

Cranborne Primary School

A guide for parents



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Welcome from Mrs Keilty

It is my privilege to welcome you to Cranborne School and an honour to serve as the Headteacher.



Our school is a place of fun, laughter, learning and a willingness to succeed; to be the very best we can be. We recognise that children are uniquely different - all possessing different skills and abilities. At Cranborne, we nurture the talents of individuals and celebrate their efforts and achievements.

Children are happy here. They feel safe, secure and able to express themselves. There is an exciting and energetic atmosphere at our school - it is a place full of positivity and opportunity. Staff thrive on the challenge of creating the highest standards of learning and children engage willingly, eager to learn more.

We understand the importance of excellent home/school partnerships and for this very reason, encourage strong parental input into their child's education. We operate an open door policy and are open to new ideas and suggestions.

It is my view that education is the key to a successful future. As worldwide opportunities become more accessible in terms of careers, children of today are now competing internationally. It is therefore crucial that our children are fully equipped to compete with students across the world. With this in mind, we have very high expectations. We strive to achieve academic excellence and create an environment where young minds can flourish.

I hope that you find the information within this prospectus useful - please feel free to contact us should you have any queries.

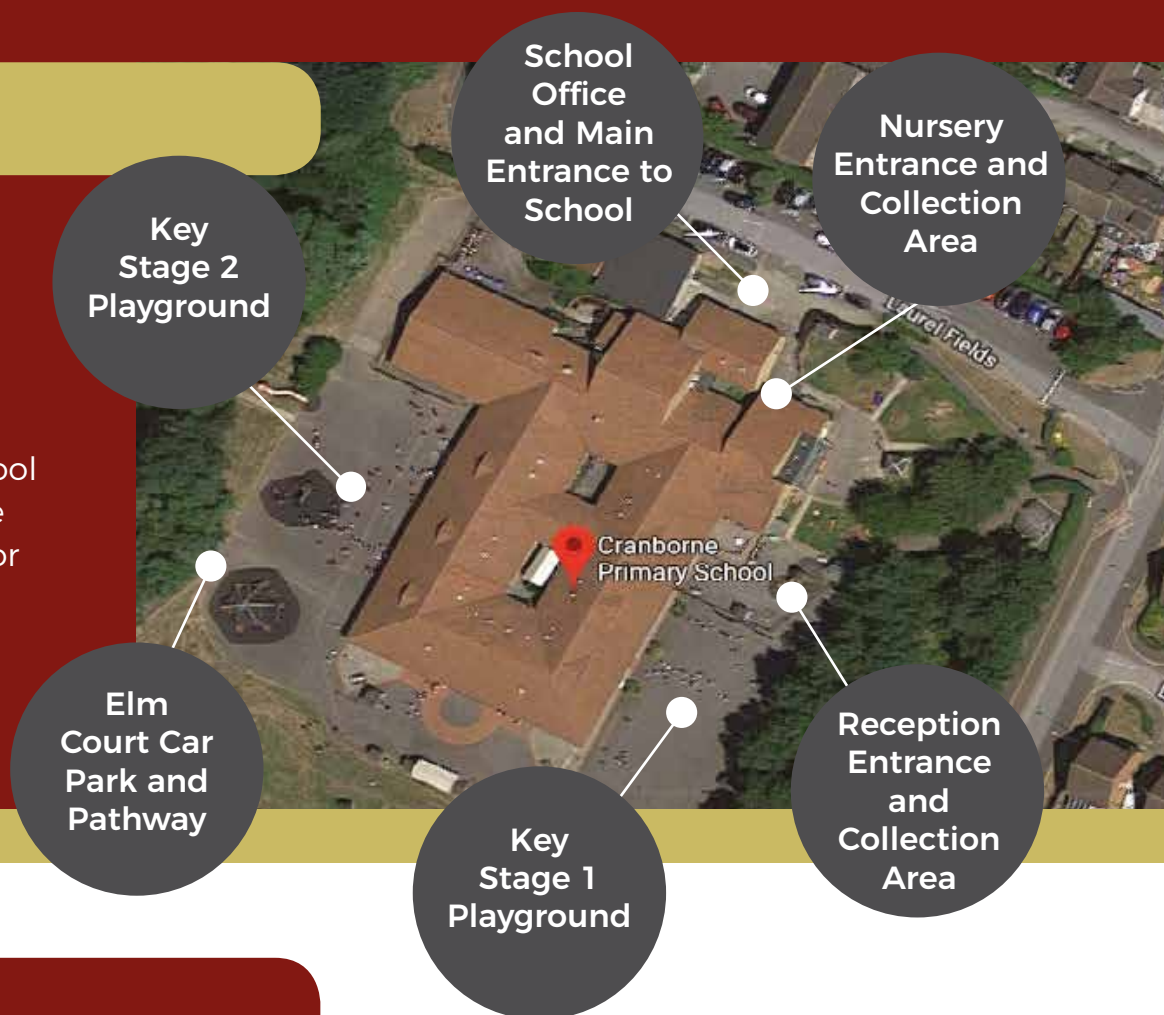
Yours sincerely

Mrs Claire Keilty BEd hons NPQH
Headteacher

Our School

Finding your way around

Here is an aerial photograph of the school indicating the entrance and collection points for the Foundation Stage.



Uniform

At Cranborne we see uniform as an important reminder that children are coming to somewhere special. It reminds us that all of us are expected to dress smartly and be ready to put our best foot forward for learning. Smartly dressed children give an indication that they care and are willing to engage in the school ethos and values. All staff are encouraged to politely remind children about their uniform. We ask that parents make sure children arrive smartly dressed and ready to learn.

Foundation Stage

- Maroon tracksuit with school crest or grey trousers, skirt, pinafore dress
- Blue polo shirt with school crest
- White or grey socks (for nursery don't worry about colour)

- Black school type shoes (for nursery don't worry about colour but please make sure the children can fasten their shoes on their own)
- Optional for summer is a checked school dress for girls and grey short trousers for boys
- PE black shorts, black track suit bottoms, trainers or black plimsoles, maroon T shirt with school crest on, maroon round neck sweatshirt with school crest on
- Wellington boots for outdoor play
