themselves and our school.
- Support every child's personal development within a Christian ethos.
- Provide a happy, safe and secure environment for all those who work in or visit our school.
- Give each child the very best education possible.



Behaviour Expectations

Our aim is to provide a happy and secure environment for all those who work in or visit our school.

As well as the school's aims stated in the prospectus and prefacing curriculum policies, we believe that it is important:

1. For the happiness and effectiveness of our school we all foster positive, caring attitudes towards one another and the environment.
2. To acknowledge that each and every person irrespective of age, gender, religious beliefs or race who joins our community is valued and their talents and contributions are celebrated.
3. To support each member of our community who needs help and encouragement nurturing the self-esteem of all. We realise the importance to children of approval by their peers.
4. To listen with care and consideration to the views and opinions of one another and value them.
5. To give time and space for individuals to reflect on their actions and with support a resolution found.
6. That we are polite and thoughtful towards one another.
7. That we each fulfil our responsibilities with regard to:
Respect for and co-operation with other school members
Completing tasks to the best of our ability
Respecting our buildings, equipment and personal belongings
Punctuality and attendance
8. To work in partnership with parents to develop the values and attitudes which we encourage in school.
9. That children are encouraged to tell the truth and receive praise for doing so.

We adopt a positive praise system which relates closely to our school values. Family Points are awarded for good behaviour and certificates are also awarded to those whose behaviour sets a good example.

Our Curriculum

Our Creative Curriculum

We believe that children deserve an inspirational and purposeful curriculum. We have designed our own creative curriculum to fully immerse children in learning activities and focus on the key skills required by the EYFS framework and the National Curriculum. Our creative curriculum aims to provide children with purposeful and imaginative learning experiences. We consider children's interests when planning learning themes. Whenever possible we take the children on trips to enhance their learning and we often invite people into school to share their experiences. We make full use of our outdoor environment to enhance learning and ask that children have Wellington boots and waterproofs in school at all times.

For each theme, work is collated into individual theme books. At times we hold exhibitions when parents and members of the local community can come into school and see the fantastic work the children have been doing. These exhibitions provide children with a genuine purpose for their work and they work incredibly hard to achieve high quality work that they are proud to show visitors.

Our curriculum aims to be:

- Inspirational
- Purposeful
- Creative
- Challenging
- Broad and balanced
- Fair
- Enriching
- Skills based
- Knowledge rich
- Relevant

We teach Maths as a discrete subject each day and only make links to the creative curriculum where appropriate. English is taught daily to ensure children pick up the key skills necessary to become confident and able readers and writers. We use the creative curriculum to provide meaningful and purposeful contexts for writing.

Uniform

We believe school uniform gives the children a sense of pride and belonging and we adopted the following uniform, which we encourage all children to wear. Please ensure that all uniform is clearly named. We would prefer children to wear clothing with our school name and logo whenever possible.

Boys:

Grey trousers, sky blue polo shirt, navy sweatshirt, and sensible black shoes. Grey shorts can be worn in the summer.

Girls:

Grey trousers, skirt or pinafore, sky blue polo shirt, navy sweatshirt/cardigan, sensible black shoes. Blue gingham dresses may be worn in the summer.

Sun Caps:

We encourage all the children to wear the sun caps in the summer as we often eat outside when the weather is fair.



Sports Kit

Children should wear navy blue shorts, a sky blue short sleeved t-shirt (not polo shirt) and trainers. Navy tracksuit trousers and School rugby shirts may be worn for PE in colder weather. Sports kit should be clearly marked with your child's name. PE is held on 2 days (currently Wednesday and Friday **Subject to change* and children are asked to bring their PE kit into school on a Wednesday where they will change for the lesson and asked to wear their PE kit on a Friday when there is also a chance to take part in a optional before school fun run at 8am.

PE kit should be kept in a clearly named PE bag large enough to hold everything required.

All uniform can be purchased from Trutex in Gloucester and Stroud who offer a wide range of durable uniform items.

Funky Thursday (Non-Uniform Day)

We hold a regular non-uniform day, which is usually held on the last Thursday of each month. Children can come to school in non-uniform in return for a donation. The school council decide each month where the monies raised should go.

