



# PARENT HANDBOOK

**The Richard Crosse CE (A) Primary School**

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## **Parent Handbook**

### **Welcome**

Thank you for choosing The Richard Crosse CofE Primary School for your child. We hope your child will be very happy during their time with us.

We believe that Richard Crosse can deliver the highest quality learning for pupils in an environment that values the friendliness and familiarity that small numbers allow. In such environments, progress and attainment can be maximised. We want every child within our school to enjoy and achieve through learning. Our goal is that we are judged as excellent by the children, the parents and carers, and the local communities, as well as outstanding by Ofsted and SIAMS. We recognise that excellent schools don't believe in excellence, only in continual improvement and change.

We understand that a child starting a new school for the first time can be daunting for both child and parents, and that you will have a lot of questions. We hope that this pack gives you the answers you need, but if there's anything you want to clarify further, or a question that isn't answered, please don't hesitate to ask one of our team.

Best wishes,

**Mrs C Gethin**  
**Chief Executive Officer**

## **Our People**

Anyone you entrust to care for your child must see themselves as an extension of the care and support provided at home. Our school is staffed by qualified and enthusiastic staff, who ensure the children in our care receive the best possible education. We have an open door policy, and are happy to discuss any concerns or questions you may have, as well as sharing your child's success stories with you. Staff can be contacted via email or telephone to make an appointment.

## **The Environment**

You want your child to be in a safe, secure environment that you are confident your child can thrive in. We aim to provide a caring and nurturing environment, where learning is part of all activities, and is made enjoyable. Displays around the school are changed regularly, we have a Star of the Week display in the Hall, and the School Council also has a display. We work hard to ensure the environment is clean, safe and stimulating. The schools are fortunate in having excellent outdoor space, where children are encouraged to explore and play under supervision.

## **Ethos & Values "Believe and Achieve"**

At Richard Crosse our aim is to foster a Christian, caring ethos in which children thrive by celebrating achievement and making sure they feel valued and secure. All children are taught to respect others and they are provided with exciting learning opportunities. Standards and the expectations of behaviour are high. We aim to foster and nurture the children's spiritual and moral growth, and they are encouraged to adopt friendly, caring and considerate attitudes to one another, and a respectful, polite manner to adults, while at the same time developing a sense of self-reliance, self-respect, and a sensitivity to other people around them and in the wider community. We think that each person is special and we provide equal opportunities for every individual member of our school family to develop to their full potential within guidelines of acceptable behaviour and a set of values, which will fit each child for life, and the society in which they live. We strive to serve our young people by setting the highest standards of teaching, learning and community life. The aim of the staff and directors is to create a happy and stimulating learning environment in which children are helped to develop their natural curiosity and academic ability, as well as to learn physical, intellectual, social and aesthetic skills. We operate an 'open door' policy and you should always feel welcome to approach staff with any concerns or questions you may have.

### **Christian Values**

We have a commitment to Christian values, and these are promoted throughout our schools through themes each term. Typical themes include Compassion, and Friendship.

### **Christian Vision**

At Richard Crosse we believe that Christian principles underpin everything we do as a school. We want our children to grow up in a school underpinned by the Christian values of love, friendship and respect. These values are the core for all we do at Richard Crosse and we believe these key Christian values enable our children to flourish. The scriptures of Philippians provide the basis for our motto: *'I can do everything through Him who gives me strength' (Philippians 4:13).*

### **Safeguarding, Security, & Safety**

We take Safeguarding very seriously, and all staff are trained as part of their induction.

We hold refresher training regularly. There is a Safeguarding Lead, and a Safeguarding Deputy Lead in each school. Notices showing our Safeguarding Team are displayed in offices, and around the school.

The safety and security of your child is also taken seriously. We have Internet Safety policies in place, and regularly undertake Health & Safety inspections. The environment is made as safe as possible, and the school's external gates are locked once registration is complete.

### **School Day**

The school day starts for all children at 8:30am, please see below the timing for different stages throughout the school.

