



**CROWLANDS PRIMARY SCHOOL  
PROSPECTUS  
2017 - 2018**



Crowlands Primary School  
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Head Teacher - Mrs H McClenaghan



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Dear Parent/Carer,

On behalf of the staff and governors welcome to Crowlands Primary School.

We are delighted to have your family with us and hope that your child will be happy in our school. Our handbook contains information to assist you in understanding our expectations in all areas of school life.

You will find much more information on our school website, which is regularly updated. Please make sure you visit our website where you will find details of our curriculum, policies and events.

Should you require any further information or have any questions please contact us on the number above where a member of our team will be happy to help you out.

I look forward to working with you and your child.

Yours sincerely,

Hayley McClenaghan  
Headteacher

## **ADMISSIONS**

The school has places for children between the ages of 3-11 and admits up to 90 children in each year group.

Applications for places are now handled directly by the Local Authority for children entering into school in Reception to Year 6. If your child attends our Nursery it does not guarantee them a place in our Reception.

Children start school full time in the year in which they are five. You will receive an application form from the London Borough of Havering in the October before your child starts school.

Applications for all Havering Schools are considered according to the Local Authority admissions criteria, during the period October - December. Parents are then notified of the outcome at the beginning of April each year.

Further information regarding the admissions criteria is available from the school office. Alternatively please visit the Havering website [www.havering.gov.uk](http://www.havering.gov.uk).

Parents are very welcome to visit the school prior to applying for a place. Please telephone the school to make an appointment. Parents of children who are offered a place will be invited to a meeting with the Headteacher and staff to find out more about the school policies and procedures. The majority of our children remain at the school until they transfer to secondary school at 11.

## **PASTORAL CARE**

We care for our children as individuals and hope that your child will feel happy and secure at our school. If your child is unhappy or unsettled, then we will invite you into school to discuss ways in which we may resolve any issues. We have a Pastoral Support Team who are available during the school day to provide support and advice on a range of issues such as help with behaviour, sleep problems, housing or any other issues your family is dealing with. Please contact them via the school office or catch them in the playground before and after school.

It is essential that we have an up to date contact telephone number for all parents at home and at work, or an alternative carer's number who can be contacted during school hours. This is particularly important when children are taken ill or in case of accidents.

## **MEDICINES IN SCHOOL**

If your child is prescribed a course of medication, in special circumstances we will arrange to give medication to your child during school time. The school offices hold a form to complete for this purpose. Asthma medication can be kept in the school office and the classroom if required. First Aiders will assist the children when taking their Asthma medication. Parents are required to complete an Asthma Medication card detailing specific medication needs. These cards need to be completed by your doctor and are available from the school office.

**It is your responsibility to ensure that any medication that we hold for your child is renewed termly as we would not be able to administer out of date medication.**

## **SCHOOL NURSE**

If you have any concerns regarding your child's health the school nurse is available to consult with you to talk privately about your child's health and welfare. Her phone number can be obtained from the school office.

## **SAFETY AND SECURITY**

The Governors are committed to the highest possible standards of safety and security for all site users. Regular 'Health & Safety' Inspections are undertaken and there is a strict security system in place for access to the school premises. Pupils are closely supervised at all times. Visitors to school are required to sign in and out of the visitor's book that is kept outside the office where they must obtain a visitor's badge. Parents are required to only enter the school building through the main entrance. It is paramount to the safety of children and staff that this is adhered to at all times. Our office team will be happy to help with any enquiries you may have.

## **CHILD PROTECTION**

All school staff have the responsibility of promoting the welfare of all children in the school. The Local Authority requires staff to refer any serious concerns they might have about any child to the Headteacher.

To enable the staff to monitor the welfare of your child you are asked to keep the school informed of any unusual or serious injuries which your child has suffered, and of any circumstances at home which might cause a change in your child's behaviour at school. Staff may, on occasions, wish to speak with you to discuss and clarify the cause of a particular injury; to seek a reason for a sudden change in your child's behaviour, or to raise other concerns they may have.

In those instances where staff have serious concerns about the welfare of a child the school is under a duty of care to make a referral to the Havering CYPS. If this happens please remember that we have a responsibility to promote and safeguard the welfare of the children in our care.

## **PASSWORD SYSTEM**

To ensure children's safety we operate a password system. All children up to Year 3 are allocated a unique password. If you are unable to collect your child at the end of the day please tell the person who is collecting them the password. DO NOT tell your child their password. Staff will only hand over your child if the person is able to give them the password.

