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## CRACKLEY BANK PRIMARY SCHOOL

Care Belief Pride Success

### Welcome to Crackley Bank Primary School

We are very proud of our school and welcome visitors. If you wish to visit us, please contact the school and I will be glad to make an appointment to show you around.

New pupils are always welcome and our hospitable atmosphere and positive systems to admit new pupils mean that our pupils settle into school quickly and calmly.

At Crackley Bank Primary School we see school life as a partnership between the school, home and the community. If you have any questions, comments or suggestions, please let me know and I will be more than happy to discuss them with you.

If, after reading this information, you are not sure of any matter, or have any questions, please let me know. There are so many exciting things going on it's hard to remember them all!

Yours sincerely

Ms Sara Stevenson  
*Head Teacher*



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## **1 – Our School Ethos and Values**

At Crackley Bank Primary School our school ethos is:

Care + Belief + Pride = Success

You will not only find this displayed all around our school but you will:

- Hear it in everything we say
- See it in the pupils' attitudes towards learning
- Feel it in our school's positive atmosphere

### **School Rules**

Our School Rules are simple.

We always:

- Try your best
- Be calm
- Be truthful
- Be safe
- Be kind

Our rules are regularly referred to in class, around school, as part of our PSHE lessons and in assemblies.

## 2 - The School

Crackley Bank Primary School is part of the Collective Vision Trust and we admit pupils between the ages of 3 and 11.

The school was built in 1956 and we are very lucky that it sits in beautiful, well-maintained grounds with a large field, perfect for sports and athletics.

There are 3 well-resourced playgrounds – EYFS, KS1 and the KS2 yard. In addition to this, Nursery and Reception both have outdoor education areas that can be accessed directly from the classroom.

The main building houses seven classrooms, the school offices, kitchen (our school meals are cooked on site), staffroom, hall and staff workroom. We also have an impressive reception and office area, two group intervention rooms a medical room and a well-stocked library.

The annexe block houses two classrooms both equipped with their own toilet facilities and cookery area. One further classroom is let to Hedgehogs Nursery – we work closely with this privately run Nursery who provide care for children prior to them joining our school provision.

The school has been extensively refurbished in the past few years and provides a bright, stimulating environment that the children and staff are all very proud of.



### **3 - The Staff**

Headteacher: Ms. Sara Stevenson  
Deputy Head: Mrs. Lisa Taylor

#### **Teachers**

Mrs. Tamsin Hall	- Nursery
Mrs. Kelly Norcup	- Reception
Mrs. Rebecca Bellerby & Mrs. Sarah Lowndes	- Year 1
Miss Jane Johnson	- Year 2
Mrs. Kate Curley	- Year 3
Mrs. Carren Johnson & Mrs. Emma Kelly	- Year 4
Miss. Anna Town	- Year 5
Mrs. Chloe Pearce	- Year 6

#### **Support Staff**

Mrs. Karen Timmis – Office Manager  
Mrs. Laura Gleaves – Administration Assistant

#### **Classroom Support**

Miss Szilvia Baranyai	Mrs. Deborah Barnett	Mrs. Sharon Baskeyfield
Mrs. Emma Callahan	Mrs. Joanne Cliffe	Mrs. Tina Dalgarno
Mrs. Beverley Geagan	Miss Lisa Oakes	Mrs. Nikki Pearson
Miss. Amy Sargeant	Mrs. Beverley Wood	

#### **Grounds and Buildings Maintenance**

Mr. Steve Bentley – Caretaker  
Mrs. Tracey Hassell – Key Holder

#### **Kitchen & Cleaning Staff**

Chartwells

## **4 - The School Day = 32.5 hours**

### **Nursery Opening Times:**

9.00a.m. – 12 noon

We also offer wraparound care at an extra cost of £4.00 per afternoon (half a day).

### **Arrival**

School opens at 8:45am and make their way straight to their classrooms. Children should not arrive before this time nor should they be left unaccompanied; an adult must stay with them until the school gates open. Nursery and Reception pupils are accompanied to the Nursery classroom entrance by their adult.