#### **Foundation Stage One (Nursery)**

- Morning session: 8:30am to 11:30am
- Afternoon Session: 12:30pm to 3:30pm

#### **Foundation Stage Two (Reception)**

- Morning session: 8:40am to 12:15pm
- Lunchtime: 12:15 noon to 1:15pm
- Afternoon Session: 1:15pm to 3:20pm

#### **Key Stage One and Two**

- Morning Session: 8:40am to 12:25pm
- Lunchtime: 12:25pm to 1:25pm
- Afternoon Session 1:25pm to 3:30pm
- (please note the school day ends at 3:20pm for Key Stage 1 children)

(Breaks are given but times are flexible according to the children's activities).

#### **Registration**

The school day starts at 8:40am with registration. School gates will be open from 8.30am for your child, and there will be a member of staff present to welcome children into the school. Children arriving after 8:45am will be marked late.

Registration ends at 9:00am and an unauthorised absence will be marked, if your child arrives in school after this time. If your child is unable to attend school, we ask that you let the school office know by 9:00am of the day of absence, for each day of absence. Schools within the Trust will not authorise absences for holidays within term time.

### **Daily Timetables**

All classrooms will show a daily visual timetable for children, typically with three lessons in the morning, and two in the afternoon, and our curriculum is broad based. Registration is taken again after lunch.

### **Breaktimes**

At playtimes and lunch times, older children are encouraged to support the younger children in their play, devising and organising games or activities for them. This includes use of the library, where Year 6 children act as Librarians.

### **Coming into and leaving school**

We ask that parents do not come into school when dropping off or picking up children at usual school times. For Nursery and Reception we do make an exception at the start of the first term, but the aim is to enable your child to come into school independently.

Staff are always available to talk to you about your child, and this can be done through making an appointment via the school office.

Our school has different entrances and exits for different year groups. This is to reduce congestion at any one entrance. Children who are late must use the main school office entrance.

The main school entrance is also used for the Care Club.

Staff will be outside the school to welcome children to school every morning, and can direct you to the right entrance where necessary. A member of staff will escort children out of school at the end of the day.

### ***Richard Crosse***

For Nursery and Reception, entrance and exit is through the green gate by the office.

For Key Stage 1 (Year 1 & 2), entrance is by the green gate by the office. Exit is from the white door to the right of the main school gate.

For Key Stage 2 (Year 3, 4, 5 & 6), entrance and exit is into the KS2 playground.

### **Absence**

Schools are required to take registers twice a day, and mark absence as authorised or unauthorised. Only school can authorise the absence. This is why information about the cause of each absence is always required. Authorised absences are mornings or afternoons away from school for a good reason, such as illness or another unavoidable cause. If your child is unable to attend school due to illness, we ask that you let the **school office** know **by telephone**, by no later than **9:00am**, for each day of illness. Please do not use any other method of communication for this, or contact anyone instead of the school office. Unauthorised absences are those which the school does not consider reasonable and for which no school permission has been given. This includes, but is not limited to:

1. Parents keeping children off school unnecessarily.
2. Truancy during the school day.
3. Absences which have never been properly explained.
4. Children who arrive at school too late to get a mark.
5. Parents taking children out of school for unauthorised holidays.

The school will monitor attendance each half term, and discuss the issue with parents where necessary.

### **Holidays during term time**

If you wish to take your children out of school for a holiday or trip during term time, please complete the Request for Leave form, and return to the school office at least 4 weeks before the first date of the proposed leave. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". The Trust will not grant leave of absence during term time outside these guidelines. Please note that cost is not an exceptional circumstance. If the school believes you have taken your children out of school for a holiday or trip without completing a request for leave form, or where a request for leave form has been completed and denied, the school will ask the Local Authority to issue a penalty notice.

### **Medical appointment absences**

We would ask that, wherever possible, doctor and dental appointments are made outside the school day. If this is not possible, you should provide evidence of the appointment to the school, and must sign your child out at the school office and sign in when returning to school following the appointment.

### **Other planned absences**

Should a request be for other planned absences such as participation in sporting or other educational representative activities such as a dance or music exam, then the school will need a notification of the exam date, such as the confirmation letter, and the child will need to be signed in and out of school.



## **School Life**

### **Uniform**

Uniform is required at all schools within the Trust. Details of required uniform and suppliers can be found on the school websites. Please ensure your child has the correct uniform, and that it is all clearly labelled with their name.

Lost property boxes are held in the school office – lost property will be kept for one term before being recycled.