## SCHOOL UNIFORM

### Reception Classes

<b>Autumn, Spring and Summer Term</b>	
<b>Girls uniform</b>	<b>Boys Uniform</b>
Navy blue jogging bottoms	Navy blue jogging bottoms
Navy blue jumper, sweatshirt or cardigan with school logo preferred	Navy blue jumper, sweatshirt or cardigan with school logo preferred
Plain grey skirt	Plain grey trousers
Plain grey pinafore dress	Plain white polo shirt with school logo preferred
Plain grey trousers	Grey/White socks
Grey tights	Hat / Cap
White socks	
Plain white polo shirt with school logo preferred	
Hat/Cap	
<b>Summer term only (optional)</b>	<b>Summer term only (optional)</b>
Navy blue/white checked summer dress	Plain grey shorts

### KS1 & KS2 Classes (Year 1 to Year 6)

<b>Autumn, Spring and Summer Term</b>	
<b>Girls uniform</b>	<b>Boys uniform</b>
Navy blue jumper, sweatshirt or cardigan with school logo preferred	Navy blue jumper, sweatshirt or cardigan with school logo preferred
Plain grey skirt	Plain grey trousers
Plain grey pinafore dress	Plain white shirt
Plain grey trousers	Plain white polo shirt with school logo preferred
Grey tights	Grey/white socks
White socks	Hat/Cap
Plain white shirt	
Plain white polo shirt with school logo preferred	
Hat/Cap	
<b>Summer term only (optional)</b>	<b>Summer term only (optional)</b>
Navy blue/white checked summer dress	Plain grey shorts

## PE Kits for ALL Pupils

Navy shorts
White T-Shirt
Plimsolls or trainers are required for the summer term for outdoor PE lessons
Navy blue tracksuit is required for outdoor games during cooler weather

Most items of uniform can be bought from High Street shops.

Sweatshirts, Cardigans and Polo Shirts with the school logo, hats, book bags, PE bags are available from the school. Please ask for an order form from the school office.

### **FOR ALL PUPILS**

Footwear should be black shoes with straight forward fastenings and **no** open toes. Younger children find velcro and buckles easier to manage than laces.

All black trainers are permitted but they must not have any coloured logo, stripes, stitching or emblems.

Hairbands should be navy only - plain fabric or plastic without decorations.

The wearing of make-up and nail varnish is not allowed.

Earrings must not be worn.

Watches are not permitted.

Children's haircuts and styles must be of a sensible nature. The colouring of pupil's hair is not allowed. Extreme hairstyles, such as Mohawks/Mohicans etc or stripes and motifs are also not allowed.

**Please mark all children's belongings clearly with their name as this helps considerably when sorting out lost property**

## **SCHOOL MEALS AND PACKED LUNCHES**

School meals are available for all children. Reception & KS1 children are entitled to a hot, nutritious universal free school meal. KS2 pupil's meals are to be purchased.

All children are to be registered with sQuid online cashless payment system to be able to order and if required purchase a dinner for your child. Information on how to do this will be provided once your child has started school.

Menus are provided for parents at the beginning of each term.

## **MILK**

Milk is available daily for our children in EYFS and Key Stage 1. Every child in the UK is entitled to FREE school Milk until their 5<sup>th</sup> birthday. To enable your child to receive this you must register your child with Cool Milk. You will find details of how to do this in your pack.

## **FRUIT AND SNACKS**

All children are provided with a free piece of fruit every day. Children can, if they prefer bring their own fruit from home for a break time snack.

## **WATER**

Children in Years R to 6 are required to bring in their own water bottle daily which needs to be washed at home for reasons of hygiene.



## THE CURRICULUM

At Crowlands we aim to provide a broad and balanced curriculum. The National Curriculum framework is an important part of our provision, as is The Curriculum Guidance for the Early Years Foundation Stage for children in Nursery and Reception classes. Work is planned to offer pupils relevant and interesting learning experiences. The development of Literacy, Numeracy and Personal and Social Skills are a key priority at all ages.

Mathematics and Literacy are taught daily and are planned in accordance with the National Curriculum. Children's progress is tracked through on-going teacher assessment and assessment tasks. Parents receive a termly Report Card detailing their child's level of achievement at the end of each term.

Computing skills are taught to all pupils. The children are provided with opportunities to use and further develop their skills across the Curriculum. Children have access to a range of high quality tech equipment. We are continually updating our equipment and teaching in line with current technological developments. Online safety is taught throughout the school to keep all of our pupils safe.

