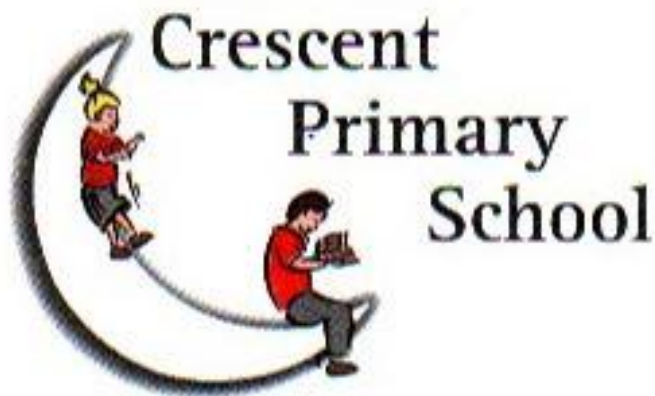


# Crescent Primary School

Booth Crescent, Mansfield, Notts, NG19 7LF



# Welcome to our School

Information pack

# School Year 2025/26



## Contents

|   |    |
|---|----|
| 1. Welcome to the school .....                                      | 2  |
| 2. Contact details .....  | 3  |
| 3. Our visions and values .....                                     | 4  |
| 4. Staff list (as of publication July 24) .....                     | 5  |
| 5. School dates .....   | 6  |
| 6. Who to contact when.....   | 7  |
| 7. Timings of the school day .....                                  | 8  |
| 8. School meals information .....                                   | 9  |
| Packed Lunches .....  | 11 |
| 9. Uniform list.....  | 12 |
| 10. Illness and absence .....                                       | 13 |
| 11. Homework.....   | 17 |
| 12. Governing board .....   | 18 |
| 13. Complaints.....   | 18 |
| 14. Behaviour.....  | 19 |
| 15. Health and safety information .....                             | 19 |
| 20. Social media policy and internet acceptable use agreement ..... | 20 |
| 21. Other useful information .....                                  | 21 |

### 1. Welcome to the school

I would like to wish you a very warm welcome to Crescent Primary School. As Headteacher, I am proud to share with you our wonderful school and the values which underpin everything we do - Happiness, Success and Learning for Life!

We are a welcoming and happy school where everyone is valued and respected. We have a dedicated, enthusiastic and committed team of staff who endeavour to provide an outstanding education for each and every child. Everyone at Crescent Primary consistently works hard to give the very best education, both academically and socially, to our pupils - our staff really make a difference!

Our school has a special feel to it - we have high expectations of pupils, in their learning and in the way they interact with others. Our aim is for every child to be the best version of themselves every day in all that they do.

Parents and carers play a very important part of school life and we value our strong partnership with them. Together, we share responsibility for the children's education and we work closely together with every child's best interests at the centre. We encourage our parents to become involved in all aspects of school life, so that, as partners, we can promote high standards of learning, behaviour and attitudes to enable every child to reach their full potential.

We believe Crescent Primary is a school to be proud of; a place where children learn and love to be!

Please feel free to contact the school office with any queries you may have.

## Admission Arrangements

### Nursery

Children are welcome to join our Nursery the term after they turn three years old. Children can attend for half a day, either in the morning or afternoon, for a total of 15 hours per week.

We are also able to offer full time places to 3 and 4-year-old children whose parents are entitled to the government's 30 hours free childcare and have a valid eligibility code. For more information, please contact the school office.

### Main school

We are a two-form entry school (60 places per year group) with one single point of entry into full-time school for children. This will be in the September following their fourth birthday.

In-year admission arrangements are dealt with by Nottinghamshire School Admissions, Meadow House, Littleworth, Mansfield, Notts, NG18 2TA. Tel: 0300 500 80 80 [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

## 2. Contact details

### School address:

Crescent Primary School,

Booth Crescent,

Mansfield, Notts

NG19 7LF

**Telephone:** 01623 468558

**Email address:** [office@crescent.notts.sch.uk](mailto:office@crescent.notts.sch.uk)

**Website:** [www.crescentprimaryschool.com](http://www.crescentprimaryschool.com)

**Social media:** Facebook: Crescent Primary School

### 3. Our visions and values

#### *Aims and Values*

**C**elebrate achievements

**R**esponsible, co-operative, independent citizens

**E**njoyment—happy, safe and supported

**S**uccess - fulfil our potential

**C**urriculum - broad, balanced, relevant & exciting!

**E**ncouraging – self-belief and aspirational

**N**urturing - high self-esteem - give & create smiles

**T**olerance & understanding

**P**artnership with parents & the community

**R**espect - each other & the environment

**I**nclusive - value everyone's contribution!

**M**ake progress! Achieve high standards

**A**ttitude - positive, co-operative, thoughtful, questioning

**R**ealistic - high aims and expectations

**Y**ou can do it! Be the best that you can be!

***"Happiness, success and learning for Life"***

We are a Local Authority Community (maintained) school and nursery offering 30 hour places and Wraparound care