- Maroon school book bag (please no rucksacks as they do not fit on the pegs!)

Please ensure all pieces of your child's uniform are named.



Our uniform providers are listed here, however nearly all items are available from most leading supermarkets.

Items with the school logo and the school tie may be purchased from:

Leejoy (In-Store only)

71 High Street, Potters Bar, EN6 5AS
01707-653366

Smarty Schoolwear (In-Store and Online: Uniform can be ordered and delivered to school free of charge)
66 Town Centre, Hatfield, AL10 0JJ
www.smartyschoolwear.co.uk

Smiths Schoolwear Ltd

(Online only: Uniform can be ordered and delivered to school)
www.smithsschoolwear.co.uk

Stamptastic - a new way to label all the uniform and help raise money for the school too. Click on the link **www.stamptastic.co.uk** for more information.

KS1 and KS2

- White shirt with buttons
- School tie
- Boys - maroon v neck sweatshirt with school crest
- Boys - grey trousers
- White or grey socks, black or grey tights
- Girls - maroon cardigan with school crest
- Girls - grey skirt, pinafore dress or checked school dress in summer
- Black school type shoes
- PE; black shorts, black track suit bottoms, trainers or black plimsoles, maroon T shirt with school crest on, maroon round neck sweatshirt with school crest on. A change of socks for PE – ankle socks in white, black or grey.

All articles of clothing should be marked clearly with your child's name, including Wellington boots.

Jewellery is not allowed; this includes earrings.

Long hair should be tied back and hair accessories should be minimal and in the school colours.



School Year Progression

How is the school year organised?

The school year is divided into 3 terms. The length varies as Easter is not fixed.

Term	Term Dates
Autumn	September - December
Spring	January - Easter
Summer	Easter - Mid July

- In each term, there is a holiday for half term.
- There are 5 training days for staff and one occasional day per year. These usually coincide when holidays occur.
- You will find dates for the current year with your pack and on the school website.

How are the classes structured?

The school takes up to 60 children in each year (up to 39 in Nursery). Those entering Nursery start when 'rising' 4 and the children leave for secondary school aged 11 years. Children start nursery in September, however, if you have exceptional circumstances or concerns please talk to us. All Reception children start school in September. Each year has two balanced classes which work closely together.

School clubs and activities

At Cranborne, we offer a fantastic range of school clubs and activities both before and after school. Please see our website for the latest clubs overview. This changes termly and we offer a wide range of activities to appeal to all children.

We also offer before and after school care from 7.45am in the morning and up to 6pm in the evening. Please contact the office for our breakfast and after school prices.