The Foundation subjects include History, Geography, Design and Technology, Art, Music and PE. We teach most of these subjects and Science through topics. These topics offer the children the opportunities to develop their understanding of themselves and others and the world in which they live. A strong emphasis is placed on creativity, practical experiences and fun to engage the children's interest and motivation in their learning.

During the school year we hold special weeks focusing on different curriculum areas, for example Book Week, Maths Week and Arts Week. We invite visitors to school and the children are encouraged to take part in activities at home. We also have a programme of Educational visits which give opportunities to extend the children's experiences and support their work in topics.

The Personal, Social and Health Educational scheme of work aims to equip the children with knowledge, skills, values and attitudes and help them cope successfully with their present and future lives. The curriculum will cover physical health and hygiene, as well as the emotional, moral and social aspects of the children's development.

Sex Education is no longer statutory at KS1 & KS2 from September 2014. However at Crowlands we believe that it is important to ensure children's questions are answered honestly and sensitively. Please see our policy on the website. If you have any queries regarding this subject please talk to a member of our Senior Leadership Team.

Physical Education is an important part of our curriculum. It aims to develop control, co-ordination and confidence. In each year, children are taught three areas of activity; games, gymnastic activities and dance using indoor and outdoor environments where appropriate. Children in Years 5 and 6 will also take part in swimming.

A change of clothing is needed for PE. It is necessary for your child to have navy-blue shorts, white t-shirt, a pair of trainers and a navy tracksuit for outdoor games.

## **RELIGIOUS EDUCATION**

The Religious Education syllabus is an integral part of the school's curriculum, and is in accordance with the agreed syllabus adopted by the Borough of Havering.

Collective worship within the school is in accordance with the 1988 Education Act. All children attend an act of worship at some time during the school day; this may be as part of a whole school or class assembly.

The Governors respect the right of children to wear clothes and articles for religious purposes. However, there may be occasions where the overriding consideration is for the health and safety of the child, for example during physical education.

As parents you have the right to withdraw your child from religious education and collective worship. If you wish to do so please discuss the matter with the Headteacher.

## **SPECIAL EDUCATIONAL NEEDS**

At Crowlands Primary School it is our policy to provide learning experiences that are differentiated to take account of the needs and abilities of all our children. Children with special educational needs will be identified at the earliest possible opportunity and supported, by the staff of the school, in accordance with Government legislation.

We employ a number of additional support staff who will either work alongside children in class, or who may occasionally withdraw a child for specific activities.

Our Special Needs policy reflects the changes recommended by the Special Educational Needs Code of Practice 2015. A Special Needs Governor is appointed to monitor the work of the school in implementing this policy and maintaining the necessary records.

## **EQUAL OPPORTUNITIES**

We seek to ensure that all children have full access to the curriculum regardless of race, religion or gender. Appropriate individual and group programmes of work are planned according to the abilities, interest, skills and needs of the child.

### **Race Relations**

The Race Relations (Amendment) Act 2000 places a duty on all schools to:

- promote racial equality
- promote good race relations between people from different racial groups
- eliminate unlawful racial discrimination

Our school fully supports these aims.

## **BEHAVIOUR AND CONDUCT**

We set high standards of kindness, courtesy and consideration between children and adults alike. Bullying or racism will not be tolerated in any form. Our Behaviour Policy outlines how we encourage good behaviour and how we manage sanctions. Our aim is to reward good behaviour. Each child belongs to one of our 5 houses where house points are awarded for good behaviour. Class commendations are given to selected children to reward good attitudes to learning and behaviour. Sanctions may range from a verbal reminder from an adult to "Miss A Play". If your child is entered into the "Miss a Play" book we will send a letter home to tell you. In more serious cases of misconduct a child may be internally or externally excluded temporarily or permanently. All staff use the behaviour policy consistently to ensure fairness for all. Our Behaviour Policy is available on our website.

We will make every effort to keep you informed of any serious concerns regarding the behaviour of your child in school and welcome the support that you can provide in these situations.

## HOMEWORK

As the children move through the school, work to be undertaken at home will vary in frequency and length according to the age and needs of the children. Activities may include reading, spellings, and maths, extension of work completed in class or additional research and investigations. Homework requirements will be sent out at the beginning of the school year to let you know when homework is given to your child and when it needs to be completed and returned by.

If you are unsure of how to best help your child with homework tasks please speak to their class teacher, who will be happy to help.