## 4. Staff list *(as of publication Sept 25)*

### Teachers

|                                  |                             |
|----------------------------------|-----------------------------|
| <b>Headteacher</b>               | Mrs Spray                   |
| <b>Deputy Headteacher</b>        | Mrs Broadhead               |
| <b>Assistant Headteacher</b>     | Mr Matthews                 |
| <b>SENDCO</b>                    | Mrs Cheetham                |
| <b>Class teacher (Nursery)</b>   | Mrs Campbell-Short          |
| <b>Class teacher (Reception)</b> | Miss Somers                 |
| <b>Class teacher (Reception)</b> | Miss Bacon / Mrs Gurrie     |
| <b>Class teacher (Year 1)</b>    | Miss Robinson               |
| <b>Class teacher (Year 1)</b>    | Mrs Harrison                |
| <b>Class teacher (Year 2)</b>    | Mrs Murfitt                 |
| <b>Class teacher (Year 2)</b>    | Mrs Wyatt                   |
| <b>Class teacher (Year 3)</b>    | Mr Illsley                  |
| <b>Class teacher (Year 3)</b>    | Mrs Ratcliffe / Mrs McArdle |
| <b>Class teacher (Year 4)</b>    | Mr Matthews                 |
| <b>Class teacher (Year 4)</b>    | Mrs Cooper                  |
| <b>Class teacher (Year 5)</b>    | Mr Mateta                   |
| <b>Class teacher (Year 5)</b>    | Mrs Cheetham                |
| <b>Class teacher (Year 6)</b>    | Mrs Shaw                    |
| <b>Class teacher (Year 6)</b>    | Miss Kennedy-Brown          |

### Support Staff

|                                  |             |
|----------------------------------|-------------|
| <b>Senior Teaching Assistant</b> | Mrs Senior  |
| <b>Family Support Worker</b>     | Lisa Harris |

### Teaching Assistants

Miss Allwood  
Mrs Marples  
Miss Fox  
Miss Burton  
Miss Richards  
Mrs Hollywood  
Mrs Wilson  
Miss Parker  
Mrs Revill  
Mrs Baines  
Mrs Watson  
Miss Swinscoe  
Miss Watson  
Mrs Hawkins  
Mrs Metcalfe

Mrs Cowan  
Mrs Brewer  
Miss Hrycaj  
Mr Dobb  
Mrs Jones

### **Learning Support Assistants**

Mrs Sreaton  
Mrs Thrall  
Mrs Gadj  
Mrs Allam  
Mr Campbell-Short  
Miss Blake (Apprentice)  
Miss Wild

|                                |   |
|--------------------------------|---|
| <b>School Business Manager</b> | Mrs Brown   |
| <b>Office Manager</b>          | Mrs Blake   |
| <b>Admin Assistants</b>        | Mrs Wells & Mrs Henderson   |
| <b>Site Manager</b>            | Mr Wright   |
| <b>Site Staff</b>              | Miss Colley<br>Miss Fisher<br>Miss Johnson<br>Vacancy   |
| <b>Midday Supervisors</b>      | D Tucker<br>M Johnson<br>T Warren<br>S Walker<br>E Edwards<br>L Meadows<br>J Bullock<br>A Stroungari<br>Z Conkova |

## **5. School dates**

### **Autumn term 2025**

**Term starts on:** 1 September 2025\* (children start on Wednesday 3rd September)

**Term ends on:** 19 December 2025

**Half term:** 20 October – 31 October

**\*Inset days: 1 & 2 September 2025 – school closed to pupils for staff training**

### **Spring term 2026**

**Term starts on:** 5 January 2026

**Term ends on:** 27 March 2026

**Half term:** 16 – 20 February 2026

**Inset day:** 13 February 2026 – school closed to pupils for staff training

## Summer term 2026

**Term starts on:** 13 April 2026

**Term ends on:** 24 July 2026

**Half term:** 25-29 May 2026

**Inset days:** 1 June 2026 – school closed to pupils for staff training

**Bank holidays:** 4 May 2026 & 27 July 2026

## 6. Who to contact when...

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email [office@crescent.notts.sch.uk](mailto:office@crescent.notts.sch.uk)
- Put the subject and the name of the relevant member of staff in the subject line
- We'll forward your email to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there.

