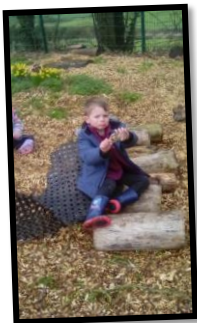




# **Welcome to Crossdale Primary School**



## **Reception Information Booklet**



Address: Crossdale Primary School  
Crossdale Drive  
Keyworth  
Nottingham  
NG12 5HP

Telephone: 0115 9748088  
Email: [contact@crossdale.notts.sch.uk](mailto:contact@crossdale.notts.sch.uk)  
Web address: [www.crossdaleschool.com](http://www.crossdaleschool.com)

### **Welcome to Reception**

Starting in Reception is an exciting new time and we hope that this will be the beginning of a long and happy association with Crossdale Primary School. Included in this booklet is general information about Reception and how it runs. We hope that you will find it useful. If you need any further information, please do not hesitate to talk to a member of the school staff, visit our website, or e-mail on the dedicated e-mail address for your child's class:  
[owl-class@crossdale.notts.sch.uk](mailto:owl-class@crossdale.notts.sch.uk)

### **Pupil Information**

Please ensure that all forms you have been given, or sent electronically, by the school are completed and returned before your child starts Reception. This contains important information, which is strictly confidential, concerning emergency contact numbers, medical information, etc. Please inform us if there are any changes to this information during the school year. If your child is taken ill at school, we always attempt to contact parents first and then other emergency contacts in order of priority. We also operate a text and e-mail service so it's vitally important we are kept up to date with any changes.

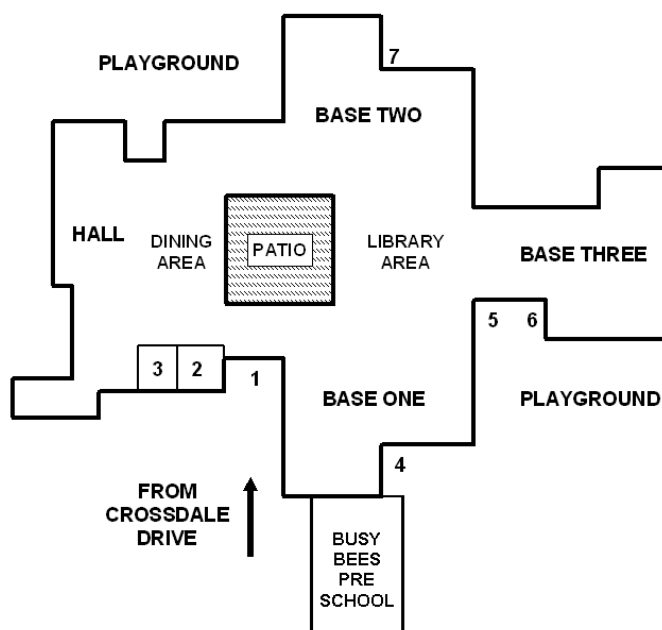
### **Pre-school visits and School Visits**

During this current climate, we unfortunately will not be able to visit pre-schools, or be able to offer the children visits to school. We hope that you find lots of information in the 'New Parents Meeting' presentation and this booklet. We have also provided a 'Getting to know your new school' PowerPoint for your child to look at so that they can get familiar with the setting. If you have any further questions, or would like to arrange an additional telephone conversation with a member of the Reception staff, please e-mail us at:  
[owl-class@crossdale.notts.sch.uk](mailto:owl-class@crossdale.notts.sch.uk)

### The First Day

On your child's first day you should come to your child's classroom through the main gate. Your child will need wellington boots (labelled with your child's name), a book bag, a water bottle and their filled in 'All About Me' booklet.

## CROSSDALE PRIMARY SCHOOL



PRE SCHOOL  
(BUNGALOW)

NB Our preschool and before/after school club are operated by Windmills Childcare.

1. MAIN ENTRANCE
2. 2 & 3 ADMIN OFFICE

#### **CLASSROOM ENTRANCES**

4 Mrs. Ingle / Mrs. Mellor (REC)

5 Mrs. Jones / Mrs. Payne & Mrs. Morgan / Mrs. Westmorland (YRS 1 & 2)

6 Miss Rodriguez / Mr. McKenna (YRS 5 & 6)

7 Miss. Jackson / Mr. Brierley

### **Reception Curriculum and Routines**

The Reception curriculum covers all seven areas of the Early Years Foundation Stage (EYFS) Framework. To find out more about the EYFS Framework, please refer to the government website [www.gov.uk/early-years-foundation-stage](http://www.gov.uk/early-years-foundation-stage).

