

Edleston Primary School

Excellence, Perseverance, Success

Parent pack



Edleston Primary School
Denver Avenue
Crewe
CW2 7PX
01270 910325
Headteacher: Mrs R Bagni

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1. Welcome to Edleston Primary School

It has been my privilege to be the Headteacher here since 2004.

At Edleston we pride ourselves on the support and care we give our children; “The pupils that I spoke with told me that they feel well cared for at this school. Pupils are happy. They look after each other and behave well. Pupils experience strong and supportive relationships with their teachers and with each other. Pupils say they feel safe in school. Pupils told me that staff have high expectations of them. Parents and carers agree. Pupils work hard in lessons and they take pride in their work. Pupils benefit from lessons that are fun and engaging. Leaders cater well for pupils’ personal development.” Ofsted February 2020.

We are a small, one form entry school. We are known for our friendly and welcoming atmosphere. Our children make good progress and learn well because they enjoy their lessons and they are exceptionally well supported by highly skilled staff.

Our curriculum concentrates on the key skills for literacy and numeracy alongside the remaining subjects in the National curriculum. We also offer lots of extra curriculum activities, school trips, visitors to the school and special themed days and lunches. All curriculum information can be found in the class pages. Please pop into school if you would like to know more.

We work closely with parents to ensure that all our children reach their full potential and enjoy their time at primary school. Parents are invited to family lunch days, after school activities and special themed days such as art afternoons.

We welcome visits to the school. If you would like to come and have a look and see Edleston in action, please do not hesitate to make an appointment.

I look forward to meeting you.

Mrs Rachael Bagni

Headteacher



2. Contact details

School address: Edleston Primary School
Denver Ave,
Crewe,
CW2 7PX

Telephone: 01270 910325

Email address: admin@edleston.cheshire.sch.uk

Website: <http://www.edleston.cheshire.sch.uk/>

School Phone APP: Search for School Spider and select Edleston Primary School, it's free to download!

Both the school website and app are regularly updated; they have important information regarding daily emails options, class news, after school clubs etc.

DOJO – you will get an invite to join CLASS DOJO. All information is on class and school DOJO and you can also see how your child is getting on in school, converse with their class teacher. It is **very important** that you sign up for this.

2. Our pledge to your child

Whilst you attend our school, we will provide opportunities for you to:

- Perform to an audience
- Attend a live concert / performance
- Visit a museum
- Visit an art gallery
- Take part in intra-school sporting competitions and personal challenge
- Visit local places of interest including The Heritage Centre and Queen's Park
- Contribute to charity work
- Visit an historical place
- Meet a person/people who can widen your understanding of the world
- Visit an outdoor learning environment
- Meet children from other schools
- Experience and use modern technology
- Learn about ways to look after ourselves and our planet
- Be ready for your next stage – change of key stage/school/career
- Be exposed to a wide variety of quality texts and authors
- Learn about key literary, musical and artistic figures including Shakespeare and Beethoven
- Visit the local library
- Experience different cultures and festivals
- Visit and explore a local church

Further details about our vision and values can be found on the school website

4. Staff list

Headteacher Mrs Bagni

Deputy Headteacher Miss Procter

SENCo Mrs Astles

Rec - Class teacher Mrs Tomkinson TA Mrs Thomasson Apprentice Miss Cross

Year 1 - Class teacher Mrs Astles TA Mrs Scoffin TA Miss Palin

Year 2 - Class teacher Miss Hutson / Miss Fisher [from January] TA Mrs Edge TA Miss Griffin

Year 3 - Class teacher) Mrs Spry HLTA Mrs Ferguson TA Mrs Wain

Year 4 - Class teacher Miss Tierney TA Mrs Kerr TA Miss Summers

Year 5 - Class teacher Miss Simpkin/Miss Procter TA Miss Begum TA Mrs Maddocks/ Miss Summers

Year 6 - Class teacher Mrs Oliver TA Miss Knapper TA Mrs Thys-Holland TA Mrs Sieron

Lead Behaviour Professional Mrs Edge

EAL TA Mrs Sieron

Midday supervisors Mrs Kerr, Miss Summers, Mrs Bryant, Miss Allen, Miss Brooks, Miss Delaney