| I HAVE A QUESTION ABOUT...                | WHO YOU NEED TO TALK TO   |
|---|---|
| Class activities/lessons/homework         | Your child's class teacher  |
| Payments ( <i>online</i> ) <i>no cash</i> | School office/ SCOPAY   |
| School trips                              | School Office <a href="mailto:office@crescent.notts.sch.uk">office@crescent.notts.sch.uk</a><br>01623 468558  |
| Uniform/lost and found                    | Lost property bins located in each building/class teacher/school office   |
| Attendance and absence requests           | If you need to report your child's absence, either call the school office or send a message on the scholar app.<br><br>If you want to request approval for term-time absence, please complete a leave request form available from the school office |
| Bullying and behavior                     | <a href="mailto:office@crescent.notts.sch.uk">office@crescent.notts.sch.uk</a>  |
| School events/the school calendar         | On the school website; <a href="#">Calendar   Crescent Primary School</a>   |

| I HAVE A QUESTION ABOUT...   | WHO YOU NEED TO TALK TO  |
|--|--|
| Special educational needs  | SENDSCO – <a href="mailto:zcheetham@crecident.notts.sch.uk">zcheetham@crecident.notts.sch.uk</a>   |
| Before and after-school clubs  | School office <a href="mailto:clubs@crecident.notts.sch.uk">clubs@crecident.notts.sch.uk</a>   |
| Hiring the school premises (Crescent Centre)                               | School office <a href="mailto:office@crecident.notts.sch.uk">office@crecident.notts.sch.uk</a>   |
| The PTA  | <a href="mailto:friends@crecident.notts.sch.uk">friends@crecident.notts.sch.uk</a>   |
| The governing body   | Martin Senior Chair of Governor's<br><a href="mailto:office@crecident.notts.sch.uk">office@crecident.notts.sch.uk</a>  |
| Catering/meals   | Website <a href="#">School Meals / FSM/UIFSM   Crescent Primary School</a><br><a href="mailto:office@crecident.notts.sch.uk">office@crecident.notts.sch.uk</a> |
| Finance / staff / Supplies & Services / Health & Safety matters / Premises | School Business Manager –<br><a href="mailto:abrown@crecident.notts.sch.uk">abrown@crecident.notts.sch.uk</a>  |
| Job vacancies  | <a href="mailto:recruitment@crecident.notts.sch.uk">recruitment@crecident.notts.sch.uk</a>   |
| Student placements / work experience                                       | <a href="mailto:ssenior@crecident.notts.sch.uk">ssenior@crecident.notts.sch.uk</a>   |
| GDPR / data protection   | Data Protection Officer<br><a href="mailto:pmatthews@crecident.notts.sch.uk">pmatthews@crecident.notts.sch.uk</a>  |

## Identity Badges – Lanyards

All staff on school premises will wear an identification badge/lanyard. Visitors wear a photographic ID sticker generated from signing in at the office. All external doors & gates are locked during school hours. Entry to the school should be by the main entrance of the school **only**.

**We are committed in ensuring the safety and well-being of all the children in our care.**

## 7. Timings of the school day

### Foundation stage

#### Part-time Foundation Stage times (Nursery)

Morning session - 8.30 am to 11.30 am

Afternoon session - 12.20 pm to 3.20 pm

30-hour provision - 8.30 am to 3.20pm

## **Main school (Reception-Y6)**

Doors open at 8.40 am

**School starts at 8.50 am**

**School day ends at 3.20pm**

Staff are on duty from 8.40 am. There is no supervision of the playground before this time and children should not arrive very early without accompanying adults.

Punctuality is equally important. However, it is better to come late than not at all. Doors open at 8.40 am and school starts at 8.50am. If your child arrives late for any reason, he/she must report to the school office to be signed in. The Headteacher, Family Support worker and Office Manager undertake half termly attendance and punctuality meetings. Parents may be invited in if there are concerns with a child who is persistently late.

All outer doors will be locked at 8.50 am. If your child arrives after this time the front door must be used and a late arrival will be recorded in the register

### **The school day ends at 3.20pm**

Children should be collected from outside the classrooms. They will leave via the cloakrooms. Please wait for your child next to your child's classroom where the teacher will be able to see you.

