



# Croft Key Information for parents/carers



# Purpose

Within each section you will find what to expect of school and what you as parents/carers need to do to help your child make the best of their time at Croft.



THE INTENTION OF THESE SLIDES IS TO GIVE YOU SOME BASIC INFORMATION ABOUT OUR SCHOOL.



FEEL FREE TO EMAIL OUR CROFT OFFICE OR GIVE US A CALL IF YOU WOULD LIKE ANY CLARIFICATION OR HAVE ANOTHER QUESTION ABOUT CROFT.



[ADMIN@CROFT.EMBRACEMAT.ORG](mailto:ADMIN@CROFT.EMBRACEMAT.ORG)



MRS FAULKNER OFFICE  
MANAGER -01455 282643

# Vision and Values

As a Church of England School, we aim to create a positive learning environment where everyone is valued, supported and encouraged to achieve in all areas of life within our Christian ethos.

This is embodied in the school's chosen Bible quotation from Matthew Chapter 5 Verse 16

*'Let your light shine'*

## What does it mean to be Croft?

**Curiosity-** we aspire to create curious learners who not only ask questions but actively seek out the answers.

**Respect-** self-respect by feeling good about who you are, showing respect to others by interacting in a way that showing you care and value them.

**Opportunity-** we want our children to know what opportunities are out there and to have the self-belief to create their own opportunities.

**Future-** broad horizons and high aspirations are imperative for our children. with their class peers, the school and village community.

**Togetherness-** We encourage all children to feel included as a team with their class peers, the school and village community.



# Croft site safety

**No cycles or scooters** should be used on school grounds: you will be politely asked to dismount if you do.

## Car Parking

The staff car park is in constant use by vehicles so please ensure you use the footpaths where possible.

**Please be courteous and mindful of our neighbours at all times when parking by not blocking driveways or parking on pavements**

## Animals

No dogs or other animals (even if carried) are permitted on site, with the exception of guide dogs.



# Medication in school

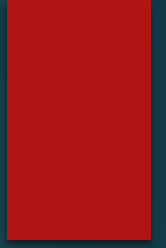


Children should not be given medicine from home to administer by themselves

1. If your child requires medication which needs to be taken during the day, we ask that you endeavour to make arrangements to do this yourself or by a nominated person. If you are unable to and are experiencing real difficulty doing this, please come to the office to see if a staff member would be willing to administer the medicine on your behalf.
2. To administer any medication at school, you will need to complete and sign the relevant form, giving your permission for a staff member to administer the medicine.
3. If your child has been given an inhaler or medication form to bring home for you to complete, please ensure you return it promptly.
4. Please let us know of any updates regarding your child's health throughout the year

## **Please note:**

Following NHS recommendations, children must not return to school until 48 hours has passed since the last episode of vomiting and or diarrhoea.



School times, uniform and lunches



# Hours throughout our day...

Time	Event
8.40 am	Doors open for drop-off
8.45am	Registration
8:50am	Main school gates locked
9.00am	Pre-school drop off
3.00pm	Pre-school pick-up
3.10pm	Gates open for pick –up
3.15pm	Home time for the children
Total hours: 32.5 hrs per week	





# Croft Uniform

School will...

Try to keep uniform as cheap easy to buy as possible

Return any lost clothing we find

Parents will.. Send children in the appropriate uniform, including the correct PE uniform.



## Required Uniform

What	Where you can buy (ideas only)	Approx Price
Red Jumper, Cardigan or fleece	Tesco, Asda, M & S etc.	£4.00
White shirts or Polo shirts	Tesco, Asda, M & S etc.	£1.50
Black or grey trousers or skirts	Tesco, Asda, M & S etc.	£4.00
Black shoes / all black trainers (no sports logos please)	Tesco, Asda, M & S etc.	£16.00

## Optional Uniform

What	Where can you buy	Approx Price
Croft Logo items –various options eg Jumpers, fleeces and cardigans	Myclothing.com please visit website to place an order	From £12
Red checked summer dresses	Tesco, Asda, M & S etc.	£5
Wellies for Forest School	As before	£5-15