### **Food**

We believe that mealtimes should be social, happy times, where new skills are developed and new foods can be tested. Our schools produce fresh meals every day using fresh produce. Menus change termly and run on a two week rotation. Our staff also produce special menus for certain events, such as Chinese New Year.

Healthy eating is encouraged and promoted throughout Trust schools, and is embedded within the curriculum. Universal Free School Meals are offered to all children in Reception and KS1, as per Government policy.

EYFS children are provided with a healthy snack of fruit or vegetables in the morning and in the afternoon. KS1 children will have a healthy snack in the morning.

KS2 children are encouraged to bring a healthy daily snack for morning break

The school is pleased to partner with Phunky Foods ([www.phunkyfoods.co.uk](http://www.phunkyfoods.co.uk)) to embed a healthy lifestyle within the curriculum.

Please see Healthy Schools Policy for snack and packed lunch criteria

### **Worship**

Worship is held daily, with the school holding an Achievement Assembly/Worship each week, where children are recognised and celebrated for their achievements in and out of school. We encourage parents/carers to attend these Achievement Assembly/Worships, and to send in any certificates etc. that your child has gained outside of school. Birthdays are also celebrated at this time.

### **Richard Crosse Achievement Assembly/Worship – Monday at 2.45pm**

We ask that parents arrive 10 minutes early for Achievement Assembly/Worship in order to settle the children.

We have a strong link with the village within which we are based, and with the village Church (All Saints). The children attend services to celebrate important times and festivals in the Christian Church's year including: Harvest, Christmas, and Easter. We also hold a 'Leavers Service' at the end of the school year. Everyone in the school family, friends, relatives and the community are invited to join us at these events, and details will be on the website and emailed to you closer to the date.

If you do not wish your child to take part in Worship, or in church services, please let us know.

### **Library**

The school has a Library, run by pupil Librarians.

Librarians run a programme of activities within the Library, including story time, and other activities.

All children can borrow a book from the Library, using the processes set out by the Librarians. We encourage children to make use of their school libraries.

### **Promoting Responsibility**

The school is keen to promote responsibility in children, and as such operates a School Council, a Eco Council, a Sports Council, a Worship Council and the chance to become a Librarian.

The School Council meets regularly to discuss matters affecting the school or children. There are 2 representatives from each year group, and they are voted for by their peers.

Year 6 children take on a range of additional duties such as: Worship Monitors, EYFS Lunchtime Play Buddies, Playground Buddies, Sports Leaders and Recycling Monitors.

### **Promoting Active Children**

The Trust encourages active children, and as such time is given to outdoor activities. You will be asked to ensure your child has the appropriate sun hat, sunscreen, winter hats, scarves, gloves & wellington boots at the appropriate times. We ask that you apply sunscreen before your child arrives at school. Children are expected to apply their own sunscreen while in school, and staff will remind children to do this before they go outside.

### **Care Club**

Care Club is available Monday to Friday in term time, at the following times:-

- Richard Crosse: 7:30am to 8:30am and 3:30pm to 6:00pm

Bookings should be made in advance using the Booking Form. Charges are updated every year and are on the Booking Form. Charges should be paid a month in advance, with alterations (additional sessions) paid for the following month.

### **Promoting Positive Behaviour**

The Small Schools Multi Academy Trust takes good behaviour seriously in all of its schools. Some schools may differ slightly from the schemes outlined below, but all follow the same basic outline.


We praise and reward children for good behaviour in a variety of ways:


- Positive affirmation from staff - pupils may be sent to another member of staff to re-enforce the praise and may receive a sticker. The Headteacher and the CEO actively encourage staff members to send children to them for good behaviour, improved attitudes to learning, and outstanding achievement.
- Use of a progressive traffic light reward system in every classroom, including Care Club.
- Use positive behaviour recognitions such as certificates, Dojo's, gold coins, awards etc (more information below)

All of our behaviour systems are focused on rewarding and recognising good behaviour and effort.