**◆ Please inform your child's class teacher or a member of the office staff if someone else is collecting your child ◆ Please ensure the person who could be collecting is recorded as a contact on your child's record in the office.**

## **Breakfast and after-school care (Wraparound Care)**

We offer wraparound care for £12 per day. Parents have the option to book sessions to suit them on SCOPAY.

Breakfast Club 07.30am – 08.30am - £4

Afterschool session one 3.20pm – 4.30pm - £4

Afterschool session two 4.30 - 5.30pm - £4

Children are welcome to attend extra-curricular clubs in school and attend wraparound care for the second hour only.

All sessions are booked through SCOPAY, the school office are able to help with any issues or if you require your child's link code.

For more information, please contact the school office or email [clubs@crescent.notts.sch.uk](mailto:clubs@crescent.notts.sch.uk)

## **8. School meals information**

Food prepared by the school NCC catering team meets the National Nutritional Standards for School Lunches.

**UIFSM** - Children in Reception -Year 2 are entitled to a **universal infant free school meal** which is funded by the government.

**FSM** - Free School Meal children from Reception -Year 6 are also entitled to a free meal from school.

## **Paying for school meals**

Parents of children in year groups 3-6 who pay for their school meals can do so on the app at a cost of £3.16 per day.

All children in Reception – Year 2 are encouraged to take up the offer of a free 'hot' meal via the 'Universal Infant Free School Meal' (UIFSM) scheme. Children are encouraged by the Midday Supervisor Team to try food items and food diaries can be arranged if there are concerns about a child not eating.

Each day there will be a choice of a hot meal, vegetarian option, jacket potato or sandwiches with a selection of fillings plus a dessert.

Menus are available to view on our school website each term.

## **My child is allergic to eggs/wheat/dairy products/nuts.....can they still stay for a school dinner?**

Yes! Nottinghamshire school dinners have provision for medical diets, we are committed to ensuring your child stays healthy and enjoys the social inclusion of having a school dinner.

We operated a staggered dinner time which flows as follows:

Reception – 11.30-12.20

Key Stage 1 – 12.00-12.50

Key Stage 2 – 12.30-13.20

## **Free school meals**

Your child might be eligible for free school meals if you are in receipt of one or more of the qualifying benefits below:

- Universal Credit
- [Income Support](#)
- [Income-based Jobseeker's Allowance \(JSA\)](#)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit

## **How do I register?**

You only need to register once at the school.

To register, please complete a form, available from the school office or contact Nottinghamshire County Council either by phoning 0300 500 8080 or online [Free school meals and milk | Nottinghamshire County Council](#)

### More information

If you have any questions or specific concerns, please contact Mrs Blake, Office Manager

## Packed Lunches

The school encourages parents and carers to provide children with packed lunches that complement the nutritional standards. This is achieved by promoting healthy balanced packed lunch options using the principles of the 'eat well plate'. The Environmental Health department recommends that every child brings packed lunches in insulated bags with an ice pack to keep the lunch at a healthy temperature.

Below are several example items for a well-balanced lunchbox that we would encourage:

- A sandwich or wrap with a choice of filling (cheese, ham, tuna, cheesespread)
- Crisps eg any type of crisp but ensuring a regular sized bag
- Veg sticks eg carrots, cucumber, tomato
- Tub of pasta
- Fruit eg apple, orange, fruit in a pot
- Yoghurt
- Yoghurt drink
- Mini cheese
- Cake bar \*
- Small chocolate bar \*
- Cereal bar\*



\*We would encourage children to only bring one chocolate item each day.

### Drinks and sweets are not permitted.

See our school **Food policy**: <https://primarysite-prod-sorted.s3.amazonaws.com/crescentprimaryschool/UploadedDocument/10a0c178-1fae-446b-b565-49056fe37ba2/food-policy-february-2021.pdf>

School Food Plan <http://www.schoolfoodplan.com/>

## Water

**The school fundraising team 'Friends of Crescent' enable each child from Reception to Y6 to receive a free reusable water bottle each September!**

**All children are encouraged to drink water regularly throughout the day. Please do not send any other drink with your child – water only!** *Exceptions can be discussed with the Headteacher with dietary/medical evidence.*

Should you wish to purchase a new water bottle, they are available to collect at the school office after payment has been made on SCOPAY.

