



PARENT HANDBOOK

The Richard Crosse Church of England Primary School

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 friendliness and familiarity. 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, the local community, as well as Ofsted and SIAMS. We recognise that excellent schools do not 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, please do not hesitate to ask one of our team.

Best wishes,

Ms E Bowring
Headteacher

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 the office email or telephone to make an appointment.

office@tssmat.staffs.sch.uk

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. We work hard to ensure the environment is clean, safe and stimulating. The school is fortunate to have 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 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, governors 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, Peace, Justice 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, 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 8:45am, please see below the timing for different stages throughout the school. It is expected that your child attends school on time.

Foundation Stage One (Pre-school)

- Morning session: 8:45am to 11.45am
- Afternoon session: 12:15pm to 3:10pm
- All day session: 8.45am to 3.10pm

Foundation Stage Two (Reception)

- Morning session: 8:45am to 12:15pm
- Lunchtime: 12:15pm to 1:15pm
- Afternoon Session: 1:15pm to 3:10pm

Key Stage One and Two

- Morning Session: 8:45am to 12:25pm
- Lunchtime: 12:25pm to 1:25pm
- Afternoon Session 1:25pm to **3:15pm** Key Stage 2
- Afternoon Session 1:25pm to 3:10pm Key Stage 1

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

Registration

The school day starts at 8:45am with registration. School gates will be open from 8.45am for your child, and there will be a member of staff present to welcome children into the school. Children arriving after 9.00am will be marked late.

Late

After 9.00am children arriving will be marked as late before the register closes (L code). Morning registration is open from 8.45am-9.00am. Children arriving after formal registration closes at 9.15am will be marked as late after register closes (U code). This is an unauthorised absence and negatively impacts a children's attendance percentage.

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 **8.45am**, 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.

Daily Timetables

All classrooms will show a daily visual timetable for children, typically with three lessons in the morning, and 1 longer session in the afternoon. 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. Clubs such as Eco Club, School Council, Sports Council and Worship Council are also offered at lunchtime.

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

Staff will be outside the school to welcome children to school every morning and escort children out of school at the end of the day. Quick information messages can be passed between parents and staff at these points where needed.

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.

- For Pre-School and Reception, entrance and exit is through the green side gate next to Class 2 at the front of the main building.
- For Key Stage 1 (Year 1 & 2), entrance and exit is from the white door to the right of the main school gate. We ask parents to queue up along the path outside the small green main gate on collection and your children will be released to you.
- For Key Stage 2 (Year 3, 4, 5 & 6), entrance and exit is into the front playground. On collection please come into the playground to avoid congestion on the path. Blocking the path can make it unsafe for our older children who walk home on their own and blocks road visibility for all.

Wrap around Care

Breakfast Club is run by school staff and is available Monday to Friday 7:30am to 8:45am in term time.

Bookings should be made in advance using the Booking Form available from the office. Charges are updated every year and are on the Booking Form.

Charges will be sent out to parents via the online payment portal at the end of each week.

See website for most up to date charges and information for before and afterschool childcare - <https://richardcrosse.staffs.sch.uk/children/care-club>

After school care provision is based in the school building but run by **Progressive Sports 3.15pm -6.00pm Monday to Friday**. Their focus is on creating enriching and inclusive activities for children, to create a positive and enjoyable extension to the school day. All booking for this provision need to be made directly with the company:

<https://enrolmy.com/progressive-sports-staffordshire/?emyatb=4w7ygdi834>

The collection and drop off points for wrap around care is via the school office.

Website

Our website address is 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 our Arbor 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.

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

Weekly Class Blogs

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.

Email

All staff can be emailed through the office email address. Staff will aim to reply within 48 **working hours** of receipt.

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

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. Menus change at least twice a year and run on a three week rotation.

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 in the morning.

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

Please see Healthy Schools Policy for snack and packed lunch criteria

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.

Uniform

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

PE - Children come to school in PE kit 2 days each week, therefore you will only need to buy enough school uniform for 3 school days.

