

# Welcome Information



*"We are delighted to welcome your child to Crossdale Primary School and look forward to working with you to ensure they have the best possible experience."*

## INTRODUCING THE SPARROW CLASS





## A MESSAGE FROM THE HEADTEACHER

Dear Parents,

We are delighted to welcome your child to Crossdale Primary School and look forward to working with you to ensure they have the best possible experience.

At Crossdale, we value the sense of belonging within our 'Crossdale Family,' where every member of our school community is respected, supported, and encouraged. We want parents and carers to feel involved in school life and for children to feel happy, secure, and safe. Our success as a high-achieving school is built on teamwork—children, parents, staff, and governors working together to create a positive and nurturing environment.

We take pride in fostering a friendly, lively, and caring atmosphere where children grow emotionally, socially, and intellectually. Our goal is to inspire a lifelong passion for learning that will stay with them beyond their years at Crossdale.

Whether this is your first child joining us or you have had others pass through our school, we understand the importance of having the right information to prepare for school life. This booklet (along with our website) should answer many of your questions, but please don't hesitate to contact us if there is anything you would like to discuss.

If there are any adjustments we can make to support you when you join or visit us, please let us know. We look forward to sharing this journey with you—welcome to the Crossdale family!

Kind regards,

Mr. Cresswell

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### **Child Protection Concerns**

At Crossdale, your child's safety and well-being are our highest priority. As part of our commitment to safeguarding, please be aware of the following procedures.

Every school is required to refer any concerns about a child's welfare to the Children's Social Care Services Department. While we will usually discuss concerns with families and seek agreement before making a referral, this will only happen when it does not place a child at increased risk of harm. These procedures exist to protect children from abuse.

If we make a referral, it does not mean we are accusing parents or carers of wrongdoing. Instead, it allows for further enquiries to be made and ensures that any necessary help and support are provided.

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# OUR STAFF

Executive Head Teacher : Peter Cresswell

Head of school: Miss Seedhouse

School Business Manager : Susan Cuttell [office@crossdale.notts.sch.uk](mailto:office@crossdale.notts.sch.uk)

Admin Assistant : Shelley Szymkiw [admin@crossdale.notts.sch.uk](mailto:admin@crossdale.notts.sch.uk)

Tel: 0115 9748088

Email: [contact@crossdale.notts.sch.uk](mailto:contact@crossdale.notts.sch.uk)

Visit our website: [www.crossdaleschool.com](http://www.crossdaleschool.com)

Please [click here](#) to see all of the staff at Crossdale Primary School



Mr Cresswell



Miss Seedhouse



Mrs Szymkiw & Miss Cuttell

Our Reception curriculum covers all seven areas of the Early Years Foundation Stage (EYFS) Framework.

Every morning, children will say goodbye at the gate near the Reception classroom. They'll practice independence by putting away their belongings and using the self-registration lunch board. Practicing as many independent skills as possible at home will help us establish our routines.

Throughout the day, the children will enjoy phonics, maths, and story time in whole-class sessions. They'll also have small group activities and free choice time, both indoors and outdoors. Plus, there's a weekly Forest School and PE session to look forward to!

If you need to reach the teachers, just email [contact@crossdale.notts.sch.uk](mailto:contact@crossdale.notts.sch.uk) or pass a quick message during drop-off or pick-up.

# PUPIL INFORMATION



Once you have accepted your place at Crossdale on the NCC portal, you will be sent an information form from us which should be completed as soon as possible.

This contains important information, which is strictly confidential, concerning emergency contact numbers, medical information, etc. We will use this information to add your child to Arbor. our school database & payment system.

We use the Arbor app as the main way in which we communicate with parents.

Once we have registered your child, you will be sent a separate email with details of how to log in. You can then purchase school uniform, send us messages, and update your child's profile.

Each class has a blog page updated every half term with learning objectives and photos of activities. The website also includes important information and dates, refreshed bi-weekly with the Crossdale News, our newsletter, on current and upcoming events.

- Blogs – [click here](#)
- Latest News and Events – [click here](#)



**TALK TO US:** We operate a open door policy and very much value this as a way of staying in touch with parents on a daily basis. A member of SLT are at the gates before and after school should you ever wish to talk to them.