We offer a wide range of music tuition, including piano, brass, wind, violin and guitar. If you would like your child to learn an instrument then please contact the school office for more details.



Key Information

What are the school times?

7:45am

Breakfast Club opens*

8:45am

Start of the school day, registration and early work.

11:45am

Nursery – end of the day (*an optional lunch and wraparound club to 3:30pm is available)

3:15pm

End of the school day

3:15pm

After School Club starts*

6pm

After school club closes

* Breakfast, After School and Wraparound Club bookings can be made in advance via the School Gateway App. Prices are available on our website and are subject to change.

Children arriving after 8:55am and before 9:05am will be recorded as late. Children arriving after 9:05am will be recorded as an unauthorised absence, unless an exceptional reason can be provided. All children arriving late will need to sign in at the school office.

Food in school

School Meals

Our kitchen staff prepare and cook our healthy school meals on site everyday and are provided by Hertfordshire Catering Limited. If your child has school meals, they are able to choose a dish from the current menu as follows:

Red	Hot Meat or Fish Dish
Green	Hot Vegetarian Dish
Yellow	Baguette or Roll
Blue	Jacket Potato with various toppings

If you would like your own copy of our current menu, please pop into the School Office. Payment for your child's meals must be made via the School Gateway.

Packed Lunches

As part of our healthy eating policy, we encourage pupils who bring a home packed lunch to enjoy a balanced diet. We do not allow children to bring in canned drinks or glass containers; fizzy drinks are also not permitted. We are a nut free school as we do have children and staff with nut allergies. This includes hazelnut chocolate spreads, such as Nutella.

Snacks

Children in Reception, Year 1 and Year 2 are provided with a free piece of fruit each day at morning break. Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fruit or dried fruit, vegetables, cheese or cereal-type bar. Children should not be bringing chocolate or crisps in for morning snack.

Children are encouraged to bring a named water bottle from home each day. These will be freely available to them throughout the day.

Milk

Milk is provided free of charge up to the age of 5. After this time, you have the option to buy milk for your child. Forms are available from the school office.

Sport in school

At Cranborne, as well as following the PE curriculum, there will be many opportunities for your child to enjoy extra-curricular sport and team games. We take part in a range of competitions within the community, such as boys and girls football, netball, cricket and swimming, and we especially encourage all pupils to experience competition.



Curriculum Drivers

Bravery

Our children will be brave. They will believe in themselves and will be confident in their own abilities. They will be brave enough to ask questions, challenge the thinking of others and stay true to what they believe is right. Resilience and hard work lie at the heart of our school and children at Cranborne strive for excellence in all they do. We encourage our children to be fearless by giving them opportunities to take risks inside and outside of the classroom.

Ambition and Aspiration

Anything in this world is possible. Our children will have high aspirations for their future; socially, academically and economically. We will instil a love for learning which leads to success. Commitment is valued highly and children will understand that they will only achieve through hard work and dedication to their goal.

Knowledge

Our children will be educated citizens where essential knowledge empowers them to contribute positively to society. We will broaden their horizons, expanding their knowledge of the world. Children will use this knowledge to question and challenge and become curious, critical thinkers. Our children will be eloquent orators and able to speak with confidence; framing their ideas so others will listen.

Identity

Children have a strong sense of their own self and their place in the world. Children stay true to themselves, value their own identity and respect and appreciate the richness and diversity of the identity of others. They understand their role within local and global communities and their responsibilities as a friend and a citizen.



Extended curriculum, trips and visits

To extend the curriculum and make learning even more fun we offer many trips and activities, including:

- Paradise Wildlife Park
- Southend Sealife Centre
- Verulamium Roman Museum
- Residential trips in Year 4 and Year 6

There will also be outings to local places of interest, which are within walking distance of the school, e.g. the local church, the park, local leisure centre. You would always be informed in advance of such outings.

What special events are there?

There are many special events during the course of the school year which bring great excitement for the children and provide an opportunity for parents to take part in their children's learning. The list below provides a few examples:

- Concerts (Christmas, music, end of year production)
- Open mornings
- Exhibition evening
- FOC events
- School trips
- Class assemblies
- Sports events

Our PTA - Friends of Cranborne

We are extremely fortunate to have a hugely dedicated PTA, Friends of Cranborne.

With the help of parents and families they raise much needed funds for our school. Throughout the year, they hold many different and exciting events, including: summer and Christmas fayres, Easter egg hunts, quizzes, fireworks night, end of term discos and many more. All of our parents are automatically members of FoC, and we encourage you to support them in any way you can.