**8.45am.** School opens

**Lunchtime runs for one hour between 11:30am and 1pm depending upon the year group**

**3.00pm** End of Nursery Day

**3:15pm** End of day: KS1 and Year 3 pupils are escorted to exit areas by their teacher. Pupils are not released until parents are safely and clearly in view.

Years 4, 5, and 6 are dismissed from their exit gate.

**All pupils must be collected by 3:25pm.**

EYFS and KS1 children must be collected from school by their parent or an adult over 18.

If a different adult needs to collect a child, the child's parent or guardian must inform the school. If possible, the adult should be introduced to the class teacher in advance.

## **5 - Admission Arrangements**

Children are admitted to Nursery on the 1<sup>st</sup> September after their 3<sup>rd</sup> birthday, and Reception on the 1<sup>st</sup> September after their 4<sup>th</sup> birthday. Nursery is on a part-time basis; each child is entitled to 15 hours per week however, some children are eligible for 30 hours Child Care please ask the School Office for details.

If you wish to admit your child to Nursery please contact the school. Admission forms are available from the school office – please contact the office so that you can be put on our list so that we can send the forms to you when they arrive in school. The closing date for applications is 31<sup>st</sup> March each year.

The same system applies to Reception, except your intention must be registered with the LA by the February before the September you wish your child to begin school.

We are happy to admit pupils to Crackley Bank Primary School at other times of the year. Please contact the school to make an appointment to look around and to speak to the head teacher.

## **6 – ParentPay**

We are a 'cashless' school and use Parent Pay, which is a secure on-line payment service. The office will help you set up an account. Once your account is activated, you will be able to make payments for school meals, trips and clubs on your secure area. You will receive an activation letter from the school office.

## **7 - School Uniform**

Our school uniform brings a sense of belonging and pride to the community of Crackley Bank Primary School. The school has a stock of good quality, secondhand uniform available in school free of charge. Uniform bearing the school logo can be purchased from the school or Smart Uniform, all other uniform may be purchased from any other retail provider e.g George, Matalan etc.

Our uniform is:

- White shirt or blouse to be worn with a school tie (available from the school office) **or** white polo shirts
- Royal blue jumper or cardigan (items with the logo are available however not compulsory)
- Grey skirt, trousers, pinafore dress or shorts
- Black footwear
- Blue gingham summer dresses (optional)

Jewellery, such as bracelets and necklaces are not to be worn in school. Pupils who have pierced ears are allowed to wear safety sleepers or studs but they must be removed for PE. Other piercings are strictly prohibited.

We encourage pupils to wear caps or sun hats during the warm weather. KS2 pupils are also allowed to bring sun cream to school but must apply it themselves and must not share with other pupils. KS1 and Early Years pupils must have their sun-cream applied before they come to school.

PE Uniform:

Please ensure all clothing is clearly labeled to help us return lost property to its rightful owner.

<https://www.crackleybank.staffs.sch.uk/index.php/parent-information/uniform>

Pupils need a change of clothing for P.E. This should include:

- T-shirt (in their team colour or a white T-shirt.)
- Shorts
- Pumps or trainers
- Track suits (for winter outdoor P.E) - plain black or navy

If your child's class is swimming, they will require:

- One-piece swimming costume or trunks for swimming (not shorts or bikinis)
- Swimming hat (for pupils with long hair)
- A large towel

## **8 - Reporting to Parents**

The school holds a "drop in," early in September then two Parents' Meetings each year. Parents will receive a letter via their children to make an appointment to meet their class teacher and the head teacher is available should you wish to speak to her about any matter.

Annual written reports are sent out during the Summer Term. A reply slip is enclosed with this report for parents to confirm that they have received the report and to share their comments regarding their child's progress at the school.

If parents wish to visit the school at other times, they are very welcome to do so. Appointments can be made via the Office or by letter/email to the teacher required. When the matter is urgent, it is advised that the parent contact the school soon as possible

If a member of staff wishes to speak to a parent, they will arrange an appointment by phone or email.