School Bursar Mrs Socha

Officer Manager Mrs Green

Admin Assistant Ms Prevett

Site manager Mr Hassall

Cleaners Miss Brooks, Mrs Ridgeway

Catering Supervisor Mrs Whitmore

Kitchen Assistants Mrs Kertolti, Mrs Blears, Mrs Burgess

5. School dates

	Start date	End date
Autumn 1	Thursday 2nd September 2021	Thursday 21 st October 2021
Autumn 2	Monday 1 st November 2021	Friday 17 th December 2021
Spring 1	Tuesday 4 th January 2022	Friday 18 th February 2022
Spring 2	Monday 28 th February 2022	Friday 1 st April 2022
Summer 1	Tuesday 19 th April 2022	Friday 27 th May 2022
Summer 2	Tuesday 7 th June 2022	Friday 22 nd July 2022

Bank holiday (school closed)
 Monday 2nd May 2022 (May Day)
 Monday 6th June 2022 (In lieu of the Queen's Jubilee)

INSET days (school closed)
 Wednesday 1st September 2021
 Friday 22nd October 2021
 Monday 6th December 2021
 Monday 13th June 2022
 Monday 4th July 2022

	Start date	End date
Autumn 1	Monday 5 th September 2022	Friday 21 st October 2022
Autumn 2	Monday 31 st October 2022	Friday 16 th December 2022
Spring 1	Tuesday 3 rd January 2023	Friday 17 th February 2023
Spring 2	Monday 27 th February 2023	Friday 31 st March 2023
Summer 1	Monday 17 th April 2023	Friday 26 th May 2023
Summer 2	Monday 5 th June 2023	Friday 21 st July 2023

Bank holiday (school closed)
 Monday 1st May 2023 (May Day)

INSET days (school closed)
 Thursday 1st September 2022
 Friday 2nd September 2022
 Monday 5th December 2022
 Monday 12th June 2023
 Monday 3rd July 2023

6. Who to contact when...

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email admin@edleston.cheshire.sch.uk
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email on to the relevant member of staff

Remember: check our website first, much of the information you need is posted there.

We try to respond to all emails within 24 hours [Monday-Friday].

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	School office –Mrs Green
School trips	School office –Mrs Green or Your child's class teacher
Uniform/lost and found	Your child's class teacher
Attendance and absence requests	If you need to report your child's absence, call: 01270 910325 or pop into the office and let Mrs Green or Mrs Socha know. If you want to request approval for term-time absence, contact Mrs Bagni
Bullying and behaviour	Your child's class teacher, Mrs Edge [Lead Behaviour Professional], Miss Procter [KiVa lead] or Mrs Bagni.
School events/the school calendar	School office –Mrs Green
Special educational needs	Mrs Astles
Before and after-school clubs	School office –Mrs Green
The governing board	Ms Humphries
Catering/meals	Mrs Whitmore or Mrs Green

7. Timing of the school day

Foundation stage

TIME	ACTIVITY
8.45	School playground doors open
9.00	Registration
9.05-10.30	Lessons
10.30-10.45	Snack
10.45-11	Break
11- 12	Lessons
11.45- 12.55	Lunch
12.55	Registration
1.00 -3.05	Lessons
3.05	End of school day

Key stage one - Year 1 and 2

TIME	ACTIVITY
8.45	School playground doors open
9.00	Registration
9.05-10.30	Lessons
10.30-10.45	Break
10.45 -11.50 Y1 10.45 -12.00 Y2	Lessons
11.50-1.00 Y1 12.00- 1.10 Y2	Lunch

TIME	ACTIVITY
1.0 - Y1 1.10 - Y2	Registration
1.15 - 2.15	Lessons
2.15-2.30	Break
2.30-3.15	Lessons
3.15	End of the school day

Key stage two - Year 3 to 6

TIME	ACTIVITY
8.45	School playground doors open
9.00	Registration
9.05-10.30	Lessons
10.30-10.45	Break
10.45-12.10	Lunch
1.10	Registration
1.15 -3.15	Lessons
3.15	End of the school day

Breakfast and after school clubs

ABC Childcare Services [situated at Edleston Primary School adjacent to the reception Classroom] offer an Out of School club for both breakfast and afterschool child care. They also offer pre-school places.