Contributions From Parents

During your child's time at Cranborne, you will be asked to make contributions towards the cost of, for example, school trips, swimming lessons or art projects. We need to ask for these contributions so that we can continue to offer a varied and stimulating curriculum. Without your contributions we will be unable to continue to provide these memorable opportunities for your children. Your contributions through fund raising events organised by our PTA, Friends of Cranborne (FOC), also ensure that we can keep costs to a minimum.

Photographs and video

Throughout the year, we enjoy taking photographs, videos and sound recordings of the children, we use them to form displays in school to show the children at work. With your consent, we also like to celebrate their achievements on our school website.

Parents are welcome to take photographs and videos of their own children when attending school events, however we ask you to refrain from taking photographs and videos of other children. These images must only be used for personal use and not uploaded onto the internet or shared on social media. This is especially important as you do not have parental permission for other children, and this also helps to keep our children safeguarded.

Acceptable use of internet and email

The internet, email, mobile technologies and online resources have become an important part of learning and everyday life. We want all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of online risk, know how to stay safe online and know where to go to report problems or to get help. All of our families are asked to read and sign an Acceptable Use of Internet document which details how to keep all of our children safe and responsible when using ICT.

Working with Parents

Parental Involvement

At Cranborne, we recognise the value of parental and community involvement, and parents are welcome to help in school. We always try, where possible, to include parent helpers on educational visits and trips. All volunteers must have a DBS check carried out by us before commencing volunteering work. This ensures our children are safeguarded at all times.

Communication with Parents

We have an open door policy where parents are very welcome to discuss their child's learning or concerns. It is important that we work together to resolve any issues, no matter how big or small. We would encourage you to make an appointment, in the first instance, with your child's teacher.

Contacting Parents

In case it is necessary for your child to be sent home, it is essential that we have contact details of not only parents/carers but also alternative contacts such as grandparents, childminders etc. You will appreciate the need to keep these details up to date and it is vital that the school is notified of changes of contact details or circumstances.

We use a texting system which enables us to contact you quickly in case of illness, absence or cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.

Parents' evening

Parent/teacher consultation meetings are held twice during the school year. These provide an opportunity to meet with your child's teacher to review their work and discuss their progress. Written reports are sent home at the end of the school year, outlining their progress and achievements for the whole year.

Newsletters

Termly newsletters are sent home with children and can also be found on our website. These contain general news about school activities, important notices and dates for your diary.

At Home

Parent involvement is not confined to school. Children are learning all of the time and their parents and carers are partners in education with the school. We do provide homework, in line with the needs of the children, their age and ability, and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. You will receive two copies in your induction pack. Please sign both copies and return one to school.

Payments and Billing

We are now a cashless school. Payments for trips/activities/school meals etc. that your child will be involved with during their school years will be made available for you to pay online. Cash will not be accepted, and for safety and security reasons you should not send cash into school with your child. If you have not already registered for online payments and app messages please either:

- Download the Schoolgateway app from your app store onto either your Android smart phone or iPhone. This will enable the school to send you text messages for free.
- You can also make payments online by visiting schoolgateway.com and click on 'New User'.

You will receive a text message with a PIN number. Use this PIN to log into the School Gateway. If you have any problems registering or making payment, please contact the school - we will be happy to help you. The school gateway will give you details of meals taken and payment made including what you currently owe/how much credit you have.

If you are unable to make payments via the School Gateway, please contact the office.





How will I know if the school is closed?

In the event that our school has to close due to adverse weather or other exceptional circumstance, we have a school closure notification system which will inform parents directly. Everbridge operates the system on behalf of Hertfordshire County Council.

To receive this free service **YOU MUST SIGN UP**. Once you have signed up, Everbridge will text and email you directly if the school is closed.

We will also text all of our parents and update our website.

To sign up on-line please go to <https://member.everbridge.net/index/892807736725489>



Medicines in school

We ask you to give us details of any medical condition which your child may have, including any allergic reactions they may have had. If your child requires an inhaler or epi-pens, there is a specific form to complete which is available from the school office. Epi-pens and inhalers must be named and it is the parents responsibility to replace them when we inform you that they are running low or near to their expiry date. All prescribed inhalers will be kept with the individual child's class, within easy access at all times of the child.