*At Crackley Bank we believe that clear and frequent communication can help pupils achieve their very best.*

## **9 - Rewards and Awards**

We believe in rewarding good work and behaviour as well as rewarding those who are trying hard to improve a particular area of their school performance.

Please remember that not all children will receive every type of award – they are awarded on merit and achievement, and it would be unfair for each child to receive the same. Likewise, not all children will receive sanctions in school.

Special achievements are celebrated at our weekly awards assembly, we also present special awards at the end of each term –for a full list please see the school's Behaviour Policy. Teachers also run their own rewards systems alongside the whole school ones.

## **10 - Behaviour**

We reward good behaviour but occasionally must put sanctions in place when inappropriate behaviour occurs. By having a School Behaviour Policy, we ensure that our approach to sanctions and rewards are consistent. Our strategies are based upon positive reinforcement of appropriate behaviour. The full Behaviour Policy is available to parents on our school website.

<https://www.crackleybank.staffs.sch.uk/index.php/policies/policies/320-behaviour/file>

## **11 – Healthy Tuck**

All Key Stage 1 pupils receive free fruit as part of the government funded project to increase the amount of fruit and vegetables eaten by young people.

Pupils who bring in their own tuck to school must still keep to the healthy tuck ethos by only bringing fruit, vegetables or sugar free snacks e.g. bread sticks. Pupils are not allowed to bring fizzy pop, energy drinks, crisps, chocolate etc. to school for their tuck.

We also offer a Breakfast Club that begins at 7.45am. Breakfast Club must be booked and paid for no later than 3.00pm on a Thursday to book places for the following week. E-mail your bookings to [breakfastclub@crackleybank.staffs.sch.uk](mailto:breakfastclub@crackleybank.staffs.sch.uk). The children register at the school hall and choose from the breakfast menu e.g. toast, crumpets, cereal, and drinks etc. They are then able to choose from a number of educational activities such as number or word games, and many more.

## **12 – School Lunches**

Our school lunches are cooked fresh on the school premises each day. Please contact Mrs. Gleaves in the school office if you require a form to apply for free school meals.

You are welcome to provide your child with a packed lunch. Please note that fizzy drinks, glass bottles and cans are not allowed. Also, please be aware that **we do not have any facilities to refrigerate lunch boxes** and this may mean that certain items are not suitable for inclusion in your child's lunch box. We recommend that parents pack an ice pack into packed lunches to help to keep them fresh.

## **13 – Curriculum**

In Early Years, learning is planned around the early years' areas of learning. These are:

- communication and language.
- physical development.
- personal, social and emotional development.
- literacy.
- mathematics.
- understanding the world.
- expressive arts and design.

Children have daily phonics and daily maths as well as story time and focused learning in groups. This is often hands-on so that children learn in an age-appropriate way.

In KS1 and KS2 the children's learning is clearly mapped out as a subject based curriculum so that there is progression and sequencing as they move through school. The curriculum and class information are on our website. <https://www.crackleybank.staffs.sch.uk/index.php>

### Phonics

Phonics is delivered on a daily basis throughout Early Years and KS1 using Jolly Phonics. In KS2 pupils will either continue with additional phonics if required or learn further strategies to enhance their writing.

### Reading

The school uses the Jolly Phonics Reading Scheme from Early Years and KS1. When pupils are able to access the Accelerated Reader scheme, they move to the range of books available in the library. Our range of books provide a wide and varied range of books to engage in high quality texts that develop a love of learning.

### Special Needs and Disabilities

The school's policy for supporting pupils with Special Educational Needs and Disabilities (SEND) is available on our School Website. If you have any concerns about your child's academic performance, please contact their class teacher to discuss how the school can help.

The Special Educational Needs and Disabilities co-ordinator provides the Governors with a Termly report upon the progress made in SEND.