Please visit www.abcchildcareservicescheshire.co.uk or Call 07584 637865 for more information.

8. School meals information

Years	Cost	Options
Rec, Y1 and Y2	Free to all	Hot and cold school meals are available – 2 week menu on rotation
Y3 to Y6	£2.30	Or Children can bring in their own packed lunch from home.

Please see the school website or app for more information about the school dinners.

School Dinner Payments

Dinners must be paid at the time of ordering/in advance. Payments must be made online using Sims Pay 360 Please contact the office for details.

Break time snacks

Years	School options
Rec	Free fruit given to all Milk given free until 5 th birthday Snack can be purchased – 30p per item eg bagel, toast, apple juice – Fridays bacon butty - £1
Y1 and Y2	Free fruit given to all Snack can be purchased – 30p per item eg bagel, toast, apple juice – Fridays bacon butty - £1
Y3 to Y6	Snack can be purchased – 30p per item eg bagel, toast, apple juice – Fridays bacon butty - £1

Please see the school website or app for more information about snack.

Alternatively - children can bring in a piece of fruit or a healthy snack for break time if they wish. They are not permitted to bring sweets, chocolates, or fizzy drinks in any form to school.

Free school meals

Free school meals will be given to families who qualify. Your child might be eligible for free school meals if you access:

o Income Support
o Income-based Jobseeker's Allowance or Employment and Support Allowance
o Support from NASS[National Asylum Support Service]under part VI of the

Immigration and Asylum Act 1999
o The guaranteed element of State Pension Credit
o Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
o Working Tax Credit run-on
o Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)
o If you have recently become unemployed or reduced your working hours and have been granted the four week working tax credits run on, then you may be entitled to free school meals.

How do I register?

You only need to register once at the school.

Call our school team: 0300 123 5012 for advice or apply:

<http://form.cheshireeast.gov.uk/service/applicationforfreeschoolmeals.aspx>

IMPORTANT:

It is vital that even if your child is in Rec, Year 1 or 2 and receiving universal free school meal, that you still apply as above as this will affect the funding we receive for your child as part of Pupil Premium Grant.

More information

If you have any questions or specific concerns, please contact Mrs Bagni or Mrs Green to discuss further.

9. Uniform list

Please visit <http://www.edleston.cheshire.sch.uk/page/school-uniform/28959> for images of the uniforms.

Standard uniform

Boys Standard uniform	Girls Standard uniform
black trousers or shorts, blue polo T-shirt navy jumper black shoes	black skirt or pinafore or black trousers blue blouse/polo shirt navy jumper or cardigan black shoes In the summer girls can also wear a blue and white check dress and white or black sandals.

PE kit	
<p>A plain t-shirt or a school branded PE t-shirt in your child's house colour navy blue shadow stripe shorts black plimsolls [indoors] trainers [outdoors].</p>	

Children are encouraged and regularly reminded to bring P.E kits. Teachers send messages home to remind parents of children who have failed to wear PE kit and where possible, children are given 'spare' kit to wear for lessons. This helps to minimise the number non-participants/ inactive children.

Where uniform can be bought

School branded uniform can be purchased easily online at:

<https://www.myschoolstyle.com/school/edleston>

Alternatively, School Uniform is readily available from George, Tesco, Sainsbury's etc.

Naming clothes

Please remember to clearly name and label all school uniform.

Jewellery

Children must not wear any kind of jewellery in PE lessons, including watches.

It is encouraged that pupils do not wear jewellery to school, especially as individuals become very upset if a treasured piece of jewellery goes missing. The only acceptable items of jewellery to be worn are a wristwatch and earring studs. Should a pupil have pierced ears, studs should only be worn and in order to comply with health and safety regulations, must be removed or covered with a plaster during all PE activities.

Please note that the school will be unable to take any responsibility for any jewellery that is lost.

10. Illness and absence

If your child is absent, please:

1. Ring the school before 9.10am on **01270 910325 opt 1**
2. Please call **each day** your child is away from school so that we code the register correctly

It is important that your child attends school each day and we ask that you only keep your child off school if they are ill.