School Times

Start of the School Day:

A teacher will be on duty in the playground from 8.30am. The school day starts at 8:45am when the bell rings and children enter their classrooms for registration. Children are then required to line up outside the main entrance, or the entrance to their classroom. The class teacher will then take them in and allow them to hang up their coats and put their lunch boxes on their class trolley. Each classroom has a cloakroom area and every child has their own labelled peg.

Playtime:

Morning playtime is from 10:20-10.35am

Lunchtime:

Lunchtime is between 12:00—1:00 PM, although lunch is served in two sittings; with the younger children usually eating first.

End of School day:

The school day finishes at 3.10pm. The gate will be unlocked to allow parents access to the side of the school and parents are encouraged to wait in the playground outside their child's classroom.

Where a parent has a child in more than one class, we advise that the youngest child is collected first.

In Key stage 1 the children are released from their classroom door directly to their parents, children remain inside until they are called. In Key stage 2, the teacher will release the children at 3.10pm and trust them to collect their belongings before coming outside to find their parents. The class teacher will follow the children outside and ensure that all children are collected safely. The school must be informed in advance of any changes to regular collection arrangements (for example if your child is going home with another adult).

Breakfast Club

Breakfast Club runs every morning from 8am. Children can either join for the whole session at a cost of £2.50 a day or for toast and juice from 8:25 onwards at a cost of 50p a day. There is no need to pre-book these sessions.

After School Club

After School Club runs from Monday to Thursday from 3:15pm until 5:30pm. Sessions are offered at a cost of £1:00 up to 4:15 pm or £3:50 for any time after this. We prefer After School Sessions to be booked in advance so that staff can plan appropriately but also understand that sometimes unexpected things can happen and parents will need to book on the day. If you are late collecting your child at the end of the day they will be cared for in After School Club.

Snacks and Drink During the Day

Throughout the day fresh fruit is available and children are allowed to bring, if they wish, in a healthy snack (tuck) for morning breaktime. Children are also encouraged to bring in water (in a sports bottle) for the school day. These can be topped-up during the day.

Please label drinks bottles and snacks to help ensure your child gets their own.

Supporting Your Child

Starting school can be a tiring business – emotionally, physically, socially and mentally, so don't worry if your child comes home feeling tired in the early days.

There are some things that can be done to support your child in making the transition into school life at Cranham, and may be worth considering:

- We find that children settle more easily in the mornings if they are dropped off in good time before school and have time to play and chat with friends before the bell rings.
- That their personal items are well named and labelled.
- That P.E. kits are in school on their designated P.E. day and that they have appropriate clothing for outdoor play each day.
- That any activities sent home such as reading, spellings, research and homework (KS2) are supported by parents and that they are returned to school on time.
- In Key stage 2 a regular homework system is in place, so please check that your child has brought the work home with them each week.
- In Class 1 we like to celebrate new learning and skills acquired at home and at school, and if you feel that you have noticed something special please let us know. We use a 'Wow' voucher system to help us record their progress and greatly appreciate your support in this area as it helps us form a broader view of their development.



We encourage children to bring things in from home to support topics and are always delighted to share special achievements, such as swimming certificates, with the whole school in our Celebration Assembly.

We hold regular parents workshops to keep you informed about key aspects of your child's learning. Some times these workshops can even be run by the children themselves!



Your Child's Progress

We assess children's progress regularly and carefully track each individual's development. Teachers assess children frequently and use the information gathered to determine their planning.

Children are set targets in English and Maths which are monitored closely and children are involved in their own assessment of these targets. The Headteacher, teachers and governors monitor the progress of every child carefully, which informs the school's longer term vision and strategy.

We report children's progress to parents in many informal ways, through simple chats, text messages and notes home. We also hold parent consultation evenings in the Autumn and Spring terms, to discuss each individual in more detail. In the Summer term we produce an annual written report detailing your child's achievements.

Our teachers are always willing to spend time talking about your children with you and welcome your involvement. If we can't answer a query quickly we may need to schedule a meeting where we can spend more time with you.

The children take part in a range of Assessment for Learning activities within their lessons which provide by the children and their teachers instant feedback on the progress they have made in a particular lesson. These may include, marking their own work with a partner, discussing their ideas with a friend or sharing their thoughts with the whole class.

