



## Starting School at North Cerney

Welcome! The school aims to help its pupils develop as independent and co-operative learners who are able to make informed decisions, discuss their opinions with others and communicate with peers and adults easily. All pupils will be given opportunities to develop their own knowledge, personal skills, positive attitudes and values that will enable them to aspire to be lifelong learners and responsible citizens.

Pupils at North Cerney will have opportunities to learn about themselves, others and global issues including an understanding of the Christian faith.

In order to achieve these aims the school will offer experiences that afford opportunities to develop intellectually, physically, culturally, emotionally and spiritually.

The information in this leaflet will help you and your children settle happily into our school routines.

### Who's Who

**Executive Head:** Mrs Suki Pascoe

**Wren Class Teacher:** Mrs Jessica Pressman

**Wren Class Teaching Assistant:** Mrs Jessica Buse

**Higher Level Teaching Assistant:** Miss Sarah Law

**Kingfisher Class Teacher:** Mrs Kate Lewis

**Owl Class Teacher:** Miss Eleanor de Carles

**KS2 Teaching Assistant:** Mrs Lara Price and Mrs Megan Workman

**SENCO:** Mrs Amanda Russell

### Contact Information

The school office is managed by our School Business Manager, Mrs Amy Bennett-Bright, who is happy to answer any questions you might have. Mrs Bennett-Bright is also assisted by Mrs Victoria Allan and Mrs Jayme Burton, our Office Administrators. The School Office hours are:

**Monday-Tuesday:** 8:30am-2:30pm

**Wednesday-Friday:** 8:30am-1:45pm

**Telephone:** 01285 831310

**Email:** [admin@northcerney.gloucs.sch.uk](mailto:admin@northcerney.gloucs.sch.uk)

### Communications

School communications are via the ParentMail platform. This is an email system that allows the school to send secure emails to parents.

Parents and staff receive a Weekly Reminder every Friday. This includes dates for the diary, information about after school clubs, school trips and any other school business. A monthly newsletter is also circulated; this provides an overview of upcoming dates for the next 3-months and shares information and photos of activities that the children have participated in during the previous month.

In the event of an emergency school closure, notification will be communicated via Gloucestershire County Council school and library closures page on <https://closures.gloucestershire.gov.uk/>.

Advance school closures will be communicated via ParentMail. You can also keep up-to-date by visiting the school website.

### **Dropping off and collecting**

School begins at 8:30am and finishes at 3:00pm, where your child will be brought to you. There will be staff available in the playground from 8:20am. Please let the school office know (within office hours where possible) if someone different will be collecting your child.

### **Lunchtime**

School lunches are provided by Caterlink at a cost of £2.71 per pupil/per meal. They are cooked at Cirencester Primary School and brought over by Caterlink staff who also serve the children in the hall. Menus run on a 3-weekly rota and are pre-ordered via the school office.

Packed lunches may be brought to school in clearly labelled boxes. Please be aware that we are a **nut-free school** and snacks/lunches should be packed accordingly. If your child has a food allergy, please notify the school office. If they have an allergy and are having cooked school lunches a form will need to be completed for Caterlink and returned to the office with the relevant supporting documentation. For more information on what foods can and cannot be brought into school, please refer to our No Nuts Policy in this pack.

### **Playtime: milk and fruit**

Snack time is at 10:30am where we provide fruit for all KS1 pupils. If your child is in Year 3 or above, you may provide a fruit/vegetable snack for your child.

All pupils under 5 are entitled to free milk. After this you may purchase milk for your child via Cool Milk, who coordinate the scheme. Please visit [www.coolmilk.com](http://www.coolmilk.com) to register.

Please provide a labelled water bottle for your child when they start school. They will be sent home daily for washing.

### **After school clubs**

We offer a main after school club for children, Monday-Thursday 3:00-5:00pm. This is charged at £5.00 for up to and including 1 hour or £9.00 after 1 hour and up to and including 2 hours. We are able to accept childcare vouchers as payment for afterschool club.

We also offer a range of after school activities for such as Film Club, Fencing Club, Sports Club. These are chargeable and change on a termly-basis. Where possible we offer regular after school activities free of charge. After school activities are communicated at the start of each term.