Medicines which have been prescribed by the doctor are kept in a secure and dedicated refrigerator in the school office. Medicines will only be dispensed if a parent has completed an Administration of Medicine form, which is available from the school office. This gives the school permission to administer medication to your child if required.



Attendance, punctuality and the impact of taking term time holidays

Cranborne Primary School is committed to providing high quality inclusive learning opportunities for all pupils. Full attendance is a critical factor in ensuring positive educational outcomes for all pupils. We give high priority to emphasising to parents and pupils the importance of regular attendance and punctuality. Persistent lateness and/or poor attendance will be discussed with parents/carers in the first instance, and may be flagged with the school's Attendance Officer.

Holidays in term time and requests for absence

We expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents at least one year in advance. In keeping with Government policy, unless circumstances meet exceptional criteria, holidays during term time will not be authorised. If you do need to take your child out of school in an emergency, you are asked to write to the Headteacher requesting the absence. The letter should contain full details of the trip and circumstances around your child's absence.

If holidays are taken during term time, this may result in a fixed penalty notice and parents could be fined.

Collection during the school day

We ask, where possible, that routine medical and dental appointments are made outside of the school day. Where this is not possible, and your child has to leave during the school day, we must (for safety reasons) have a request from you and they must be collected. Children will never be allowed to leave the school premises by themselves during school hours. If they are collected during the day, you will be asked to sign them out at the school office.



Learning Mentor and Family Support Workers

At Cranborne, we take our pastoral care very seriously. We know that children learn well when they haven't got worries or concerns. The role of the learning mentor is to help remove any barriers to learning by working alongside the child and the family.

Sometimes this means that we work with other agencies or resources. One such resource is the Family Support Worker service.

It is their role to work with Hertsmere Schools, families, parents, carers and

agencies to enable children and young people to have full access to educational opportunities and to overcome barriers to learning. They can help with establishing good routines, financial difficulties, behaviour management, sleep deprivation, social difficulties, housing and many other needs.

They also run excellent courses to support parenting and key skills. Please contact our Inclusion leader if you wish to access this service and she will be happy to assist you.



Special Educational Needs

Children who are assessed as having a special educational need will have their needs met by adult support, differentiated work or individual programmes of study, as appropriate. This will be monitored via the schools provision map.

A variety of assessment tools are used to determine their area of need and referrals

to other professionals are sought where deemed advisable.

Our Special Needs Coordinator (SENCo) will assess and monitor children's progress, then support them and teaching staff through monitoring and evaluating the programmes of work outlined in individual support plans.



Health and Safety

Parents are asked to support our health and safety policy by:

- Entering the school via the front door, signing in and wearing a badge at all times whilst on site
- No smoking or vaping anywhere on the school premises
- Ensuring children always walk with scooters and bicycles whilst on the school premises
- Ensuring children do not wear jewellery to school
- Not bringing dogs anywhere on the school site
- Ensuring children are delivered safely to their classrooms (they remain your responsibility until they are inside the school building)

Child Protection

Safeguarding and Child Protection

We take the safety of our children very seriously and have clear policies in place to support our safeguarding practice. Any reports concerning the individual safety of a child will be investigated by Mrs Keilty and Designated Safeguarding Leads.

The following policies are available to view on our website:

- Anti-Bullying
- Behaviour
- Child Protection
- E-safety
- Health and Safety
- Safer Recruitment

The school provides a safe environment for the children. All staff are first aid trained and all adults who work with the children hold an enhanced DBS checked.

Fire evacuation procedures are displayed clearly in the school office. The children practise evacuating the building safely and quickly during school fire drills. Visitors and children will always gather on the infant playground unless told otherwise at the time.



Governors

The governors play a pivotal role in Cranborne Primary School. They are the 'eyes' of the school and monitor and support the progress towards achieving our goals. The governors act as a critical friend and help to ensure that questions are asked, ideas are challenged and that checks and balances are in place to secure the best outcomes for your children.

Parent governors help to make up some of the membership of the governing body and are an important part of this team. They have first hand experience of the impact of the decisions made. If you are interested in becoming a parent governor, please inform the Headteacher, class teacher or Chair of Governors (via the school office). Vacancies are always advertised through school letters.

If I have a query or complaint where do I go?

The school really values its relationship with parents. If you have a concern, it is best to go to your class teacher or teaching assistant in the first instance. In the unlikely event that your concern is not resolved, please make an appointment with the Key Stage Leader. A copy of our complaints procedure is available from the school office.



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