## Fruit in school

Children in the Foundation Stage/Key Stage 1 have free fruit provided every day at break time by the governments 'fruit scheme'. The aim is to teach children the benefits of healthy eating and for them to have a positive and enjoyable experience of trying different fruits each day.



◆ Please let school know of any fruit allergies ◆



## Healthy Snacks

A healthy snack from home can be brought in to eat at morning playtime. Some healthy suggestions include:

- fruit
- rice cakes
- breadsticks
- yoghurt pouches

Chocolate, crisps and biscuits are not recommended.

## Milk in school

Milk is completely **free** for all children aged under 5 and is free for children if eligible for free school meals throughout their primary education.

◆ It is important that you register your child for milk and the quickest way to register for school milk is online at [www.coolmilk.com](http://www.coolmilk.com). Children will not be able to receive milk unless you have registered them ◆

## 9. Uniform list

### Standard school uniform

Our staff and governors are pleased to see all the children in uniform.

***Please ensure that ALL items are clearly labelled with your child's name on!***

The school uniform is as follows:

**Girls** Grey/black skirt, tailored shorts, trousers or pinafore dress

Red jumper/ cardigan

White/yellow/ red polo shirt

Summer dress: red/white check/stripes

Sensible black shoes

**Boys:** Grey or black trousers

Red jumper

White/yellow/red polo shirt

Sensible black shoes

**Children should not wear open-toed sandals or heeled shoes as they are not safe when playing outside. ONLY black sensible shoes.**

School uniform is available to purchase from the Schoolwear Centre in Mansfield town centre or online at [www.myclothing.co.uk](http://www.myclothing.co.uk).

You can also purchase school uniform from most local supermarkets. If you do require support with getting school uniform for your children, do speak with the school office as we can often support from donations we receive into school.

## PE Kit

White t-shirt

Black PE shorts

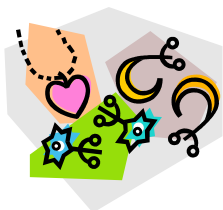
Plimsols/ trainers

(Black/blue tracksuit and trainers for outdoor games when the weather is cold).

All items should be in a named drawstring bag.

## Jewellery

**Jewellery should not be worn at school.**



If ears are pierced, only a single stud should be worn. All jewellery including earrings should be removed for PE, swimming and games.

If your child has recently had ears pierced, please cover the earring with a plaster if they are still healing to protect during school activities such as PE.

## 10. Illness and absence

### Attendance



Regular attendance at school is of paramount importance.

We ask that you support our school in its efforts to improve attendance and punctuality and we really appreciate your co-operation.

Mrs Harris (Family Support Worker) and Mrs Blake (Office Manager) are always happy to offer support with any issues or difficulties you may be experiencing and may invite parents/carers into school for an informal chat on how school can help with any attendance issues.

## Absence

We expect all children to attend school every day. If your child is unable to attend due to being unwell, please telephone school before 9.30am on the morning of the absence and speak to a member of our office team. Alternatively, you can leave a message on the school's answerphone machine, message on the scholar app or send an email to [office@crescent.notts.sch.uk](mailto:office@crescent.notts.sch.uk)

If you are taking time off for an event, holiday or other personal reason during term time, a leave of absence form must be completed. Leave of absence forms should be submitted to Mrs Blake (Office manager) at least four weeks prior to the absence. **No absences will be authorised, including holidays, unless prior agreement has been made with the Headteacher. Taking your child out of school for a holiday may result in being issued with a fixed penalty notice and a fine.**

## Hospital, clinic and dental appointments



Children are not allowed to leave school premises alone for any appointments so prior notification is essential. **Medical and dental appointments which cannot be made out of school time will be authorised provided your child's appointment letter or card is brought to the school office and the timescale for the appointment is reasonable.**

Office staff will register the absence and notify the class teacher of the day your child will be away from school and for how long, and any changes to your child's meal arrangements for that day can then be agreed.

Children are expected to attend school before/after their appointment and should be collected and brought back via the school office entrance by an adult to be signed in by the office staff.

**Please note dental check-ups and optician appointments (unless directed by the hospital) are not authorised or classed as medical and school therefore encourages all routine dental/optician appointments to be made after school.**

## First Aid / Illness at School



Please inform us of any allergies or other health problems that may affect your child.

If your child is ill, we will contact you if necessary to arrange for the child to go home.