### Progressive Reward System

The school uses a progressive traffic light style reward system to monitor behaviour, where children move through stages. Good behaviour is expected and continued, exceptional behaviour is rewarded and negative behaviour is sanctioned.

|   |  |
|---|--|
|    | <p><b>Gold star</b> - If a child has shown exceptional behaviour and attitude they will move up the gold star where they are given a raffle ticket and entered into the class prize draw at the end of the week. Each child has the chance to achieve this every day</p> <p>Examples – exceptional manners, demonstration of the school values, hard work in class, kindness, thoughtfulness, WOW moments.</p> <p>A child can be moved back down from the golden star if behaviour deteriorates but once they have been on the golden star that day, they will still receive their raffle ticket entry.</p>  |
|   | <p><b>Green</b> - Every child starts the day on Green. <b><u>'It's Good to be Green'</u></b></p> <p>Children can be moved down from Green to Amber or Red.</p> <p>Children can move up to the Gold Star.</p> <p>Green represents the positive daily behaviour we expect in school which upholds the school values.</p> <p>If a child moves to Amber, they have the chance to move back up to Green throughout the day if behaviour improves.</p>   |
|  | <p><b>Amber</b> – If a child is displaying low level continuous inappropriate behaviour or medium level disruptive behaviour they will be moved to Amber.</p> <p>If a child moves to Amber, they have the chance to move back up to Green throughout the day if behaviour improves.</p> <p>Examples or reasons to move to Amber include but are not exclusive to – shouting out multiple times and continuing to do this after reminders by the staff member, disrespectful attitude towards staff and peers, low/medium level disruptive behaviour, unacceptable use of language, rough play, not upholding the school values etc.</p> <p>The child will miss part or all of their next break time (morning breaktime the following day if the incident has happened in the afternoon) once moved to Amber. The child may be asked to take time outside of the classroom to de-escalate situations.</p> <p>Continuous actions within the Amber within one day may result in a child moving to Red at the staff member's discretion.</p> |

|   |  |
|---|--|
|  | <p><b>Red</b> – If a child displays continuous Amber behaviour within one day, they will move to the Red. If a child displays high level unacceptable behaviour, they will be moved straight to Red from any other position on the traffic light.</p> <p>Examples or reasons to move to red include but are not exclusive to – continuous amber events, swearing or intentional cause of offence, homophobic, sexist or racial language/actions, physical violence on a person or school property, bringing illegal or harmful items or substances onto school property.</p> <p><u>Once a child is on Red, they will not be moved from this for the day.</u></p> <p>In the event of a Red:</p> <ul style="list-style-type: none"> <li>- Parents will be contacted by the school and speak with the class teacher/Head Teacher.</li> </ul> <p>Consequences for a child going on the red will be in proportion to the actions of the child's behaviour and may include but are not exclusive to the following:</p> <ul style="list-style-type: none"> <li>- Missing all breaktimes/lunchtimes that day.</li> <li>- Being taught out of class</li> <li>- Being put on a behaviour monitoring report.</li> <li>- Meeting with parents to discuss a behaviour plan.</li> <li>- Loss of privileges and rewards such as trips, school disco attendance, sporting representation of the school, responsibilities such as school council, year 6 jobs etc</li> <li>- Internal school isolation</li> <li>- Trust school exclusion</li> <li>- Fixed term exclusion</li> </ul> |
|---|--|

### Consequences for poor behaviour

If they are put on the red traffic light they are sent to the Headteacher. If a child's behaviour is a cause for concern, parents will be invited into school to discuss this further.

For serious incidents and continual disruptions in lessons, pupils will be referred to the Headteacher, who will decide the consequence. The Headteacher will also contact parents.

A behaviour log is kept to track behaviour and identify concerns

### Outstanding Achievement Certificate

Outstanding Achievement Certificates are awarded for amazing achievements. These certificates are presented in Achievement Assembly/Worship.

### Dedication Award

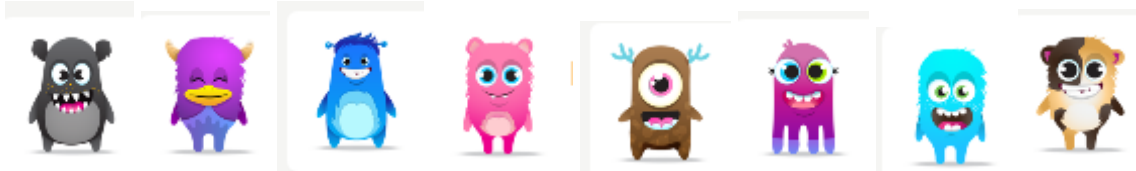
Each Half Term a Dedication Award is presented to one child in each year group linked to our Christian vision (Philippians 4:13: *'I can do everything through Him who gives me strength'*). This is displayed in school on our Cross of Dedication and a copy is sent home.