**EMAILS & IN APP MESSAGES:** These are used for:

- Links to blog posts, payment information, absence/late information.
- Reminders of events.
- Sports clubs, requests for volunteers, school trip details etc.
- 'Well done' messages to celebrate a pupil's achievements, notification of a head bump



**PHONECALLS:** Generally used for more urgent issues or for following up on other business,, to give a message relating to a child, eg forgotten PE kit.



# THE SCHOOL DAY

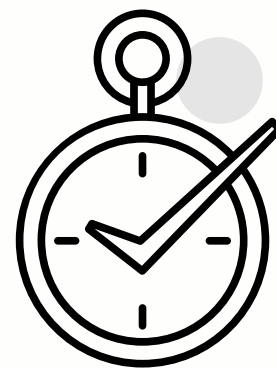
Morning session: 9am – 12pm (gate & doors open at 8:50am)

Morning break: 10.30am – 10.45am

Lunch: 12pm – 1pm

Afternoon break: 2.10pm – 2.20pm

Afternoon session: 1pm – 3.30pm



Children head straight into their classroom between 8.50am and 9am – the teacher will greet them at the classroom door. We discourage children from playing on the school grounds before school.

To avoid congestion, we would appreciate it if parents say goodbye to their child and leave the playground promptly.

## PUNCTUALITY & ABSENCE

Please ensure your child arrives at school by 9am, when the gate will be locked. Arriving late can be unsettling for the children, and parents must go to the office to register if the gate is closed. We monitor lateness and will send a letter for recurring issues.

Remember to pick up your children on time. For last-minute changes or if someone else will pick up your child, phone the school office promptly. Children cannot leave with another adult without prior notification from their legal guardian.

If your child is absent from school, please contact the school office on 0115 9748088 each day that your child will not be attending. Our telephone system gives you the option to leave a message to report your child's absence; please leave your child's name, class, and reason for absence –you will need to do this on each day that your child is off.

If your child is absent from school without notice, the school will telephone the parent on each day of absence if the school have not been notified.

Children returning to school after illness should clearly be fit to do so and free from infection.

If your child suffers from a bout of sickness or diarrhea, then you should keep your child off school for a minimum of 48 hours after the last episode.

## PARKING

There are yellow zig-zag lines on both sides of the road between the school and Brockwood Crescent indicating no parking, between 8.30am and 4.30pm. Please park sensibly, avoiding driveways, not parking opposite other cars, and keeping clear of corners. Please drive slowly and carefully near the school. The safety of our pupils is paramount and at busy times we ask you to take extra care & vigilance.

We have an informal one-way system encouraging parents to drive up Crossdale Drive towards the school and exit onto Brockwood Crescent, which reduces congestion and improves safety for children.

We also ask parents to park away from the school and walk the remaining distance when possible.



# SCHOOL UNIFORM

## School Uniform Overview

Our school uniform consists of:

- Burgundy sweatshirt or cardigan
- Grey trousers, shorts, or skirt
- Shirt or polo shirt (white/burgundy)
- Summer dress (burgundy or red)
- Black shoes (no trainers or obvious branding)

**Important:** Open-toed and sling-back sandals are not allowed for safety reasons.

Embroidered school logo items can be ordered through Arbor. Please label all clothing to aid in recovery if lost.

We offer preloved clothing free of charge if it's available; please request items via [admin@crossdale.notts.sch.uk](mailto:admin@crossdale.notts.sch.uk)

## PE Kit:

PE kit includes:

- Plain white t-shirt
- Burgundy shorts
- Plimsolls/Trainers (provided by parents)

Hair must be tied back during PE. For colder weather, tracksuit bottoms and a sweatshirt are recommended. All PE items should be unbranded.

PE bags can be purchased via Arbor. Your child's PE kit can be left at school, however we ask they are taken home half termly to be washed.

No jewelry is allowed in PE. If ear studs can't be removed, cover them with micropore tape.

Watches (excluding smartwatches) and religious jewelry are allowed, as well as stud earrings. Please discourage bringing valuable jewelry or watches to school.