**★ It is essential that you provide us with at least 2 x emergency contact numbers ★**

In the event of a more serious accident, we would try to contact you. If this were not possible, a member of staff would accompany your child to hospital and stay with the child until you have been contacted.

Every member of school staff has basic first-aid and receives regular first-aid training. The school has two trained first aiders – currently Mrs Senior and Mrs Blake and a number of Paediatric First Aiders.

Midday Supervisors have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head, a text will be sent or if concerned, parents will be contacted.

Please notify school if your child is allergic to latex, plasters, etc.

## Headlice

Many primary school children are affected by head lice every year. School is very conscious that when on the increase, head lice is a concern for parents and can be quite frustrating. School is always at hand to offer advice. Helpful information on the prevention and treatment of head lice is available online at

<https://www.nhs.uk/conditions/head-lice-and-nits/>

Please help us to keep head lice to a minimum and check your child's hair thoroughly and on a regular basis and comb through hair with conditioner every day for 2 weeks if lice are found.

## The Healthy Family Team

Healthy Family Teams are part of the Healthy Families Programme.

This brings together care provided by the Specialist Public Health Practitioners and their teams. These used to be known as Health Visitors and School Nurses. It also includes the Family Nurse Partnership Programme for young parents and the National Child Measurement Programme.

Each team of practitioners and support staff have responsibility for a certain area and work across the 0-19 years age. These are known as 'Healthy Family Teams'.

They work closely with local GP practices, early years settings, schools, midwives, children's centres, social care, and other services in each area. They make sure there are good links and that, when required, parents and young people can be offered the full range of support they may need.

This service is provided to all families living in Nottinghamshire with a child between 0-19 years old. It also covers expectant mums and young people attending Nottinghamshire schools up to the age of 19 years.

We cover Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark & Sherwood, and Rushcliffe.

A 'single point of access' Advice Line for parents, carers and healthcare professionals who want to speak to the Healthy Family Teams for advice or support, covering the 0-19 years age range. It operates Monday to Friday, from 9am to 4.30pm. Text Parentline on 07520 619919

## Medical Conditions

### Asthma

It is vital that school is aware of children that suffer from Asthma. We will require you to complete a Health Care Plan with a member of staff before your child starts school if the asthma is severe. The information about your child will be shared with the classroom staff so we can provide the appropriate care for your child. All school staff are aware of the signs and procedures to follow should a child suffer from Asthma.

**\*Please ensure your child has a spare inhaler with them in school\***

## Medical conditions, Allergies and Dietary Needs

If your child suffers from a medical condition or has any allergies, please ensure this information has been recorded on the admission form when your child enters school or you can update this information with the school office.

If your child is not able to eat certain foods due to an allergy, medical diet or religious reasons, please let school know. A diet sheet/confirmation from the hospital or Doctor is needed to ensure school staff are aware of this.

## Medication



### Prescribed medication is only given if needed 4 times a day.

If a child requires prescribed medicines whilst in school, parents must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. All cases are reviewed individually. All medication is stored safely either in the fridge or in the medicine cupboard in the school office.

Children are **not** allowed to keep medication in school themselves and any that is not prescribed must be administered by parents/carers as and when needed. The teachers do not give medicines in school. Parents may, if they wish, arrange to come into school to give medication that is not prescribed.

## Safeguarding Children

School follows a strict procedure in ensuring **all** staff and volunteers that come in regularly and have unsupervised access with children are checked through the DBS (Disclosure and Barring System) and undertake a Safeguarding Induction.

## Child Protection

All staff are trained in safeguarding children, which means that any concerns we have about the safety, care and wellbeing of children will be acted upon. Parents/carers will be contacted if there is a concern. Sometimes, a social care referral needs to be made. Mrs Spray, Headteacher, is the Designated Safeguarding Lead.

Mrs Broadhead (DHT) and Mr Matthews (AHT) are Deputy Designated Safeguarding Leads.

## Family Support Worker

Mrs Harris works more directly with families, parents/carers and children throughout the school looking at areas of school life like:

- *Families – support and engagement*
- *Behaviour*
- *Adult education*
- *Attendance*
- *Financial support & advice*

- *Food parcels, food club/bank*

## 11. Homework

### The Curriculum

Each class has a page on the school website dedicated to their learning. Please visit your child's class page regularly to see what topics are being covered and the exciting things the children have been up to!

### Homework

*What is homework?*

This can be an activity which children are asked to do outside lesson time, either on their own or with their parents/carers. Please provide a quiet place to work. Talk to your child. Be encouraging and positive - **praise them!** Do not do your child's homework for them.