### Class Dojo (<https://www.classdojo.com/en-gb/>)

















You will be given a code to log in to Class Dojo once your child has started school. You can then download the app to your phone, or access it on a PC.

Positive and negative behaviour is rewarded with our online Dojo points system. Each child has their own unique emoji character, which they can modify, through which they attempt to reach targets in order to receive certificates.

Example



The children earn points based on the following overarching principles:-

| Positive  | Needs work  |   |   |
|---|---|---|---|
|  1<br>Amazing Church Service     |  1<br>Amazing singing    |  1<br>Being on task      |  1<br>Big maths              |
|  1<br>Christian values          |  1<br>Fabulous Phonics  |  1<br>Fantastic writing |  1<br>Kind and Helpful      |
|  1<br>Marvellous Maths         |  1<br>Participation    |  1<br>Reading          |  1<br>Resilience           |
|  1<br>Sharing and taking turns |  1<br>Super tidying up |  1<br>Teamwork         |  1<br>Wonderful in worship |

Through your app, you can see how many Dojo points your child has earned in a day, and what it was awarded for.

Dojo points are collected throughout the school year. Certificates are awarded at Achievement Assembly/Worship once the below number of points are reached:

|                 |                    |
|-----------------|--------------------|
| 50 Dojo Points  | Bronze certificate |
| 100 Dojo Points | Silver certificate |
| 150 Dojo Points | Gold certificate   |
| 200 Dojo Points | Gold pin badge     |

### **Star of the Week**

Each week one child from each year group is nominated by their teacher to receive 'Star of the Week'. This award is presented in Achievement Assembly/Worship, and celebrates good behaviour, attitudes and achievement. Teachers will explain to the school what in particular a child has done to receive 'Star of the Week'. We encourage family members to attend Achievement Assembly/Worship. You will be notified in advance if your child will be receiving an award.

### **School Calendar**

All school events and important dates are on the school calendar, on the school website.

Important dates for your calendar, regarding your child's progress at school are as follows:

### **Term Dates**

Term dates are available on the school website. You can also request a copy from the School Office.

**Please note that our term dates are not the same as Staffordshire County Council term dates.**

### **Parents Evenings**

Parents evenings are held in November and February. Informal parents evenings are held in between these, where parents with a particular issue regarding their child are able to come and discuss with teachers.

For formal parent's evenings, you will receive an email in the weeks prior to the date. Once you are in receipt of this email you can contact the school office via email or telephone to book your appointment.

For informal parent's evenings, which you need only attend if you feel there is a particular concern or issue with your child, the school will send an email, and appointments can be booked through the school office. Please note, there will be fewer appointments available for this event.

If you feel there is a concern or issue with your child at any point, please make an appointment with your child's teacher to discuss this at your earliest convenience.

### **SATs**

The children in Year 2 and 6 sit the National Tests (SATs) in May/June. The results of these tests will be in the end of year school report, which is sent home in July. Please note the school is not allowed to release the actual scores for Year 2 children, and so you will receive an overview of the school's results against the national results. The dates of these tests will be in the school calendar on the school website.

### **Lateness**

Children will be marked as "Late" in the register if they arrive later than 8:45 am. Persistent lateness will be monitored. Should a student be late on three occasions within a half term then this will trigger a letter home.

If persistent lateness continues, the Headteacher will become involved and actions will be taken to overcome any barriers to improve punctuality. Ultimately, continued unauthorised lateness could result in records being provided to the Local Authority which may result in Statutory Action being taken.

Morning registration closes at 9:10am. Students arriving after 9.10am will be marked as an unauthorised absence, unless there is an acceptable reason verified by a parent / carer.

### **Communication**

We aim to have an open door policy, where you are free to approach staff with concerns or questions at any time. Appointments to see staff can be made through the school office, or at the school gate at the end of the day.

In order for you to be fully informed about what's happening in your school, we have a number of communication channels.

### **Websites**

Our website address is [www.richardcrosse.staffs.sch.uk](http://www.richardcrosse.staffs.sch.uk). The website should be your first port of call for whatever information you are looking for.