Each morning, the children will say goodbye at the gate (by the Reception classroom) and come into the classroom. They will be encouraged to use their independent skills and put away their belongings (book bag, water bottle, lunch bag and coat) and use the self-registration lunch board. It would really help us if you could practise these independent skills in preparation for our daily routines.

During the day they will have whole class sessions for phonics, maths and story time, small group work as well as being free to choose from the various activities on offer both inside and outside. Children will also be able to enjoy a weekly Forest School and PE session.

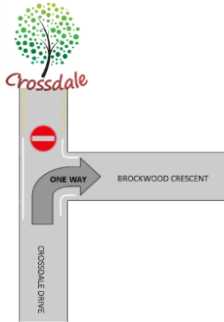
### **Dropping off and Collecting your child**

Access to the school is through Crossdale Drive. The school gates will be opened at 8.40 and then again at 15.20 for access onto the school grounds. In the morning we open the Reception doors at 8.50, and your child needs to be in school by 9.00. If you arrive after this time, you will have to go through the main entrance and your child will receive a late mark in the class register. At the end of the day, we open the doors at 15.20. Parents are asked to wait on the playground behind the gate to the Reception classroom. We will send your child out to you when we see you. In the early days this may take some time as the children try to collect all their belongings – please bear with us! If someone else will be collecting your child, please let the Reception staff know or call the office.

We have endeavoured to cover as many aspects of "Life at Crossdale" as possible in the information we have sent you. However, the class teachers try to make themselves available to talk to parents both at the beginning and end of the day (it is obviously a little easier at the end of the day). If you want to discuss any particular problems, it is probably best to arrange an appointment. Please do not hesitate to contact us if you have any concerns, no matter how small. Starting school is always an anxious time for both child and parent. If there is anything you wish to know on the administrative side of school life, please contact the office staff.

### **Street Parking and Driving Near School**

There are yellow zig-zag lines on both sides of the road between school and the junction with Brockwood Crescent which prohibit car parking. We would ask that everyone parks sensibly on the road - **avoiding drive entrances**, parking opposite other vehicles and parking across corners. Children are often distracted at school and home times - please drive carefully and slowly near school.



We also operate an informal one-way system whereby we ask carers and parents to come up Crossdale Drive towards school, but then turn onto Brockwood Crescent to travel away from school. This helps prevent congestion and makes the roads a little safer for our children. As a part of the schools 'travel plan' we have an informal agreement with the Pear Tree pub that allows Crossdale families to park (entirely at their own risk) at the Pear Tree and then complete the journey on foot.

Only staff and those parents with permission due to disability should drive past the entrance to Brockwood Drive and into the area with yellow zig-zag lines.

Please also try to show courtesy and consideration for the residents of Crossdale Drive and the surrounding roads. We get frequent complaints from residents who feel that Crossdale parents park and drive in an inconsiderate manner.

### **Illness and absences**

Children who become ill during the school day are looked after by the Reception staff and if necessary, parents will be contacted and asked to collect their child. It is very important that we have an up-to-date contact telephone number where we can contact you during the school day. To avoid the spread of viruses, please do not bring your child to school if they are feeling unwell. If your child has sickness or diarrhea, they cannot come into school until 48 hours after the last bout.

If your child is absent from school, please notify us (by telephoning or e-mailing the school office) every day of absence. A leave of absence form should be completed for any absence request. We do not authorise holidays during term time and strongly recommend you do not take your child on holiday during term time as this can be very disruptive to their learning and friendships. We track and monitor attendance and your support in helping your child maintain a good attendance record is appreciated. We know that good attendance is linked strongly to children achieving well in school. [Click here to read more.](#) Pop into school if you

would like to discuss this further.

### **Food and Drink**

#### **Water**

We encourage all children to bring a named water bottle to school which they can access at breaks and during class time. This allows them to remain hydrated throughout the day and helps them concentrate. Water bottles **should only contain water** and should ideally have a 'sports cap' top which helps minimise spillages when inevitably knocked over or dropped.

#### **Milk**

Milk (semi skimmed variety) is now provided by the company Cool Milk. You must register with Cool Milk if you wish for your child to receive milk. Under-fives receive free milk until their fifth birthday, but you must still register your child on the website.

#### **Break Time Snacks**

Fruit for our infant children (Reception, Year 1 and Year 2) is currently provided free of charge. Should your child wish to bring their own snack, as part of our 'Healthy Schools' status, we only allow fruit based or healthy snacks (we are a not a nut free school, but we do encourage parents to avoid nuts wherever possible to support the families of children with allergies) for morning and afternoon break time snacks. We ask that children bring a whole piece of fruit or, fruit in reusable 'Tupperware' – this helps us promote sustainability and also reduces litter on site.



