

## Information for Parents



Please visit our website [www.stmartinscranbrook.devon.sch.uk](http://www.stmartinscranbrook.devon.sch.uk)

to view videos of the school and to find out more about our school.

## School Hours

Registration is at 8.30am in the morning, the school gates open at 8.20am every morning. Please take children directly to their classrooms where you are welcome to come into the classroom with your child. This is the ideal time to pass on quick messages to your child's class teacher or to have a look at your child's learning. If you require a longer discussion with your child's teacher, please make an appointment as first thing in the morning when teachers are preparing for the day ahead is a very busy time.

School finishes at 3pm; please collect children from their classrooms (use the external door). Please notify us in writing if your child is allowed to walk home from school on their own. Please notify your child's teacher if your child is being picked up from school by someone different.

## Child Care

This is provided by a well respected local provider, FISH. This provider has been judged as outstanding by Ofsted. FISH provide high quality wrap around care for our children from 7.30am until 6pm every day. FISH also provide childcare in the school holidays.

Please see our website for more details of the wonderful opportunities offered by FISH, prices and details of how you can claim help with paying for childcare.

## School Meals

Lunches are cooked on site for the children, we offer a hot meal, a vegetarian option or a jacket potato every day. The children can also choose from a range of puddings with freshly baked cake, biscuits, flapjack or fresh fruit and yoghurt available every day.

At the beginning of each day the children choose which option they would like and the food is cooked to order. Menus are always produced in advance and are sent home to parents and displayed in the main reception area. The current daily cost of school meals is £2.20 for primary school children and £1.80 for nursery children.

### **How do I pay for School Meals?**

Please pay at the school office. Lunch money must be in an envelope with your child's name and their class written clearly on the envelope. We ask you to pay a week in advance on a Monday morning.

### **Can I claim Free School Meals?**

All children in Reception, Year 1 and Year 2 are entitled to a free school meal every day. However, even if your child is entitled to a universal school meal, it is still helpful if you let us know if your child meets the criteria for a free school meal beyond the universal provision, as this means they will be allocated some additional funding.

If you are in receipt of Income Support, Income Based Jobseeker's Allowance or the Guarantee Element of Pension Credit, or Child Tax Credit (without Working Tax Credit) where income is less than £16,190, your child is eligible for additional funding and, if they are above the age or the universal free school meal they are eligible for a free school meal each day. For further details please call into our office where one of our administrators will provide you with confidential advice on how to claim this. If you are eligible to register but your child does not want to have a free school meal please **do** register anyway as part of our budget allocation is based upon the number of children registered for free school meals.

### **Break Snacks**

All children have a 15 minute break in the morning. As part of our Healthy Eating ethos all children in Key Stage 1 are provided with a piece of fruit or vegetable each day as a snack through Government funding. Children in Key stage 2 are encouraged to bring a similar snack. Biscuits, chocolate and crisps etc are not allowed.

### **Healthy Lifestyles**

Along with our snack policy we teach children about developing a healthy lifestyle. To do this we provide daily physical activities

ranging from 10 minutes to a full PE lesson. Children learn about staying safe, drug and sex education and the importance of a healthy diet. This is all suitably delivered to meet the needs and age of the pupils. We encourage children to bring in a named plastic bottle of water each day, which they have access to in class.

## School Uniform

Uniform can be ordered directly from our suppliers Tesco at [www.clothingattesco.com/devon/st-martins-c-of-e-primary+nursery-school/inv/990000439](http://www.clothingattesco.com/devon/st-martins-c-of-e-primary+nursery-school/inv/990000439) or [www.wovina.com](http://www.wovina.com)

Blue Polo Shirt with logo Blue Sweatshirt with logo

Grey Trousers, Shorts, grey skirt or pinafore

Black, Grey or white socks

Black Shoes suitable for physical activity

Blue waterproof fleece (optional)

Blue Fleece (optional)

Summer Dress (optional)

### Nursery

Yellow Sweatshirt and/or T-shirt worn with child's own clothes

### PE Kit

Blue T-shirt with logo Blue Shorts

Trainers or Plimsolls



PE kits should be brought to school every Monday and taken home, for washing, every Friday. On cold days children will be able to put their school sweatshirts/fleeces over the top of their PE kit. You may want to provide your child with black, navy or grey jogging bottoms to wear for outdoor PE during the winter months.