The website is updated frequently, and will contain latest news, class information (including homework and spellings), a calendar of school events, the term's lunch menus, assessment information, our policies, vacancies, Minutes of Directors meetings, and a host of other information.

General school letters are emailed and are uploaded to the website.

We also use email to communicate with parents. Typical emails will include cancellation of clubs, reminders of events, school closures, to remind you if you have an outstanding balance on ParentPay or if your child has had a non-serious accident within school. These are for minor bumps and accidents only, and are not cause for concern.

### **Newsletters**

Each class posts a weekly blog on what has been happening in their classroom. This can be found on the website under your child's class page.

Throughout the year the Headteacher will send out newsletters to the whole school.

### **Parent Surveys**

Each year we send out Parent Surveys to gather your views on the school and how it is serving your child or children. We are really interested in what you have to say, and would encourage you to complete and return these to ensure we have a wide range of responses to work with.

We look carefully at what you say, and will make changes where possible. We will keep you informed of the outcome of the Survey and what we are doing in response.

### **Class Dojo**

Class Dojo is linked to our behaviour strategy (more detail elsewhere in this pack). You will be given a code to log in when your child starts at school, and will need to download the App. Your child will have an avatar which they can alter at any time.

### **Email**

All staff can be emailed through the office email address. Staff will aim to reply within 48 working hours of receipt. All staff will set up an out of office notification to let you know if they are not going to be available for any length of time.

Please bear in mind that teachers may not be able to access email regularly throughout the day, and that this will delay responses.

### **Specialist Provision**

We are proud to offer specialist provision in Music, PE, and Modern Foreign Languages within the school.

### **Physical Education**

Our P.E. provision includes football and netball teams, and cross country running. After school P.E. clubs are run every term.

### **Swimming**

Children are taken swimming in classes from Year 3 upwards on a rota basis. Please see the Uniform List for correct attire. Incorrect attire will result in your child not being able to take part in the lesson. Children will not be permitted to wear goggles without a signed form from parents. This will be sent to you with the information regarding your child's swimming lessons. Children will be taken to The Friary Leisure Centre for swimming lessons, in the school minibus. You will need to have given permission for your child to travel on the minibus in order for them to attend the lessons.

### **Music in the Curriculum**

We offer specialist music provision within school, with a specialist Music teacher. Each class will have a music lesson each week with the specialist teacher, who also organises additional events, such as a recent junk percussion workshop. Standard music items in the school calendar may include participating in the Young Voices concert or working with Manchester Camerata, a professional orchestra.

### **Peripatetic Music**

Children are offered the opportunity to partake in peripatetic music lessons from Year 2 onwards. Please speak to us if you are interested.

Children are released from their lessons for peripatetic music lessons. Children who have reached a certain standard are encouraged to take part in the summer music concert.

### **Academy Performing Arts**

The Staffordshire Schools Multi Academy Trust Performing Arts Group is made up of children from Richard Crosse, St Mary's and The Howard, and has won a number of awards, including the opportunity to sing at Lichfield Cathedral with Aled Jones. Children are invited to join the Performing Arts Group from Year 3.

The Performing Arts group is held at Richard Crosse.



### **First aid**

All Trust Schools and Care Clubs have designated First Aiders on site at all times, who have been appropriately trained. The majority of Trust staff hold a paediatric first aid qualification.

A first aid kit is taken on all outings, and at least one member of staff on the outing will hold a current paediatric first aid certificate.

### **Procedure for a minor injury or illness at school**

The first aider present will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parents will be asked to collect the child as soon as possible.

### **Procedure for a major injury or serious illness at school**

In the event of a child becoming seriously ill or suffering a major injury, the first aider present will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's **Medical Form** with them and will consent to any necessary treatment (as approved by the parents on the **Medical Form**).
- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.

### **Taking Medicines in School**

The school is only allowed to administer prescribed medicine to your child, and only where it is required to be taken 4 times a day. Medicine that needs to be taken three times a day should be given at breakfast, immediately after school and again at bedtime. Only prescribed medication, which needs to be taken four times a day, can be administered in school. If your child has been prescribed medication, please bring it into the school in the original packaging, so that the medication clearly has your child's name on it. You will be asked to fill a medication form in, outlining timings and dosage, and other relevant information, and the school will ensure that an appropriate person administers the medication.