# SCHOOL MEALS



Children can choose from three hot dinner options or bring a packed lunch from home. School meals are freshly prepared on-site with a healthy, balanced menu, which can be viewed [here](#).

In the morning, children self-register their choice & can mix hot dinners and sandwiches throughout the week without prior notice. Please label lunchboxes to avoid mix-ups.

Our midday supervisors are always there to lend a helping hand. Meals cost £2.70 each, totaling £13.50 weekly. However, children in Reception, Year 1, and Year 2 get Universal Free School Meals.

If your child requires a medical diet due to a food allergy, food intolerance or a medical condition that requires an adapted menu please follow this link to request a medical diet:

<https://orders.lunchhound.co.uk/medicaldiets/request>

## SCHOOL MILK

School milk is FREE for children under the age of five, FREE to children receiving or entitled to free school meals & subsidised for all other children in primary education.

After your child turns five, milk can be offered at a cost of approximately £20 per term.

The school office will handle the registration for the new reception class on your behalf. For other children, registration and payments must be completed by Tuesday evening to ensure children receive milk the following week.

In addition, all children in Foundation and KS1 will be provided with a piece of fruit at morning break which may include an apple, banana, pear, tomato, or something similar.

If your child wishes to bring their own snack, in line with our 'Healthy Schools' status, only fruit-based or healthy snacks are permitted. We kindly request that parents avoid nuts and nut-based snacks to accommodate families with allergies. Additionally, if children choose to bring their own fruit, we encourage using reusable containers, such as Tupperware, to promote sustainability and minimize litter on site.

## PUPIL PREMIUM AND FREE SCHOOL MEALS

We aim to ensure as many eligible pupils as possible benefit from the Pupil Premium Grant (PPG). All pupils in Reception – Y2 receive free school meals. With a successful PPG application, your child continues to receive free meals beyond this period. This funding also enhances learning through music lessons, trips, and extra support within the curriculum.

The Pupil Premium Grant is available to students whose families receive benefits such as Universal Credit (with an annual net income under £7,400), Income Support, income-based JSA, income-related ESA, support under the Immigration and Asylum Act 1999, Pension Credit, Child Tax Credit (without Working Tax Credit, income not exceeding £16,190), or Working Tax Credit run-on.

Crossdale's PPG funding significantly impacts our offerings. If eligible, we encourage you to apply. Follow the link to apply: <https://notts.cloud.servelec-synergy.com/SynergyWeb/FSM.aspx>

## BREAKFAST AND AFTERSCHOOL CLUB

Breakfast Club operates every morning starting at 7:30am, while the Afterschool Club is available from the end of the school day until 6:00pm during term time. The clubs are run by The Lime Trees, and operate primarily from 'The Hive' with the younger children using the bungalow during peak times.

To secure a spot for your child, please contact Head Office at 01159 313 562 or email [hello@thelimetrees.co.uk](mailto:hello@thelimetrees.co.uk).

Reservations must be made in advance and payments can be made directly to The Lime Trees via bank transfer, childcare vouchers, or the Government Tax-Free Scheme. If your child is unable to attend a booked session at Breakfast or Afterschool Club, it's essential to notify The Lime Trees directly, as well as inform the school for the Afterschool Club.



## VOLUNTEERING

*Together,  
we make a  
Difference*

### Support from Our Parents

We appreciate any help in the classroom. This could be to listen to the children read or practise their maths skills, or for one-off events such as DT days or sports day. We also need swimming observers in the autumn and spring terms, and support throughout the year to help with visits.

All volunteering parents must complete a Risk Assessment. We hold a brief meeting to fill out the assessment and review procedures. This must be completed before helping at school.

## READING

When your child starts school, they'll bring home "swap books" to read with you. Our PTA welcomes new pupils with a Crossdale book bag to start their reading journey.

We use the Read, Write Inc Phonics program, which teaches phonics with rhymes to help children remember sounds. As they learn letter sounds, they'll start blending them to read words and then move on to ditty books. More details are available on the website [www.ruthmiskin.com](http://www.ruthmiskin.com), and further information will be shared at our information evening.

We look forward to welcoming you to our Crossdale Family!

We are very much looking forward to working with you as your child embarks on their new school adventure!