In the KS1 classes we have waterproof aprons for the children to wear when they are doing something messy. Please can you provide your child with an art overall at KS2 (an old adult sized shirt with the arms cut to fit is very suitable). Whilst we make every effort to ensure children protect their clothing, there will be days when they get their clothes dirty! We ask that you provide your child with a pair of wellies and old clothes for Forest School. Your child's teacher will let you know what day your child will be in the forest - when we have had wet weather the children's forest clothes do tend to get very muddy!

## Promoting a Positive Learning Environment

We expect children to 'Be The Best They Can Be' at all times and the ways in which they are expected to do this are displayed in each classroom and around the school. Each class has their own particular reward systems designed to encourage good behaviour by the whole class and by individuals. In addition to these class based reward systems we also have a whole school system where children earn shine points for good learning behaviour. For outstanding behaviour, effort and/or achievement children are awarded a Head teacher's Award. They are given a small prize and a sticker on the day they are given the award, their name then goes into our 'Roll of Honour' and they are presented with a certificate at our Celebration Collective Worship on a Friday afternoon. Parents are always welcome to come to our Celebration Collective Worship on a Friday at 2.30pm.

It is also important that children have boundaries as this encourages them to feel safe and enables them to learn effectively. We provide these boundaries by giving the children clear guidance on the behaviour that is expected of them when in school and having consequences for any behaviour which is not acceptable.

As a staff group we promote a positive approach to behaviour and learning in which we praise, reward and encourage the behaviour that supports learning and emotional well-being. You will hear your child referring to 'making a good choice or the right choice', this is because we expect them to take responsibility for the choices they make.

If you have any questions, please do not hesitate to ask.

## Homework

We feel that we need to teach children to have a good work / life balance. While much of the children's time out of school should be their own time in which to pursue their own interests, hobbies and play, we also aim to inspire children to carry on learning out of school. In Key Stage 1 children are asked to read to an adult daily at home and to practise the sounds they are learning. In Key Stage 2 more formal homework is set when appropriate and will often be linked to children extending their learning independently. Homework should never put a strain on family life, which is so important, if your child is struggling with their homework please arrange to have a chat with their class teacher.

## What jewellery can children wear?

Except for watches and ear studs, no jewellery should be worn to school and for health and safety even the watches and ear studs must be removed for all physical education activities. This must be done by the child themselves. Children are not allowed to wear nail varnish or make-up to school. If, after being reminded by a member of staff that no make-up or nail varnish is allowed, your child continues to wear make-up or nail varnish, we will make a phone call home and ask you to come in with make-up/nail varnish remover.

## What do I do if my child is ill?

Please telephone the office on the first day of your child's absence if they are ill. The start of the day is often busy and the answering machine should be used to leave a message on if we are unable to answer.

## Medicines in school

Sometimes children need to have medicines administered through the school day. We can only administer medicines that are prescribed by a doctor and have the prescription details on them. Please come into the office and fill in the authorisation form on the first day your child returns to school.

## Can I take my child out of school during the term time?

Absence forms are available from the school office. We only authorise absence during term time in exceptional circumstances and we have clear guidance in our Attendance Policy as to when holidays cannot be taken. If your child's attendance is low we would be unable to authorise a holiday even in exceptional circumstances.

Our attendance policy is available to view on our website.

## What happens if my child misses school?

Obviously when a child is absent from school they will miss lessons. If they are away frequently or for a significant block of time they will inevitably miss learning that their friends have not. Attendance is monitored carefully by the Education Welfare department. If your child is away regularly this department may contact you to discuss the reasons for this.