Contacts

We like to have an 'Open Door' policy and welcome any questions and suggestions you may have.

We have compiled a short directory of contacts that may be useful to you.

Mrs Jane Durkin, School Finance Administrator
01452 812660 - admin@cranham.gloucs.sch.uk

Miss Lucy Ryan, School Administrator
01452 812660 - admin@cranham.gloucs.sch.uk

Mrs Anne Nolan, Headteacher (until 31st August 2018)
Mrs Rebecca Slater, Headteacher (from 1st September 2018)
01452 812660 - head@cranham.gloucs.sch.uk

Class Teachers

Please use either of the e-mails above and messages will be forwarded direct to individual teacher

School Website: www.cranhamschool.com

Mr Edward Buxton, Chair of Governors
Chair@cranham.gloucs.sch.uk

Mrs Kerry Buxton, Chair of the Friends of Cranham School (FOCS), our PTA
buxtonkerry@gmail.com

Family Groups

Each child in our school is placed into a 'Family Group'. These mixed-age groups are used as an integral part of our behaviour and reward system as well as providing a familiar and supportive group to work with on special occasions.

Throughout the year we hold a wide range of special activities where we work in our small family groups. The older children support the younger children and everyone feels valued and cared for.

Children earn individual 'Family Points' for good behaviour, excellent work and positive attitudes. Points are accumulated by the family group and the group with the highest number of points at the end of each week is celebrated in Celebration Worship

We also award certificates of achievement during our Friday Celebration Worship. These are given by any member of staff and can be for behaviour, attitude, effort and quality of work. We thoroughly enjoy celebrate every achievement a Cranham School!

School Council

We have a very active school council who act as a pupil voice within the school. Representatives from each class meet regularly with the Headteacher to discuss a wide range of issues. They have been directly responsible for some of the fundraising activities and playtime rules. The council is keen to act on behalf of all the children and regularly report back to the rest of the school in our celebration worship.

Reading

Your child will bring home their first reading/picture book, and a reading record and comment book shortly after starting school. We greatly value your comments in this book and would encourage parents to use this book as it helps to track your child's progress in reading.

In the Foundation Stage and Key stage 1 we encourage the children to use a Cranham School reading wallet/Book bag. These are available from Trutex, and should be brought to school each morning.

We endeavour to hear the children read as much as possible in Key stage 1 and encourage the children to progress at their own pace. In Key stage 2 the children are expected to take more responsibility for keeping their reading records up to date, with staff and parents only recording a comment when they are listened to.

We encourage children and parents to spend time talking about the books that are read, and see this as an important part of developing comprehension skills. Some of the reading scheme books we send home have activity suggestions linked to the book and offer nice ideas for games and discussions.

Reading is also taught through regular guided reading sessions in small groups where children discuss the texts they are reading. This enables the teachers to teach key reading and comprehension skills and check for understanding.

Educational Visits

Cranham Church of England Primary School has a strong commitment to providing all pupils with a broad and balanced curriculum. It recognises the value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. These activities may be:

- Walking around the village and its surrounding area
- Visiting other schools and sporting venues to take part in sports activities
- Visiting museums and other similar educational centres
- Educational visits to residential establishments, which may include adventure activities
- Out of hours clubs at school such as sports, arts and music clubs

These activities are available to all children throughout their time at school. Many will be undertaken in classes, some as clubs, groups and occasionally as a whole school.

We aim to use educational visits as much as possible to enhance our Creative Curriculum and provide motivation and inspiration to our children.

Every year the Year 6 children go to the Isle of Wight for a week (4 nights) with the Year 6 children from The Croft Primary School. We stay in a small hotel and do a wide range of activities including, a theatre workshop, surfing, Go-Karting and visiting Carisbrooke Castle and a country park.

Attendance & Absences

We believe that regular and punctual attendance at school are paramount to a child's education. We therefore encourage all families to arrive at school promptly. The school day starts at 8:45am and morning registration closes at 8:55am. Parents who arrive late should record the reasons for the late arrival in the 'Late' book in the school office.