## Croft Uniform – PE Kit

School will ... Return lost kit if it has a name

Parents will .. send children in correct uniform

### Required Uniform

What	Where you can buy	Approx cost
Black shorts	Asda, Tesco, M & S etc.	£3.00
Black jogging bottoms	Asda, Tesco, M & S etc.	£4.00
White t-shirt –NO logos or sports shirts please	Asda, Tesco, M & S etc.	£2.00

### Optional Uniform

What	Where can you buy	Price
Croft logo fleece	Myclothing.com	From £15.10

Please make sure your child comes to school in the correct PE kit on their PE days. This includes black trainers/pumps. If you purchase new footwear, especially during the Summer term, our footwear colour is always black.

No football/slogan/bright coloured tops are allowed in school.

If the weather is cold, your child can wear a Croft logo fleece/jumper or a black or dark jumper/hoodie.

No jewellery is allowed (apart from stud earrings) and long hair needs to be tied back. Tape can be brought into school to cover their earrings, but your child must be able to apply this themselves before their PE lesson.

# Snacks and drinks in school

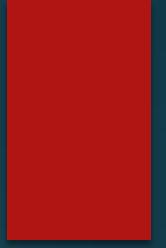


## We would recommend the following healthy options for snacks and lunchboxes

Free piece of fruit in Key Stage 1 at morning break time

Please send in a healthy snack for morning break if you are in Key Stage 2  
Fruit is often available for the older children too

Send in a water bottle every day



# Payments using Parent Pay

# Parent Pay

We are now a cashless school and ParentPay is our secure online income collection and management service. ParentPay allows you to make payments to school using your debit/credit card or by bank transfer. You could also pay in cash using a ParentPay top-up card or barcode at your local PayPoint outlets. You can make payments for school meals, trips, after school clubs and other items.

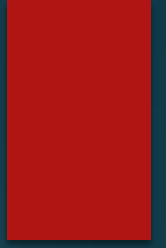
When your child joins Croft, you will be given ParentPay log in details. Once you have activated your account and set up a payment method you can pay for items quickly and easily using the ParentPay app or the website. This is completely secure. You are able to set up your account with low balance alerts as well as an auto top-up feature.

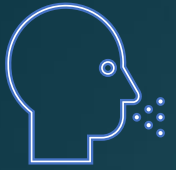
We do ask that parents keep their school meals account in credit at all times if your child has school meals on regular basis.

Mrs Faulkner in our school office can deal with any ParentPay issues / queries. You can make contact through Class Dojo, by phoning the office or via email [admin@croft.embracemat.org](mailto:admin@croft.embracemat.org)



# Attendance, Punctuality and Absence





# Absence- What should you do if your child is not in school?

## **What are my responsibilities for my child's attendance?**

As a parent, you are legally responsible for making sure your child gets a suitable full-time education, usually from the age of 5 to 16. For most parents, this will mean making sure your child is in school every day except when:

- Your child is too ill to go to school.
- You have permission for a leave of absence from your child's school for them not to attend. You should only ask for this in exceptional circumstances.
- Your religious body has a day especially for religious observance.

*There are also some other circumstances for example where:*

- Your local council is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet.



# Absence- What should you do if your child is not in school?

## **If my child needs to be absent from school, what do I need to do?**

You should contact the school office on 01455 282643 as early as possible on the first day of absence to explain why (you can leave a message via our answer phone). If you do not, we will contact you on the first morning of their absence to find out why your child is not in school. We ask that you continue to let us know about their absence so that we can continue to support both you and your child.

## **My child has a short- term illness. Do they have to go to school, and will I be penalised if they don't?**

If your child is ill, read the NHS advice (online) to help you decide whether they can go to school. If they are too ill to attend, you are not breaking the law and will not be penalised. You should let the school know as soon as possible on the first day of absence and schools must record such absences as authorised. If the absence due to illness is ongoing or frequent you should speak to child's school to see what support can be put in place.