### Pupil Premium

The Government allocates Pupil Premium funding into each school budget determined by the number of pupils who have received Free School Meals. At Crackley Bank Primary School we dedicate this money towards assisting pupils who are entitled to FSM, or have been entitled in the last 6 years. The impact upon attainment shows that progress throughout the school is at least good and the progress of groups of pupils, including that of pupils receiving Free school meals, is analysed on a regular basis.

### End of Year Results

All statutory test requirements are met by the school and the results for this year can be obtained from the DFE website and is also available on our website.

### Religious Education

Pupils are supported to develop a mature understanding of Christianity and other traditions. Parents and carers have the right to withdraw their child from Religious Education lessons.

### Relationships and Sex Education

The children are taught age appropriate RSE Education in line with the school's Relationships and Sex Education policy. Meetings are arranged for parents who wish to view the videos and other resources used to teach Sex and Relationships Education and to discuss the content and method of the lessons. Parents and carers have the right to withdraw their child from Relationships and Sex Education lessons.

<https://www.crackleybank.staffs.sch.uk/index.php/policies/policies/44-rse-policy/file>

### Homework

The school has a homework policy which details the homework set for KS1 and 2. The policy is available from <https://www.crackleybank.staffs.sch.uk/index.php/policies/policies/30-homework-policy/file>

## Clubs

Our range of clubs varies depending upon the time of year but has included: Football, Cricket, Dance, Drama, Homework, Science, Archery...and many more!

## **14 – Unexpected School Closures**

### **How will I know if my child's school is closed?**

Methods of communication may include:

- School will send a text
- Announcement on the local radio stations (see below for list)
- Message on school website
- Notice on school gates

In the event of the school having to close unexpectedly e.g. because of severe weather conditions, heating failures etc., the Head teacher will inform the local radio stations (Radio Stoke and Signal Radio) who have agreed to broadcast such information.

The decision to close a school is made by the Headteacher, normally in liaison with the Chair of Governors. They have to determine whether children and staff can travel safely to and from school and if the site will remain safe throughout the day.

To do this, a risk assessment is conducted taking into account a range of factors including:

- State of pathways, steps and slopes around the school
- Condition of roads and pathways in the local area
- If the school's heating, lighting and water is working correctly
- Whether catering can be provided
- Availability of public transport and school coaches
- Weather forecast

It is recommended that a decision to close school is made as early as possible, in order to inform parents/carers. Schools may also need to close due to other unforeseen circumstances such as heating failure, burst water pipe, etc.

Parents are encouraged to listen to the early morning broadcasts on their local radio station which may be one of the following:

- [BBC Radio Stoke](#) - 104.1 FM, 94.6 FM

To access the School Closure list type "Staffordshire School Closures list" into [www.google.co.uk](http://www.google.co.uk) and selecting the top entry.

In the case of an extreme situation where the school had to be fully evacuated to another site e.g. a gas leak, the pupils will be walked down to Chesterton Community Sports College. Signs will be posted near to the school to inform parents which location they must collect their children from.

## **15 – Policies**

All policies in school are available for parents to view on the school website and are available from the school office upon request. <https://www.crackleybank.staffs.sch.uk/index.php/policies/policies>

## **16 – Complaints**

The school's Complaints Procedure is available on the school website and is available from the school office upon request. <https://www.crackleybank.staffs.sch.uk/index.php/policies/policies/317-cvt-complaints-policy/file>

## **17 – Child Protection & Safeguarding**

Policy - [Microsoft Word - Child Protection and Safeguarding Policy CB.docx \(crackleybank.staffs.sch.uk\)](#)

Crackley Bank Primary is committed to safeguarding and promoting the welfare of children and young people.

Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children.

Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place.

Children will be taken seriously if they seek help from a member of staff. Parents will normally be consulted, and their consent obtained before any referral is made to an agency outside the school under local "children in need" procedures.

However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the child's welfare.

The school is committed to teaching pupils about E-safety throughout the year and make reference to the guidelines whenever the children access ICT. All staff and children in the school must sign and abide to the agreed user policy to ensure safe computer and internet use.