### **School Bus**

If your child goes to the nearest, or nearest available school to your home address and you live more than 2 miles away, you may be eligible for free school transport. You may also be eligible for free school transport if you are getting the maximum award of Working Tax Credit or your child is eligible for free school meals. [https://gloucestershire-self.achieveservice.com/service/free\\_school\\_transport\\_application](https://gloucestershire-self.achieveservice.com/service/free_school_transport_application)

### **School Uniform**

The NCSA have a stock of preloved uniform. Feel free to get in touch with the school office and we can put you in contact with Mrs Deborah Bevan who runs the NCSA.

School uniform can be purchased from Brigade Clothing at <http://www.brigade.uk.com/>

Navy school sweater or cardigan with the school logo, royal blue polo shirt, grey trousers, tartan skirt, tartan pinafore dress. Navy or white coloured socks with sensible black or brown school shoes. In warmer weather children may wear a blue & white striped/gingham dress or grey shorts, both with navy or white socks.

In winter children will need a warm, waterproof coat with a hat, scarf and gloves. A summer cap is advisable in hot weather.

A pair of named wellington boots for outside activities to be kept at school throughout the year.

No high heels, fashion boots, trainers or bright coloured shoes and sandals. Hair accessories should be smart and discreet. Please be reminded that jewellery, nail polish and make up are not appropriate for school. Children with pierced ears may wear simple studs for safety.

Please ensure that all items of uniform are clearly labelled.

Book bags with the school logo can be purchased from Brigade.

### **PE Kit**

This consists of a red t-shirt, navy shorts or joggers and trainers. These must be brought in at the beginning of each week to be kept in school. Please ensure that all items are clearly labelled.

### **Lost Property**

It is essential to name your child's belongings. Please ask your child's class teacher if they are unable to find missing articles as they usually turn up. We also have a Lost Property Box in the school hall.

### **Parent's evenings and reports**

We hold parent/teacher evenings in October and June. These typically last 10-15 minutes with the class teacher and is an opportunity to discuss your child's progress and how you can help them further at home.

We publish interim reports in December and July and an annual report at the end of March for each pupil.

### **Illnesses or Pupil Absence**

Please telephone the school office first thing in the morning each day your child is absent from school. If there is no answer, please leave a message.

Holidays will not be authorised during term time. Should you need to request to take a child out of school during term time you will need to complete the leave of absence form for authorisation from Mrs Pascoe.

### **Medicines in School**

If your child is prescribed medicine by a GP the school are happy to administer any doses required in school time if the dose is 4 or more times per day. Forms for administering prescribed medicines are available from the school office. Under government guidance we are not able to administer other types of medicine, such as pain relief. We are happy if you would like to administer this yourself in school hours.

If your child uses asthma medication, please send in a spare inhaler and we will ask you to complete an Asthma Plan.

### **ParentPay**

ParentPay is our schools' payment system. This is used to pay for school lunches (once your child reaches Key Stage 2), after school clubs and school trips.

Shortly after your child commences school, you will receive an activation code for your account. It is accessed via [www.parentpay.com](http://www.parentpay.com).

## **Our School Website**

Our school website can be found at [www.northcerney.gloucs.sch.uk](http://www.northcerney.gloucs.sch.uk) where you can find useful information about our school including useful learning tools for your child. You will also be able to find our school policies and procedures.

The school also has a Facebook page which keeps parents informed of activities that the children have been involved in throughout term.

## **NCSA**

North Cerney School Association is the school's PTA.

Head of PTA: Mrs Deborah Bevan

We are very fortunate to have a thriving NCSA which organises many of the extra curricula events that the children enjoy: termly school discos, Christmas Fair, Easter Bonnet parade and egg hunt and a summer barbeque. The NCSA provide invaluable support to the school and raise many funds that are contributed towards learning resources for the school and contributing towards class trips.

The NCSA can be found on their Facebook page and is a great forum for the parents within the school community.

## **Free School Meals**

Your child will be able to get free school meals if they are in:

- Reception
- Year 1
- Year 2

Your child might also be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

For every child that is entitled to free school meals the school receives extra funding to enhance provision and improve progress and outcomes for children. So please apply even if you do not wish to take up your free school meal. More information can be found at <https://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>

## **Pupil Premium**

If your child is eligible for free school meals they may also be entitled to a sum of money called Pupil Premium paid directly to the school to boost the child's learning. More information can be found at <https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2019-to-2020/pupil-premium-conditions-of-grant-2019-to-2020#introduction>.