## PUNCTUALITY AND ATTENDANCE

It is a legal requirement that children attend school regularly and arrive on time. Doors open at **8.40am** and the school day begins officially at **8.50am**. Any child arriving after 8.50am will be marked late. Parents are asked to telephone the school in the morning **before 9.30 am** on their child's first day of absence. The school office will telephone you on the child's first day of absence if a phone call is not received. A letter advising the reason for the absence should be sent to school on the child's return. If your child has a hospital or dental appointment please try and arrange this for early in the morning to avoid taking more time off than necessary. If an appointment is necessary during school time evidence needs to be provided i.e. the appointment card. If you are bringing your child into school late, please telephone the office to advise us. School lunches must be ordered before 9.30am.

We would request that you do not take your child on holiday during term time. If you would like to request authorised absence for your child at any time during term time please request an approved absence form from the school office. The Headteacher will consider your request. ***Leave will only be authorised in truly exceptional circumstances.*** Parents who take unauthorised leave for holidays will be fined by the Local Authority. Holidays taken during term time affect children's learning. We expect your support in this important matter.

## **PARENTAL INVOLVEMENT**

### **PTA**

There is an active Parent/Teacher Association in the school. Social, fund-raising and educational events are organised regularly. Each family automatically becomes a member of the PTA. Further information can be obtained from the main school office.

### **PARENT HELPERS IN SCHOOL**

We welcome parental help in school. If you have some regular time to volunteer at Crowlands please write a letter of interest for the attention of Mrs McClenaghan. It is our policy that you do not help out in your child's class. All volunteers are required to complete a Disclosure Barring Service.

### **PARENT/TEACHER MEETINGS AND OPEN DAYS**

At regular intervals during the year parents are invited to school to talk privately to staff about their child's progress. Information meetings are also held at regular intervals during the year to advise parents on how you can support your child at home. If you would like to arrange a meeting to see your child's teacher at any other time, please speak to the teacher or contact the school office. You may wish to talk to the Headteacher and this can be arranged by appointment. Mrs McClenaghan and members of the SLT hold a parent drop in session every Friday between 2.00pm - 3.00pm.

You will receive a written annual report on your child's progress at the end of each academic year. Parents of children in Reception to year 6 will also receive a termly report card outlining your child's continued progress. We also hold an Open Evening at the end of the Summer Term where parents may see their child's work and discuss their school report.

There are also regular stay & learn sessions and parent workshops throughout the academic year.

## **EDUCATIONAL VISITS**

The school organises a programme of educational visits which form part of the curriculum. Parents are informed of any proposed educational visit well in advance. All children are expected to attend.

Legally, education provided during school hours must be free of charge. The school, therefore, does not charge for activities taking place in school time. However, parents are asked to make a voluntary contribution towards the cost of visits and some other activities. Although we would not exclude a child from an activity because of parents' inability or unwillingness to contribute, planned activities may have to be cancelled if sufficient voluntary contributions are not received to cover costs.

## **MUSIC TUITION**

Havering Music School can provide music lessons at school for pupils in Year 3-Year 6. If you would like further information please contact them direct on 01708 450313 email: [musicschool@haverling.gov.uk](mailto:musicschool@haverling.gov.uk) or contact the school office.

## **EXTRA CURRICULAR ACTIVITIES**

In addition to lessons we also run a range of after school activities throughout the school year. Details of the activities will be circulated at the beginning of each term and your child will be invited to attend. Once a child has taken a place they are expected to attend each week. If they are unable to attend a letter must be provided explaining their absence.

## **PARKING**

We do not have facilities for parents' car parking when taking children to and from school. In the interest of the children's safety please park in the side roads and not outside the school as this area is very busy with our children walking to school. Please park with consideration and not on the zig zag lines on London Road. We appreciate your co-operation.

## **KEEPING YOU INFORMED**

A weekly newsletter is sent home every Friday to keep you up to date with school life and future events. From time to time we may hold specific meetings for parents. We will notify you well in advance to enable you to make arrangements to attend. We will also send additional correspondence to inform you of other events taking place in school. Please check our website regularly. Our Parentmail service is a great way to keep in contact via text message. Once your child has started our school you will receive an invite letter with a unique code, giving you details of how you can sign up to this facility. We do send letters and messages via email or text so please do take the time to sign up to this facility to ensure that you do not miss any important notifications.

## **COMPLAINTS**

As a requirement of the Education Reform Act (1988 Section 23), the Borough has developed formal procedures that specify how complaints about the curriculum and collective worship are to be handled. (These procedures are not concerned with complaints about the actions of individual members of staff). When a complaint about such matters is made, initially it should be dealt with through informal discussions with the Headteacher as this is established good practice. In the rare instances where a matter cannot be resolved informally, the next step is for it to be considered by the Governing Body.

A copy of the complaints procedure is available from the school office.