#### **Lunch arrangements**

Your child may stay for school lunch, bring a packed lunch or go home for dinner. Currently children can receive a Universal Infant **Free** Meal (UFI) until they finish year 2. Your child will self-register in the morning to let us know whether they are having a school dinner or a packed lunch. Your child may also have a split week of hot dinners/ sandwiches and you do not need to let us know in advance. All parents are sent menus in advance to allow you to view what the kitchen is offering each day.

Crossdale operates 'Family Service' dinners whereby the children sit on mixed age tables with the older children serving and helping the younger children. The menu is on the website. Please feel free to call in any lunchtime to see this in action!

If your child brings a packed lunch, please ensure that their box is named and that any drink is in an unbreakable container. Our midday supervisors are always there to lend a helping hand.



## **Uniform**

Our school uniform consists of the following: -

- burgundy sweatshirt or cardigan
- grey trousers and shorts
- grey skirt or pinafore
- white shirt or white/burgundy polo shirt (these are easier to manage than shirts)
- summer dress (blue or red)
- black shoes (no trainers). Shoes should have no large and obvious branding on them and preferably Velcro straps.

NB. For health and safety reasons, open toed and sling back sandals are not suitable for school.

Most uniform items can be purchased locally from chain stores and supermarkets. Items with the school logo such as sweaters, cardigans, polo-shirts and book bags, can be purchased from the school office – [click here for more information](#). We also hold a stock of secondhand items (mainly sweatshirts) but sizes are subject to availability.

We ask you to label all items of clothing. It would be helpful if your child is able to dress and undress themselves, as well as putting on their coats - please practise this whenever possible! Please ensure your child brings a waterproof coat into school every day.

## **P.E. Kit**

We have a dedicated PE kit which is available to order. The PE kit consists of a white t-shirt and burgundy shorts. Tracksuit bottoms and a sweatshirt are suggested for the winter! All PE kit should be unbranded (to avoid children feeling the peer pressure to wear the 'correct' branding).

We have in stock some excellent P.E bags, printed with the school name and logo and with a special name card. Plimsolls/trainers are also needed. P.E bags can be left at school but please remember to take the contents home occasionally for a wash!!

## **Medicals**

### **Medicals**

During your child's time at school they may need to be examined by the school nurse/dentist/audiometrician. You will always be notified in advance of these examinations. We are fortunate in having available to us a school nurse, Sharon Anderson, who is based at Keyworth Health Centre. She will deal with any individual concerns you may have about your child. If you are concerned in any way about any aspect of your child's health, please do not hesitate to contact us.

## **Medication at School**

There may be occasions when your child is attending school and needs to take a course of

medication e.g. antibiotics, antihistamine, etc. A medication form must be completed each time your child requires medication at school, and these are available from the office. Please note we can only administer antibiotics where 4 doses per day are required. If inhalers are used, these must be sent into the office and must include the prescribed box, where an asthma plan is required please complete a form from your GP. If your child requires the use of an EpiPen we will require a detailed care plan to be completed.

### **Reception Information Sharing**

The Reception blog can be found on the school website. The school has a texting service and will text you with reminders and information.

If you cannot talk to a member of staff at the end of the day, or would like to arrange a meeting regarding any queries, question or concerns, please contact us using the class e-mail address: [owl-class@crossdale.notts.sch.uk](mailto:owl-class@crossdale.notts.sch.uk)

### **Open Evenings**

You will be advised of all open evenings (one for the Autumn term and Spring term) when you will have the opportunity to see your child's work, discuss their progress with the class teacher and receive an interim report. Mr Cresswell / Miss Seedhouse / Mrs Westmorland are also available at all open evenings. Individual end of year reports and Early Years Foundation Stage Profile (EYFSP) judgements are distributed at the end of the Summer term.

### **Reading**



On starting school your child will bring home books to read and share with you (we call these 'swap books'). We have Crossdale book bags which are available from the office and we would encourage you to purchase one of these for your child.

At Crossdale we follow the Read, Write Inc Phonics Programme. It sets out a detailed approach to teaching phonic skills to children. There are certain rhymes to help children to remember the sound that individual letters (graphemes) and groups of letters (digraphs) make. The children become familiar with the letter sounds and begin to blend letters together to read words. When they are ready, they will begin to read ditty books. You can get information on this method of teaching phonics in these documents and on the following website [www.ruthmiskin.com](http://www.ruthmiskin.com)

More information about phonics and reading will be shared with you at our information evening in September.

Always pop into school for a chat if you have any questions about reading at home.