Sickness

It is important that children attend school daily, although we do understand that children are ill from time to time. If your child is unable to come to school for any reason, we politely request that you inform the school office as soon as possible. This can be done by phone on 01452 812660 or e-mail admin@cranham.gloucs.sch.uk. It is particularly helpful if you contact us before 8:55am.

It is important to note that in the case of sickness and diarrhoea that children do not return to school until 48 hours after the last symptoms. If you are unsure about whether your child is well enough to attend school, please do not hesitate contacting us to discuss the situation with you.

Holidays

We do not encourage holidays in term time.

If you do need to request for your child to take time off during term time, please complete a request form available from the school office. We need at least two weeks notice to allow time for the governors to review each application.

Medicines

We regard the welfare of children as an important aspect of our role. The majority of our staff have First Aid qualifications and everyone participates in annual Asthma and Epi-Pen training.

Medicines in school:

Parents should generally not send children to school if they are not well enough to take part in usual activities. This guideline does not affect those children who take long-term medication such as those with asthma.

The school staff will NEVER administer non-prescription medication to children without a doctor's note. The school will only administer prescription medication when it is deemed essential to be taken within the school day. The only possible exception to this rule is for non-



prescription medicines such as hay-fever medication to be taken while on a residential (parents will be advised to get the treatment on prescription from a doctor if at all possible).

Prescribed Medication

Prescribed medicine will be administered within school when necessary. If a child is to take medicine 3 times a day, it is suggested that they

take the medicine; before school, after school and before bed. If the medication is required more frequently it will be administered within school.

Any medication that does require administration during the school day should be provided in the original packaging displaying the prescription details. Parents **MUST** complete a medication form (available from the school office) giving full details of the medication and its administration. Prescribed medication will be administered by teachers or teaching assistants in accordance with the signed consent form. Staff will record the administration of medication on the reverse side of the consent form. The member of staff administering the medication will be witnessed by another member of school staff.

Volunteering

We actively encourage parental Involvement at Cranham School, and recognise that it can take shape in many forms.

We welcome parents, grandparents and local people into our classes on a regular basis and value all contributions.

In Key stage 1 we often seek help with hearing children read and for completing art and craft activities.

We always gladly welcome volunteers into our school. We value the extra support and experience other people can offer to our children.

You may wish to volunteer to help us on one-off occasions or on a more regular basis. Perhaps you have a particular skill you would like to share with us or would just like to help out in general tasks.

In accordance with our Safeguarding Children and Child Protection policies we kindly request that anyone wishing to volunteer on a regular basis completes an enhanced DBS check. There is no cost attached to this and all information is handled in complete confidence.

If you feel you have any interests and skills that you think you would be able to share with us, please do speak to a member of staff.

School Dinners

Our school dinners are freshly prepared on site by our dinner staff who also plan the menus. All children in Reception, Years 1 and 2 are entitled to free school meals. Children in Years 3 to 6 can purchase a meal for £2.30 a day. All school dinners are accompanied by a selection of fresh salad and fruit as well as an additional bread option. Children have a choice of milk or water to drink.