Holidays during term time

Any application for leave of absence must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant granting leave of absence.

Parents could be fined by the local authority for taking a child out of school for holiday.

Forms can be found in the school office and need to be discussed with Mrs Bagni.

11. Homework

Children are given a homework project – linked to topic – at the beginning of each half term. We encourage families to do this together.

Spellings and reading are also expected to be done each week.

All homework can be found on the school website in the Class area.

12. Governing board

Chair of Governors Mrs Humphries

Vice Chair of Governors Mr Simm

Staff Governors - Mrs Bagni, Mrs Spry

Co opted Governors - Please see website for up to date information

Parent Governors - Please see website for up to date information

Clerk to Governors - Mrs Garbutt

13. Complaints

Edleston Primary School highly values its partnership with parents. If you have a complaint, we hope that most issues can be dealt with at an early stage by an informal conversation with the relevant member of staff. The best time to contact us is between 7.45 and 8.30, or after school. It is important to speak to the class teacher about your concern, however if it is still not resolved, or you are unhappy with the outcome please see Mrs Bagni. If you are still unhappy, then you may make a referral to the Chair of Governors, Ms E Humphries, who can be contacted through school

The school's policy can be found on our school website – School Office – Policies.

14. Behaviour

We have a clear behaviour policy, which is available on our website.

We use class dojos for rewards and sanctions. Children are given dojos for positive behaviour, such as helping another child, good manners, completing an outstanding piece of work. They can also receive negative dojos if they do not follow our Golden Rules. Parents can access their child's dojo at any time to see how their child is getting on. Parents can also message teachers via the dojo APP.

We follow KiVa, which is an anti-bullying programme. Any incidents where a child has been hurt or upset by another child is referred to the KiVa team who will investigate the incident fully, and follow up after a short period of time. Any incidents are recorded and monitored and shared with the head and Deputy Headteacher. Pupils in Y6 are picked to be head boy and head girl and prefects.

15. Safeguarding

It may be helpful for Parents to know that we report any obvious or suspected case of child abuse – which includes non-accidental injury, physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk and we take the view that when there are grounds for suspicion, it is better to be safe than sorry. This does mean that the school risks upsetting some parents by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is for the school to carry out this delicate responsibility, would accept that the school acts in what we believe to be the child's best interests.

Designated safeguarding lead: Mrs Bagni – Head teacher
Deputy designated safeguarding lead: Miss Procter – Deputy Head
Responsible Governor: Mr Simm

16. Relationships and sex education (RSE)

Pupils are given opportunities to consider and reflect upon the wide variety of different relationships they have with others.

Across the school, children build on their relationship and social skills through the delivery and teaching of PSHE topics.

If you wish to discuss the materials used in SRE lessons or discuss the matter confidentially, then please contact Mrs Bagni or your child's class teacher or see the policy on the school website.

17. Pupil premium

Schools are given extra funding for the children who are 'Pupil Premium' [children receiving/have received free school meals]. Please see section 8 for how to apply.

The money can be used by schools to help to provide more support to the children, to help develop children's academic progress, their self-esteem or their social and emotional skills.

Edleston Primary School publishes how it spends the Pupil Premium money on our website. Please see: School Office – Pupil Premium Grant for further information.

18. Special educational needs (SEN)

SENDCO – Mrs Astles Lead SEN TA – Mrs Ferguson Responsible Governor – Mrs Spry

At Edleston Primary School, we pride ourselves in providing our pupils with a curriculum to meet their needs. If you have any concerns about your child, our highly-trained and skilled teachers, teaching assistants and SEN team are always more than willing to chat about your child and their needs.

Please ask your child's class teacher or call into the office if you would like to meet them or a member of our SEN team.

19. Privacy notice

At Edleston Primary School we are fully compliant with General Data Protection Regulation (GDPR) requirements.

The school's policy can be found on our school website – School Office – Policies.

20. Social media policy and internet acceptable use agreement

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- Class dojo
- Text groups for parents (for school announcements and information)
- Our school app
- School website

The school's policy can be found on our school website – School Office – Policies.