### Parent Involvement

### Parent Involvement

We'd love to hear of any exciting news that your child would like to share with the rest of the class. Please feel free to e-mail in ([owl-class@crossdale.notts.sch.uk](mailto:owl-class@crossdale.notts.sch.uk)) photos or video news or observations

During the year you will be invited to join our information evenings/workshops, for reading, writing and maths, which will enable you to be able to help your child at home. You will also be invited to join our open lessons where you can watch a class lesson and find out how to help your child with their learning.

### **Parental help**

We welcome any offers of help in the classroom, in areas such as reading, cooking, art and crafts, etc. From time to time specific help such as on Sports Day, trips. If you feel you can help in any way please see the class teacher, Mr Cresswell, Miss Seedhouse or Mrs Westmorland.

### **Parent-Teacher Association**

The Friends of Crossdale is the official P.T.A at our school. It is run by an enthusiastic committee who all share the desire to help the development of the school. Many varied events are organised throughout the year aimed at being both social and fund raising. The A.G.M, to which everyone is invited, is held at school once a year. **The efforts of our PTA raise funds which allow us to achieve far more than we would otherwise be able to. Please join in if you have any spare time – it really makes a difference!**



### Special Occasions

We like to celebrate the children's birthdays, as it is an important time for them, and it makes them feel very special. We know that some parents like to bring something in for the class to share to celebrate their child's birthday. Rather than sweets or cakes we request that you buy a book for the class to share or a fruit snack. We also celebrate festivals and special days; this helps the children gain an understanding of the different cultures and religions in our community. Parents are welcome to contribute ideas for activities and any information on festivals they celebrate.



### **Other Useful Information:**

#### **Photographs**

Individual photographs are usually taken in October and class photographs are taken late spring/early summer. These are sent home on approval before any purchase is made. You will be informed of the dates when photographs are to be taken.



#### **School Payments**

The school operates an online payment system called School Money. All meals, trips and uniform can be paid using this method. Login details will be sent to you once your child has started school. An up to date email and mobile phone number will be needed for this system.



#### **School Communication**

We share information with our parents using the school website using blogs – you can subscribe to blogs on the website. Crossdale News, which is published every 2-3 weeks, is also a great way to keep up to date. Please visit regularly for all things Crossdale.

#### **School Times**

Start: 9.00 a.m.

Morning break: 10.30 - 10.45

Lunch: 12.00 - 1.00

Afternoon break: 2.15 - 2.30

Finish: 3.30 p.m.

**Staff Members**

Executive Headteacher: Mr. Peter Cresswell  
Deputy Headteacher: Miss. Samantha Seedhouse  
Deputy Headteacher: Mrs. Francesca Westmorland  
Teachers:  
Mrs. Helen Ingle  
Mr. Pdraig McKenna  
Mr. Jonathan Brierley  
Miss. Rebecca Jackson  
Miss. Evie Rodriguez  
Mrs. Claire Jones  
Mrs. Clare Payne  
Mrs. Jennifer Morgan  
Mrs. Sarah Mellor

**Teaching Assistants:**

Mrs. Judith Campion, Mrs. Nicky Deegan,  
Mrs. Carole Neale, Mrs. Fiona Oliver,  
Mr. Jack Sanders, Mrs. Karen Ogilvy,  
Miss. Lauren Holder.

**Office Staff:**

Miss. Susan Cuttall  
Mrs. Shelley Szymkiw

Cook Supervisor: Ms. Ellen Royle

Midday Supervisors: Miss. Alicia Fenwick.

Mrs. Jane Smith, Mrs. Bayan Mansour, Miss. Danielle Geddes  
Mrs. Jackie Loveland, Mrs. Lesley Barnes, Mrs. Shelley. Szymkiw

**Govenors**

Chairperson: Mr. Ian Walker  
Vice-Chairperson: Mrs. Sara Kingan  
Mr. Peter Cresswell (Executive Headteacher)  
Miss. Samantha Seedhouse (Deputy Headteacher)  
Mr. Nicholas Seller  
Mrs. Gemma King  
Mrs. Francesca Westmorland (Associate Governor)  
Mrs. Helen Holmes (Associate Governor)  
Mrs. Nishi Freeman (Parent Governor)  
Mrs. Kirsty Sharman (Parent Governor)  
Mr. Hugh Busher  
Mr. A. Demetriou  
Ms. J. Richards  
Mr. C. Neale

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**Welcome to Crossdale - We hope your Child will be very happy with us.**

**We hope this booklet has been of help to you. If you have any questions or concerns, please contact a Reception staff member. Finally, we are looking forward to your child starting in Reception and to working in partnership with you to ensure the very best care and education for your child.**