



Parent Handbook

Croft Primary School

Taking you step-by-step through starting school

Striving for excellence in all that we do!



Key information

What are our school times?

- Start of the day: 8.55am
- End of day: 3.30pm

The school opens at 8.45am with Registration from 8.55am -9.00am. Children arriving after that will be marked ‘late’.

Breakfast Club

The Breakfast Club runs from 7.45am to 8.45am and offers children a relaxed start to their school day. The children have an opportunity to play together. The cost is £4.00 per child, per day.

After School Club

The after school club is run by The Lime Trees from 3.30pm to 6.00pm. Monday to Friday. Term time only. More details are available from their website: thelimetrees.co.uk or telephone: 0115 931 3562.

Uniform

It is our school policy that all children wear school uniform. We believe that school uniform gives the children a sense of belonging to the school community. The school uniform is kept as simple and practical as possible.

Uniform

- Red or white polo shirt/shirt or blouse
- Black or grey skirt, pinafore dress or trousers
- Red jumper, cardigan or sweatshirt
- Red gingham cotton dress or skirt; black or grey tailored shorts
- Plain, dark school shoes

Optional fleece jackets are reversible waterproof coats are also available.

Nail varnish and make-up are not permitted. Hair accessories such as hair bands etc should be discreet and in plain colours.

Active Uniform

- Red or black shorts
- Red or white round necked t-shirt
- Plain black track suit
- Trainers

A

Il clothing should be clearly marked with the child’s name.

On PE days, children come to school wearing their active uniform. Long hair should be tied back for PE lessons. **No jewellery is permitted when doing PE.**

Where to buy

Non logo uniform items are available at most stores. Items with the school logo are available from the school uniform suppliers: Sabre Sports, 42 Outram St, Sutton-in-Ashfield NG17 4FS
Tel. 01623 512849 Mob. 07763 326135
website: www.sabresports.co.uk
e-mail sales@sabresportsproducts.co.uk

Food in school

School dinners

Children have a choice of either bringing a healthy packed lunch from home or having a nutritious hot school meal. Nottinghamshire County Council arranges the provision for hot meals and a copy of the weekly menu is on our website. **Due to the number of children who have a nut allergy or intolerance the school is a ‘nut free’ school.**

Free school meals

For children in Reception, and Years 1 and 2, the government provides free school meals under the Universal Infant Free School Meal Scheme. Children can also qualify for free school meals if their family are in receipt of certain income related benefits.

How to apply

You can apply online on Nottinghamshire County Council’s website or phone 0300 500 800.



If you have any concerns, please speak to the school office who will be happy to assist you.

We ask that parents register if they qualify for free school meals (even if they choose not to have the school dinner). This could raise extra funding) to pay for valuable support like extra tuition, additional teaching staff or after school activities.

Dinner money

The cost per day is currently £3.40. Payment is made online and the school office will provide parents with full details of this process.

Break-time and drinks

All Foundation Stage and Key Stage 1 classes have a morning break time snack of fresh fruit or vegetables. Older children may bring fruit or another healthy snack to eat at break time. **Chewing gum, sweets, fizzy drinks, chocolate bars, nuts and nut related products are not allowed in school.**

Drinks

Children need to bring a refillable bottle and are encouraged to drink water regularly during the day. A child may have flavoured water or squash in their water bottle, both need to be sugar free. Milk is free for all children under 5.

Privacy Notice

For full details on how we use your personal information please go to www.croft.notts.sch.uk/legal/ or call the school office on 01623 455255 if you are unable to access the internet.



Step 1

DATA COLLECTION SHEET

Pupil personal information			
Legal forename		Sex	
Middle name(s)		Home language	
Legal surname		Ethnicity	
Chosen / preferred forename		Religion	
Chosen / preferred surname		Travel arrangements (eg car, walk)	
Date of birth		Siblings	
Pupil’s main address and postcode:			
Pupil background			
Free school meals	Yes / No	Service child	Yes / No
Looked After (in care?)	Yes / No	Local Authority	
Guardians and emergency contact			
Please give details of all persons who have parental responsibility, and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted.			
1 st priority contact – Parent / guardian			
Name		Mobile telephone	
Relationship to pupil		Home telephone	
Primary guardian (Parental Responsibility?)	Yes / No	Work telephone	
Legal guardian?	Yes / No	Email address	
Pupil lives with this guardian?	Yes / No	Postal address (if different from above):	
Authorised to collect pupil	Yes / No		
2 nd priority contact – Parent / guardian			
Name		Mobile telephone	
Relationship to pupil		Home telephone	
Primary guardian (Parental Responsibility?)	Yes / No	Work telephone	
Legal guardian?	Yes / No	Email address	
Pupil lives with this guardian?	Yes / No	Postal address (if different from above):	
Authorised to collect pupil	Yes / No		