School are not able to give your child any other medication (including Calpol), although you are welcome to come to the school office at play or lunch times to give your child medication yourself if required.

Inhalers should be sent in to school in original packaging, with the inhaler itself clearly labelled with the child's name. It should also be in date. **The school will check inhalers termly**, and send home any out of date medication. It is the Parent's responsibility to ensure that medication is in school and in date.

### Head Lice

If a case of head lice is found, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

### ***Minimum exclusion periods for infectious conditions and diseases***

| <b>Disease/Condition</b>  | <b>Exclusion period</b>   |
|---|---|
| Chicken Pox   | 5 days from first appearance of rash                                  |
| Cold Sores  | None. Avoid contact with sores  |
| Conjunctivitis  | 24 hours or until the discharge from eyes has stopped                 |
| Diphtheria*   | Until certified well by doctor  |
| Diarrhoea and Vomiting  | 48 hours <b>after</b> symptoms cleared                                |
| Glandular Fever   | Until fully recovered   |
| Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery | Until certified well by doctor  |
| Hand, Foot and Mouth disease  | While rash and ulcers are present                                     |
| Hepatitis A*  | Until certified well  |
| Hepatitis B* and C*   | None  |
| High temperature  | 24 hours  |
| HIV/AIDS  | None  |
| Impetigo  | Until the skin has healed   |
| Influenza   | Until recovered   |
| Measles*  | 5 days from onset of rash   |
| Meningitis*   | Until recovered   |
| Molluscum Contagiosum   | None  |
| Mumps*  | 5 days from onset of swollen glands                                   |
| Pediculosis (lice)  | Until treatment has been given  |
| Pertussis* (Whooping cough)   | 21 days from the onset or 5 days from commencing antibiotic treatment |
| Poliomyelitis   | Until certified well by doctor  |
| Ringworm of scalp   | Until cured   |
| Ringworm of the body  | Until treatment has been given  |

|                                       |  |
|---------------------------------------|--|
| Rubella* (German Measles)             | 5 days from onset of rash                        |
| Scabies                               | Until treatment has been given                   |
| Scarlet fever*                        | 5 days from start of the treatment               |
| Shingles                              | Once rash has stopped weeping                    |
| Slapped Check, Fifth Disease          | None   |
| Streptococcal infection of the throat | 3 days from the start of the treatment           |
| Threadworm                            | None   |
| Tonsillitis                           | None   |
| Tuberculosis*                         | Until certified well by doctor                   |
| Typhoid*, Paratyphoid*                | Until certified well by doctor                   |
| Warts (including Verruca)             | None. Verruca sufferers should keep feet covered |

\* Denotes a notifiable disease.

If in any doubt contact local health services for further information.  
For more detail, please see our Illness & Accident Policy.

### **School Trips**

School trips are held regularly throughout the year, to enhance the curriculum.

Children who receive Free School Meals are entitled to free educational trips. This is not the case for children in receipt of Pupil Premium.

If you feel you are unable to pay the part or full cost of a trip, please make an appointment to discuss this with the Headteacher.

If a deposit is not paid in time, and you have not notified the school of an issue, your child will not be able to attend the trip.

### **School Fees & ParentPay**

During the school term, there will be items and events that are not covered by school funding. Examples include school dinners for Nursery & KS2, nursery wraparound fees, Care Club, peripatetic music lessons, sporting events and trips.

ParentPay is used within school for all school related payments. ParentPay is not just a system for showing outstanding balances, it will also show items you may wish to buy at some point during your child's school life.

It does not include sponsorship payments, charity events, or payments for events run by the PTA.

You will be provided with login details when your child(ren) starts at the school. You will only need one account, and this can include multiple children. If you have a child at another school which uses ParentPay, you will still only need the one account.

Once you have your account details, you can log in online at [parentpay.com](https://parentpay.com) . Look for the 'Login' button at the top right.

ParentPay has been designed from the ground up to work on tablets and phones as well as desktop computers, so there's no need to use up memory downloading extra apps. The vast majority of Android, iOS and Windows Phone devices will be able to run ParentPay.