## **Do I need to provide medical evidence to support my child's illness related absence?**

If your child is too ill to attend school, schools must record these absences as authorised. In the majority of cases medical evidence is not needed, but we may ask you for evidence where:

- Your child is regularly absent because of illness, to assess how we can help your child by putting the right reasonable adjustments in place.
- In a small number of cases where we have reason to believe your child was not too ill to attend and a conversation cannot resolve the issue.

If you are asked to provide evidence this does not need to be a letter from your doctor or consultant, and doctors will not usually provide such letters. It can, instead, be appointment cards, prescriptions, or notes of previous consultations (including from the NHS App).



# Punctuality and Leave of Absence

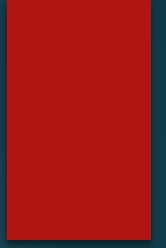
- Only exceptional circumstances warrant a leave of absence. We consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. This includes the child's current and past attendance figures and trends of previous holidays or other absence across the school academic year.
- If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil can be away from school. We will notify you, via a letter, whether your request has been approved. If it has not been approved as an 'exceptional circumstance', it will be recorded as an unauthorised absence. This could also entail a penalty notice (a fine) or prosecution being issued.
- The Headteacher will only grant leave of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

## **PUNCTUALITY**

- Not only is it important to come to school every day, but it is equally important to make sure your child arrives on time. Learning starts promptly after registration at 8:45am.
- If your child is 5 minutes late every day for a year this will add up to over 3 days of lost learning. If your child is 15 minutes late every day for a year this will add up to 2 weeks of lost learning! The school monitors and tracks children's punctuality daily.



Communication





- Contact details and permissions

- Please make sure you have given all contact details and permissions to our office when you join us at Croft.
- In case of emergency or needing to talk to a child's family, we will use the contact details you have given to us in the order you have given them to contact someone.
- If your circumstances or details change, please make sure you let our office know as soon as you can on 01455 282643.



# Communication- Who do I contact if I need help ?

## Query

## Initial contact and detail

**General questions / queries about school**

Mrs Carrie Faulkner Office Manager  
[admin@croft.embracemat.org](mailto:admin@croft.embracemat.org) or 01455 282643

**Concern about child in class –behaviour or work**

Initially class teacher on Class Dojo or email through the Office [admin@croft.embracemat.org](mailto:admin@croft.embracemat.org) or call 01455 282643 to request a call back

**Concern about a member of staff at Croft**

Contact Interim co-headteacher Miss Clarke or Mrs Thompson on Class Dojo or email/ call School Office

**Information about Special Educational Needs**

Mrs Kaye Hunter (SENDCO) on Class Dojo or via School Office

**General Behaviour or pastoral needs**

Miss Clarke or Mrs Thompson via School Office

**Attendance**

Miss Helen Barker

**Pupil Premium**

Mrs Carrie Faulkner [admin@croft.embracemat.org](mailto:admin@croft.embracemat.org)

**Parent Pay , Class Dojo and School Cloud**

Mrs Carrie Faulkner [admin@croft.embracemat.org](mailto:admin@croft.embracemat.org)

**Health and Safety**

Mr Robin Green (Premises Officer)






# Communication home to school

At Croft we will always welcome our parents/carers and friends to be a part of our community; our Croft family. As part of that community we like to keep our community informed and keep in touch with them.

At Croft we keep in touch in many ways but the main source of information between teacher and child's parent will be via 'Class Dojo' an online platform which allows us to send posts, letter, photos and evidence of your child's achievements to you. On joining Croft you will be given a link to activate Class Dojo where you then have your own account and be able to contact your child's class teacher and members of the Senior Leadership team.

As part of Class Dojo, you can also monitor your child's rewards and sanctions which will come as an e mail to your account if they are given.

Our school website [www.croftprimaryschool.co.uk](http://www.croftprimaryschool.co.uk) also has lots of further information for example, list of policies, uniform requirements, term dates and your child's year groups pages for information about the curriculum they will be learning.



Please request any paper copies of  
any information you need through our  
school office