*Why do we have homework?*

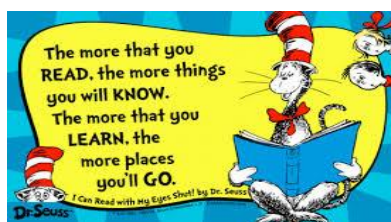
It is hoped that homework will:

- Help children improve
- Help children become more independent
- Develop home—school links
- Help children to practise skills
- Help to motivate children
- Develop children's understanding
- Develop an enjoyment of learning and sharing together



Homework will be set on your child's personal online learning platform 'Seesaw'. The homework set will link to the topics the children have been covering in school. If you have any questions regarding Seesaw, please see your child's class teacher.

***Children should read every day!***



Learning to read is perhaps the most important early skill your child will acquire at school. They will read from a large variety of books and material. Your contribution to this process is vital. **Please read with them regularly.** Every child will have a reading record book which is like a diary between parent and teacher of what your child is reading, areas to concentrate on and how well they are progressing.

Reading should be an enjoyable experience and children respond positively to support and encouragement. Children may be asked to find information at home for any topic work being undertaken. They may be asked to learn spellings and multiplication tables.

## ICT / Website

Please see the school website [www.crescentprimaryschool.com](http://www.crescentprimaryschool.com) where you are able to view all kinds of useful information about school including diary dates and parent's letters as well as look at your child's class pages which will include what your child is learning about during each term..

## Parents Evenings

We welcome regular contact with parents. There is an expectation that all parents attend parents' evenings which are organised twice a year in the Spring and Autumn term. Your child will receive a school report in the summer term. If you (or your child) think there is a problem about any specific issue, please come and see us to discuss it. End of year reports are issued via email during July, annually.

## 12. Governing board

|                                |                          |
|--------------------------------|--------------------------|
| <b>Chair of governors</b>      | Mr Martin Senior         |
| <b>Vice chair of governors</b> | Mr Harris                |
| <b>Governors</b>               | Mrs Spray – Head Teacher |
|                                | Mrs Harris               |
|                                | Mrs Senior               |
|                                | Mr Randle                |
|                                | Mr Broadhead             |
|                                | Mrs Screaton             |
|                                | Mrs Parris               |
|                                | Miss Somers              |
|                                | Mr Beresford             |
|                                | Mrs Crowder              |

If you are interested in becoming a school governor please take a look at our website for more information and how to apply [Governing Body Information | Crescent Primary School](#)

## 13. Complaints

The difference between a concern and a complaint - A concern may be defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought. A complaint may be defined as 'an expression of dissatisfaction, however made, about actions taken or a lack of action'. It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaint's procedure. Crescent Primary School takes concerns seriously and will make every effort to resolve the matter as quickly as possible. If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, the Headteacher will refer you to another staff member. Similarly, if the member of

staff directly involved feels unable to deal with a concern, the Headteacher will refer you to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important. We understand however, that there are occasions when people would like to raise their concerns formally. In this case, Crescent Primary School will attempt to resolve the issue internally, through the stages outlined within the school's complaints procedure.

You can find further information on our website including the complaints form.

[Complaints Procedure | Crescent Primary School](#)

## 14. Behaviour

Crescent aims to create a positive culture that promotes excellent behaviour, ensuring that all pupils have the opportunity to learn in a calm, safe and supportive environment.

Our behaviour policy is available on our website.

The school will manage Suspensions (exclusions) using the Local Authority guidance.

## 15. Health and safety information

The staff and governors want to ensure that the children are safe at all times in school. In order to achieve this, we ask that you note the following arrangements:

**Pupils** are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

**Parents** are expected to:

- Support the school in any health and safety matters reported to them on newsletters and the school website.

**Please do NOT drive cars up the school drive to the staff/visitor carpark (this is for staff and deliveries & visitors to school only). Please do not park on the pavement within the yellow markings outside school. Please be respectful to residents by not blocking driveways and be aware of crossing children!**

**Permits for permission to use the school drive/park in the disabled bay must be applied for in writing.**

**Driveway must be kept clear for emergency access!**



**Please do not bring dogs onto the school site.**

**Please do not smoke or vape on the school site.**

**School operates a 'Parent Code of Conduct' which includes the possibility of being banned from site should staff experience any abusive, threatening or intimidating behaviour from Parents/Carers.**

**We would also like to remind adults on site to use appropriate language eg. no swearing and being respectful of others without prejudice.**

## **Entrances**

All the outer doors and entrances into the children's cloakrooms have security locks. Once the children are inside the building the doors cannot be opened from the outside. For safety reasons, we can open them from the inside so that we could evacuate the building in an emergency.