**Notifications are sent to all account holders on a regular basis where there is debt.**

### **Payment for Trips**

Trip balances are due at least a week before the trip. Extracurricular trips will be added to your ParentPay account once a consent form has been received. It is imperative that you complete the full payment of the trip if you return a consent form, as the school will already have paid based on the number of consent forms returned.

For curriculum based trips, the cost will be added to all relevant ParentPay accounts up front. The school is committed to providing additional learning opportunities for your child, which extend their understanding of the curriculum being taught. As such, these trips are linked to the curriculum, but are not a part of it, and the school will receive no funding. Therefore, it is necessary to ask for a voluntary contribution per pupil. There is no obligation to contribute, and no pupil will be omitted from a trip because they do not pay, or do not pay in full. However, the visit will not go ahead if the school has not received sufficient parental contributions. If you feel you are unable to pay the full cost, or part of the cost, please speak to us about it.

Residential visits are charged in full and the voluntary contribution policy does not apply, as much of the visit takes place outside of the normal school day.

### **Nursery Fees**

Fees are uploaded to ParentPay half termly. You will receive a notification that the fee has been added as soon as it is added.

Nursery sessions must be booked in advance for each half term in order to allow us to plan appropriate staffing.

The school accepts childcare vouchers and Government tax free childcare scheme for Nursery fees.

### **Care Club Fees**

Fees are uploaded to ParentPay monthly in advance. Adjustments are made every Monday for the week prior where additional sessions have been requested. Fees are payable monthly **in advance**.

The Trust accepts childcare vouchers and Government tax free childcare scheme for Care Club fees.

### **Payment for School Dinners**

School dinner fees are uploaded daily, and are payable weekly in advance. For Nursery children, Nursery fees, and school dinner fees are uploaded separately, and you will receive notifications for both. Please note children in Reception and Key Stage 1 are entitled to Universal Infant Free School Meals.

If you have questions about ParentPay, please contact Shanie Cole on [finance@tssmat.staffs.sch.uk](mailto:finance@tssmat.staffs.sch.uk) or 01543 472 245.

### **Voluntary Contributions to Resources**

Unfortunately, school funding is decreasing year on year. We kindly ask all parents to make a £30.00 voluntary contribution at the start of the academic year towards resources to be used in school such as Christmas crafts, Easter crafts, cultural food tasting sessions etc. A form will be sent home every September for you to return if you are agreeable to this. If your form is returned, the contribution will be added to your ParentPay account for payment.

### **Policies**

All School and Trust policies can be viewed at [www.tssmat.staffs.sch.uk/policies](http://www.tssmat.staffs.sch.uk/policies) or you can request paper copies, or copies in alternative formats from your school office. If there's a policy you think is missing from our list, please let us know.

### **Social Media**

In the interests of promoting a caring and positive attitude, in line with the ethos of the school, we ask that parents and carers respect the school's community, and avoid negativity about other families, children, or staff in their activity on social media. We also request that at school events, parents do not post photos of other children, without relevant parental permission.

If you have an issue with the school or Trust we ask that you speak to us before posting on social media.

### **Parent Teacher Associations**

We have an active parent teacher association. All parents are automatically members of the PTA, and are encouraged to actively participate. This may involve attending meetings and coming up with ideas, giving an hour or two to support an event, or donating prizes.

Our PTA desperately needs support, and the more parents who support, the less work there is to go round. We would encourage all parents to try and get involved where possible.

Usually, PTA's will have a Chair, Secretary and Treasurer, who organise the regular meetings, and a series of events throughout the school year. The PTA will spend any money raised on equipment, resources and experiences for the children at the school. Parents and the school all have a say in what the money is spent on.

Information on PTA activities can be found on the school website. To get involved with your PTA, please contact your school secretary if details are not found on the website.

### **Volunteering at School**

We welcome volunteers in school, to support teaching and learning. Typical activities for volunteers include 1-1 reading with children, supporting spellings, or accompanying on school trips.

If you are interested in being a volunteer at Richard Crosse, we would love to hear from you. As little as an hour a week would be gratefully received.

A volunteer pack is available from the school office. Once you have completed and returned this, we will undertake our safeguarding checks. This will involve contacting referees, and asking to see 3 identity documents.

Once this is complete, the Headteacher, or a nominated teacher, will contact you to arrange coming in.