Please tear here

3rd priority contact			
Name		Mobile telephone	
Relationship to pupil		Home telephone	
Primary guardian (Parental Responsibility?)	Yes / No	Work telephone	
Legal guardian?	Yes / No	Email address	
Pupil lives with this guardian?	Yes / No	Postal address (if different from above):	
Authorised to collect pupil	Yes / No		
4th priority contact			
Name		Mobile telephone	
Relationship to pupil		Home telephone	
Primary guardian (Parental Responsibility?)	Yes / No	Work telephone	
Legal guardian?	Yes / No	Email address	
Pupil lives with this guardian?	Yes / No	Postal address (if different from above):	
Authorised to collect pupil	Yes / No		
Medical and dietary			
Name of medical practice		Medical practice telephone number	
Address of medical practice			
Medical conditions			
Dietary requirements			
Special Educational Needs			
Current SEN status		SEN needs	

Siblings			
Please list any brothers or sisters currently attending Croft Primary School			
Name		Year group	
Name		Year group	
Previous schools			
School name		Dates attended from / to	
School name		Dates attended from / to	
School name		Dates attended from / to	
Consents			
Photography & Video I give consent for my child to be photographed or filmed for school use (e.g. displays, records, newsletters, Class Dojo).			Yes / No
Social Media & School Website I give consent for photographs/video of my child to be used on the school website or official social media channels. (Note: names will not be published alongside images.)			Yes / No
Internet Use I give consent for my child to access the internet at school under staff supervision for educational purposes, in line with the school's Acceptable Use Policy.			Yes / No
Local Visits (on foot) I give consent for my child to take part in local educational visits on foot (e.g. walks within the local area, visits to nearby facilities). Parents will not be separately notified for each visit.			Yes / No
Off-site Trips (transport) I give consent in principle for my child to travel to off-site trips using transport. I understand I will receive separate information and be asked to confirm consent for each individual trip.			Yes / No
First Aid & Medical Treatment I give consent for school staff to administer basic first aid to my child in the event of a minor accident or illness at school.			Yes / No
Contact Doctor / Dentist In an emergency where I cannot be contacted, I give consent for the school to seek urgent medical or dental treatment for my child.			Yes / No
Data Protection Act 2018 The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.			
Signature			
Name		Date	

This page is intentionally blank

Absence

Attendance and Punctuality

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning and also that of other pupils. There is also clear evidence of a link between poor attendance at school and low levels of achievement. Failing to attend this school on a regular basis will be considered as a safeguarding matter.

What can parents do to help?

- Parents must support the value of education, including the importance of regular attendance.
- Please ensure that your children are in school on time. Children who are late are often distressed which makes a poor start to the school day.

Any child arriving after 9.00am will be given a late mark.

Illness

Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.

Report your child's sickness absence

Parents are asked to ring the school on the first day of absence. If we do not hear from you by 9.30am, we will text the parent/carer to ensure the child is safe.

Request for absence

Any requests for term-time absence should be made by completing a Leave of Absence form, detailing the dates requested and the reason for the request. Parents will receive a written response from the Head Teacher.

Please be advised further evidence may be required for any authorisation.

Copy of the attendance policy is on the school website.

Legal sanctions

As part of promoting good attendance and punctuality, Nottinghamshire County Council will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute parents who fail to comply or fail to ensure their child's regular attendance at school.

Medical appointment

Routine medical appointments should ideally be made out of school hours. The school requires advance notification and supporting evidence for all appointments where these are unavoidable during school time e.g. Appointment letters or cards, text messages or emails.

Jewellery and other valuables

Jewellery including earrings (other than studs) should not be worn as rings, necklaces and chains etc are always potentially dangerous. We cannot be responsible for loss, damage or injury due to the wearing of jewellery. No jewellery is permitted when doing P.E. or swimming.

Internet safety

We regularly teach the children about safe online use and we apply strong and age-appropriate filters within school IT systems. Children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

Helping to support children's learning at home

We believe that homework should be enjoyable and manageable for all concerned and we want the children to be motivated by positive incentives i.e. Class Dojo. It is our intention to set homework that consolidates and extends their learning.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Class Teacher or relevant member of staff as soon as possible or speak to the Headteacher. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, we can provide parents with a copy of the school's formal complaints procedure which is also available on our school website.

Sport

PE and Sport play a very important part in the life of our school. We believe that Physical Education and Sport contributes to the all round development of young people. Sport builds self-esteem and confidence and helps children learn how to cope with competition and how to cope with both winning and losing.

We offer an extensive range of sporting activities including Netball, Football, Handball, Dance, Athletics, New Age Kurling, Boccia, Swimming, Tag Rugby, Mini-Tennis, Lacrosse, Tri-golf, Dodgeball, Gymnastics, Cross Country and Basketball.

Sports partnerships and competitions

We are part of a sports partnership run by Ashfield District Games, which includes Sutton Community Academy and all local primary schools.

School Games Platinum Mark Award

Croft has achieved the School Games Gold Award for four consecutive years and are looking forward to their application for this year's framework.

Croft's continued sporting success is an amazing achievement and a huge testament to the dedication and passion of our children, parents and staff. Croft offers multiple opportunities across the year for pupils to take part in intra and inter school competitions at local, district and county level, as well as an extensive extra curriculum programme in PE and school sport.