Doors open at 8.40 am for an official start at **8.50 am**. This gives parents ten minutes to see your child's class teacher if you have any concerns or problems. At 8.50am all outer doors will be locked, followed by the school gates. We teach the children **NOT TO OPEN** the outer doors to any adult or latecomer, so please do not ask them to let you in. This is for everyone's safety! Once the doors are locked you will need to enter school via the school main entrance/office if you have any issues or queries.

## **Reception/Visitors**

The front door to Reception has a security lock and intercom and camera system. **ALL PARENTS/VISITORS** should report to the school office and entrance area where the school office staff will speak to visitors and can open the door automatically.

If you are coming to school as a parent helper, please sign in at the school office before moving to any other area in school.

## **Identity Badges – Lanyards**



All adults on school premises must wear an identification badge or lanyard. These are available from the office. Please sign both in and out. All external doors are locked during school hours. Entry to the school should be by the main entrance of the school **only**.

**We are committed in ensuring the safety and well-being of all the children in our care.**

## **Fire Safety & Emergency procedures**

There are termly fire drills that test the evacuation procedures are sufficient in the event of a real fire occurring. All staff receive regular training and fire safety is discussed with the children during the school year. Children are reminded of the evacuation procedure and fire prevention and precautions around school. The school also practices 'Lockdown' in the event of needing to keep everyone safe 'inside' school should there be a threat or situation happening outside of school. More details of this is sent out to parents before a 'practice' is planned.

## **20. Social media policy and internet acceptable use agreement**

### **Online Safety**

Using a computer/laptop or iPad is an essential part of a child's learning in school. It is vital that all children understand the importance of staying safe when using the internet. As a school we regard this as a main priority and have developed an Online Safety Policy and an agreement for parents and children to sign.

Please take the time to discuss the 'Acceptable Use Policy' with your child and return the consent slip to school as soon as possible. Mrs Broadhead is our IT leader in school and will be happy to discuss any issues with parents.

## 21. Other useful information



We operate a text messaging service and parent app which enables us to keep parents/carers fully informed of important information, school closures, after school club cancellations, etc. Parents find this a really useful service.

It is important that you keep us fully informed, at all times, of your latest mobile number so that you are able to receive the communications that we send. To download the app please search for 'ScholarPack Parents' in the app store. Your child's link-up code will need to be entered; this is available from the school office.



We now send out all letters of communication via email as well as our half termly newsletter, parents evening booking appointments and other useful information.

### **MOVING HOUSE? CHANGE OF ADDRESS? NEW PHONE NUMBER?**

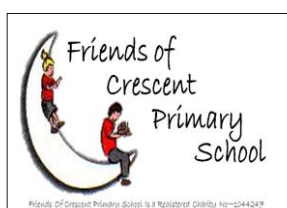
**Please let us know!**

### **School Photographs**

Each year JS School Photographers come into school to photograph all children. There is no obligation to buy the photographs but if you wish to, your child will receive a proof card with details of how to place an order.



### **Fundraising - Friends of Crescent Primary School**



**FOCPS (Friends of Crescent Primary School)** frequently meet up to talk about fundraising events that parents are able to get involved in such as School Fayres, Bingo Nights, Christmas parties and activities such as themed days.

The money raised from our fantastic Friends group is always used for the benefit of the children. The trim trails, iPads, laptops, outdoor classrooms, books and many other treats for the children have all been paid for using these vital funds.

If you are interested in joining our Friends of Crescent Primary team, please call in at the school office.

### After School Clubs

Many Sports Clubs and other extra-curricular clubs are run on various days by support staff or outside trained coaches. Details of these will be sent on the monthly newsletter and the full list can be found on our school website.

### Music Tuition

Music lessons are available for on a termly basis provided by a tutor from 'Inspire Music'. Please see the school office if your child is interested.

### The Crescent Centre



The Crescent Centre is available for hire for children's parties and other events. Many parents have hired this hall for disco parties, bouncy castle and ball pool parties.

Please ask the school office for more information.

**We hope that you have found the information in this guide helpful. We look forward to working closely with you to achieve a happy and successful partnership between home and school. If you have any questions or queries, please pop into school and see us.**



**2023-2026**