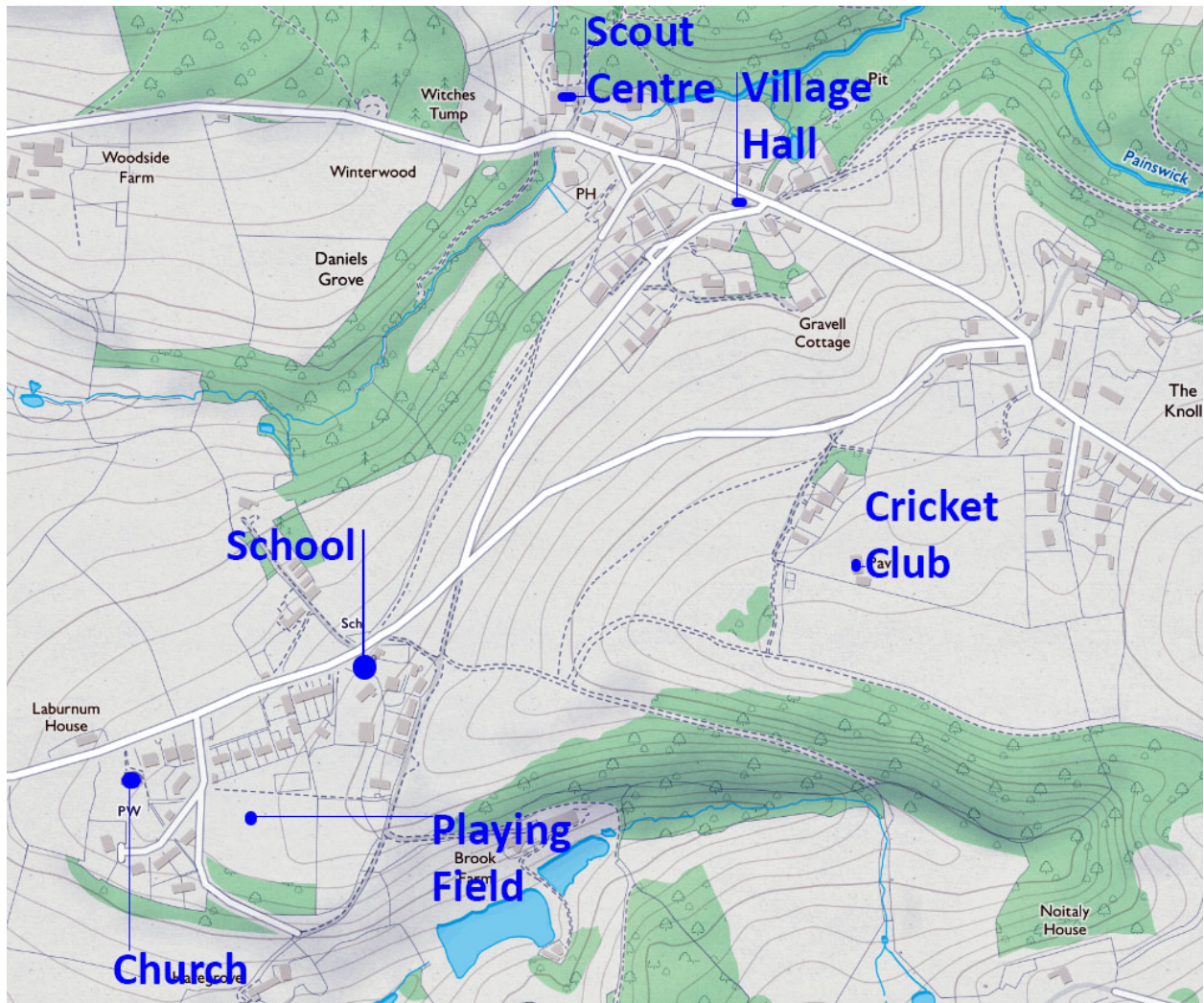
All school dinners are booked via an online booking form.



Some children may be entitled to free school meals, at any age, to check your criteria visit: <http://www.cranhamschool.com/school-info/free-school-meals/> . For every child that is entitled to free school meals the school receives extra funding to enhance provision and improve progress and outcomes for children. So please apply even if you do not wish to take up your free school meal. Fresh fruit is always available.

In warmer weather we sometimes eat outside or have a picnic at the playing field.

MAP



Community Links

St James the Great Church

We regularly visit our local Church. Parents are also invited to any school services held in Church. For new children we hold a Welcome Service in September.

Parking

A letter from Natural England

Dear Parent,

As you may be aware, Cranham Common is a special place for wildlife. The variety of wild flowers, butterflies, birds, mammals and reptiles makes it one of the most special places in the country.

For this reason Natural England, a Government Body, is responsible for managing it as part of the Cotswold Commons and Beechwoods National Nature Reserve. This we do in close partnership with the local community.

There are many pressures all around the Common in this rural but busy area. Amongst them is car parking.

We would like to ask your help. If you park along the lane across the Common towards the School, please park close to the line of posts so that you can allow access for vehicles while at the same time not going onto the grass of the Common. Natural England has removed a series of posts in order to make this easier.

If you have any further enquiries please contact: Rob Wolstenholme at Robert.wolstenholme@naturalengland.org.uk

Rob Wolstenholme, Natural England