Music

Music is an important part of everyday life at Croft Primary School. We believe that it is a unique way of communicating that can inspire and motivate children. Music gives an opportunity for personal expression and it can play an important part in the personal development of an individual. Besides being a creative and enjoyable activity, it is also important in helping our children feel part of a community. Lessons are taught by our specialist music teacher who covers a wide range of musical styles including Rock, Pop, Reggae, Soul, Funk, Hip-Hop, Classical and many more. Children learn to play a range of tuned and untuned percussion instruments and are taught a variety of skills that involve singing, performing, composing, notation, listening and appraising. We are extremely proud of our extra-curricular music activities and community participation events. Children get many chances to take part in live performances on stage in and out of school.

Special Educational Needs

At Croft we give a five star welcome to all of our pupils and we support all pupils irrespective of needs, as we strive to bring out their true potential in a caring and supportive environment. Where a pupil is identified as having SEN, we use our best endeavours to remove any barriers to learning.

Assessment and monitoring

We monitor our SEN pupils alongside their peers using their termly IEPs (Individual Education Plans), with three individualised targets which are shared with parents. Some pupils are supported by the process of an (EHAF) Early Help Assessment Form. We monitor carefully the severity of need and enlist support through the Local Offer and outside agencies and support pupils who require an EHC plan (Education, Health and Care). We endeavour to support parents and pupils through any new process, asking their views and considering their child's needs carefully. We want parents to feel confident that their views and contributions are valued and will be acted upon.

How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather or other emergencies closure may be unavoidable. In the event of a school closure, we will notify you by text and Class Dojo. Updates will be posted on the school website and via local radio.

Collecting your child

If school closure is announced during the day due to severe weather conditions and you personally cannot get to school, please nominate an adult to collect your child in your absence and organise this beforehand. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and welfare

Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Parents must submit their written consent via our Medical Consent Form, available from the school office or within the 'School Information-Policies' section of our website. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. Please make sure that contact numbers are kept up to date. Teaching and support staff have received First Aid Training in line with policy guidelines.

Working with parents

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together.

Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits.

Supporters of Croft School (SOCS)

SOCS is an organisation run by parents and staff that helps raise money to provide resources to enhance our provision. SOCS has helped develop our outdoor play areas, buy sports equipment and a fantastic range of musical instruments for our Specialist Music Teacher. If you are interested in joining SOCS, please contact the school office.



Governance

We have a full and active Governing Body, which includes parent governors as well as representatives from staff and the local community. The Governing Body has a range of duties and powers and a general responsibility for the conduct of the school with a view to promoting high standards of educational achievement including setting targets for pupil achievement, managing the school's finances, making sure the curriculum is balanced and broadly based, appointing staff and reviewing staff performance and pay. Vacancies for Parent Governors are advertised as they arise.

School reports

We provide all parents with a written report from the Class Teacher at end of the Summer Term which provides information about your child's academic achievement and summarises their personal and social development.

Parent Consultations

We offer a range of opportunities for parents to see and hear feedback on their child's progress. We also facilitate two opportunities a year when we meet with parents on a more formal basis to discuss their child's progress and keep them informed about the school curriculum.

News

Our school website (www.croft.notts.sch.uk) has lots of useful information including news updates, term dates and information on our activities. Please see the 'School Information' section where you will find a collection of useful information and copies of our Bulletins to parents. Details of our curriculum intent statement and curriculum coverage for all year groups is also available on the website.



2026/27 Academic Year Term Dates

August						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Holidays

Public Holidays

Administration Day

Inset Day

Autumn Term
1 September - 16October 6 weeks 4 days
2 November - 18 December 7 weeks

Spring Term
4 January - 12 February 6 weeks
22 February - 25 March 4 weeks 4 days

Summer Term
12 April - 28 May 6weeks 4 days
7 June - 28 July 7 weeks 3 days

Policies

High standards

Policies are vitally important, and help us to create quality standards for learning and safety, as well as for expectations and accountability. If you want to know what policies we have, you can contact the school office or visit the school website: www.croft.notts.sch.uk and click on 'School Information' and then 'Policies' to read our policies.

Key policies

- Some of our key policies are:
- Admissions
 - Behaviour (Croft Code)
 - Charging and remissions
 - Safeguarding
 - Complaints
 - Curriculum Statement and Overview
 - Special Education Needs

Our Vision

The essence of our school...

We are committed to providing our children with every opportunity to enjoy and achieve. We provide a safe stimulating learning environment and a creative, aspirational and enriched curriculum. Inspiring all children to be the best they can be. In doing so, we are preparing them to be good citizens with an enjoyment for learning, so they can prosper in the future.

Our Aims

- We aim:
- To strive for excellence in all that we undertake.
 - To be respectful.
 - To provide all children with a happy, lively and caring learning environment.
 - To enable each child to develop sufficient self discipline and understanding to make a positive contribution to school life, home life, the wider community and society.
 - To develop a compassionate and positive attitude towards others, even when their opinions differ.
 - To be physically active and to improve our children's health, flexibility, strength and stamina.





Croft Primary School
Station Road,
Sutton-in-Ashfield,
Nottinghamshire, NG17 5FJ

Tel: 01623 455255
Email: admin@croft.notts.sch.uk
Web: www.croft.notts.sch.uk

Striving for excellence in all that we do!