## What insurance does the school have?

Children are insured against injuries caused by building defects and accidents which occur as the result of negligence by a member of teaching and non-teaching staff. Children attending the school are not insured against personal injury or accident while on educational premises or taking part in recognised activities outside the school. Devon County Council and the school governors expect all employees, pupils and students to accept full responsibility for their personal possessions, including money, and to consider taking out insurance themselves to cover risks.

## How do you know the school is effective?

At St Martin's C of E Primary we monitor the progress of every child to ensure they are being appropriately supported, challenged and included in order that they reach their full potential. Teachers carefully plan and monitor children's achievement in all areas of the curriculum and when concerns arise around academic progress, social or emotional concerns, we will always contact you as quickly as possible. This is of course a two way street and we encourage you to raise any concerns you have with us too. When children's attainment

is falling behind we have a range of successful options open to us. We can use small teaching groups, provide extra support and/or provide an individual learning programme,. If both home and school agree we can then seek additional advice and support from outside agencies. Sometimes children are achieving at a higher level than their peers and then we ensure they are appropriately stretched.

You will be invited into parents evenings in the Autumn and Summer terms and will receive a report on your child's progress in the Spring term. Parents of children in the Reception class will receive their reports towards the end of the summer term but will be offered a parents evening slot in the Spring term.

We keep all parents informed about life at our school through our weekly newsletter which is published on our website. Our most recent Ofsted Inspection Report is available on our website as is our School Improvement Report which details all of the work done throughout the year at the school to improve outcomes for children. If you don't have access to the internet and require paper copies, please let the school office know.

## What if I am not happy with an aspect of school life?

Initially you should raise your concern with the class teacher. They will listen to your concern and advise you of how the matter will be dealt with. At first informal measures will be taken in addressing your concern. If you feel the concern is not dealt with, then you can raise it with Head Teacher, you can book an appointment through the school office. As a school we will work hard to address any concerns you may have. If you are still unhappy the school has a comprehensive complaints policy and also a helpful booklet entitled 'What Do I Do If I Have a Complaint' both of which can be requested from the office. This enables the concerns to be raised in a more formal way.

## Can I help out at school?

We actively encourage parents to come into school. Parents often listen to children read, help out with sewing, art, baking, PE etc. Nearly every skill you can offer can be utilised. Before you can do this you will need to complete a request to volunteer form, available from the school office. The office will then advise you on how to complete a DBS procedure. The outcome of this check goes **only** to yourself and

the headteacher. If previous convictions come up it is the responsibility of the Head to talk to you and make a decision whether or not this past issue could be detrimental to your working with children. We look forward to welcoming more and more volunteers into the school - whether a grand parent, someone looking for voluntary work, a member of the local community or a parent - please let us know if you would like to help.

## How do I know what's happening?

The school newsletter is published once a month. It can be accessed on the school website, it can be emailed to parents if they email into the school office [admin@stmartinscranbrook.devon.sch.uk](mailto:admin@stmartinscranbrook.devon.sch.uk) to request this and there are always paper copies available for people who do not have access to the internet. We use a text based service to communicate with parents and keep you up to date with everything that is going on in school. We also have a parent rep system in place and there are details of your child's class rep on the website. If you are interested in becoming a class rep please let Tania know by emailing her on [head@stmartinscranbrook.devon.sch.uk](mailto:head@stmartinscranbrook.devon.sch.uk).

## Why are the classes named after birds and trees?

The nursery and reception children are fledglings as they are beginning to stretch and experiment with their learning 'wings'. The other classrooms in the Key Stage 1 corridor are named after birds indigenous to Devon and the Key Stage 2 classrooms have the names of trees. This symbolises our school ethos of encouraging the older children to provide care, nurture and safety for the younger children just as the trees provide a home and a safe haven for the birds.

## M.A.D. @ St Martin's (Making a Difference at St Martin's)

M.A.D. @ St Martin's is a voluntary group made up of parents, teachers and friends of the school. We work together to raise funds that are spent on enhancing even further the provision we offer our children. If you are interested in volunteering your services please contact the school office- we would be delighted to welcome you.

We are delighted you have chosen St Martin's Primary and Nursery School for your child and look forward to working in partnership with you.