Summer Uniform	Winter Uniform
Pre-School & Reception	
Black skirt, trousers, pinafore or culottes	Black skirt, trousers, pinafore or culottes
White polo shirt	White polo shirt
Embroidered school jumper or cardigan	Embroidered school jumper or cardigan
Plain black socks	Plain black socks or black tights
Red gingham dress	Plain black shoes
Plain black shoes	
Key Stage One	
Black skirt, trousers, pinafore or culottes	Black skirt, trousers, pinafore or culottes
White formal shirt/blouse	White formal shirt/blouse
Embroidered school jumper or cardigan	Embroidered school jumper or cardigan
School tie	School tie
Plain black socks	Plain black socks/tights
Red gingham dress	Plain black shoes
Plain black shoes	
Key Stage Two	
Black skirt, trousers, pinafore or culottes	Black skirt, trousers, pinafore or culottes
White formal shirt/blouse	White formal shirt/blouse
Red gingham dress or black pinafore dress	black pinafore dress
Embroidered school jumper	Embroidered school jumper
Embroidered school blazer	Embroidered school blazer
School tie	School tie
Plain black socks	Plain black socks/tights
Plain black shoes	Plain black shoes
PE Kit	
Plain black shorts	
Plain black tracksuit bottoms	
Plain white t shirt or polo shirt	
Plain black jumper	
Plain black trainers	

No nail varnish is allowed.

A single set of stud earrings can be worn but must be able to be removed by the child for PE lessons.

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

Worship

Worship is held daily, with the school holding an Achievement 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, you will be informed if your child will be receiving a certificate in advance of the worship.

Richard Crosse Achievement Assembly/Worship – Tuesday 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, an 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, Prefect duties, Sports Leaders and Recycling Monitors.

Promoting Positive Behaviour

We have high expectations of behaviour from all of our staff, children and parents. Creating and sustaining a culture and ethos of love, respect and friendship is key to all we stand for at Richard Crosse. We praise and reward children for good behaviour in a variety of ways:

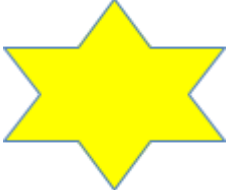
- Positive affirmation from staff - pupils may be sent to another member of staff to re-enforce the praise and may receive a sticker. The Headteacher and the CEO actively encourage staff members to send children to them for good behaviour, improved attitudes to learning, and outstanding achievement.
- Use of a progressive traffic light reward system in every classroom, including Care Club.

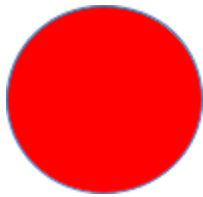
- Use positive behaviour recognitions such as certificates, Dojo's, gold coins, awards etc (more information below)

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.

	Super Star - 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 Examples – exceptional manners, demonstration of the school values, hard work in class, kindness, thoughtfulness, WOW moments. 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.
	Green - Every child starts the day on Green. <u>'It's Good to be Green'</u> Children can be moved down from Green to Amber or Red. Children can move up to the Gold Star. Green represents the positive daily behaviour we expect in school which upholds the school values. If a child moves to Amber, they have the chance to move back up to Green throughout the day if behaviour improves.
	Amber – If a child is displaying low level continuous inappropriate behaviour or medium level disruptive behaviour they will be moved to Amber. If a child moves to Amber, they have the chance to move back up to Green throughout the day if behaviour improves. 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. 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. Continuous actions within the Amber within one day may result in a child moving to Red at the staff member's discretion.

	Red – 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. 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. <u>Once a child is on Red, they will not be moved from this for the day.</u> In the event of a Red: - Parents will be contacted by the school and speak with the class teacher/Head Teacher. 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: - Missing all breaktimes/lunchtimes that day. - Being taught out of class - Being put on a behaviour monitoring report. - Meeting with parents to discuss a behaviour plan. - 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 - Internal school isolation - Trust school exclusion - Fixed term exclusion
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3 R's

We actively promote children following the school agreed 3 R's as detailed in our behaviour policy on our website.

1. Be Ready to learn

2. Be Respectful

3. Be Responsible

Consequences for poor behaviour

If a child is 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

Dedication Award

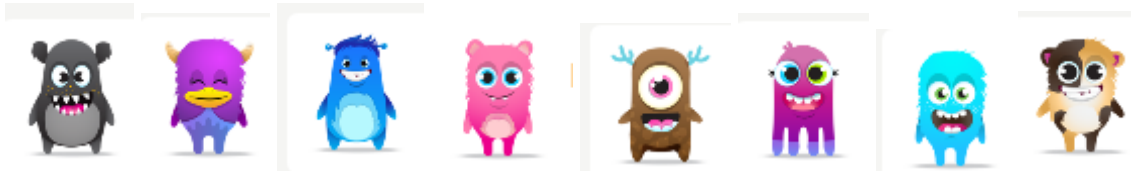
Each Half Term a Dedication Award is presented to one child in each year group linked to our Christian vision (Philippians 4:13: '*I can do everything through Him who gives me strength*'). This is displayed in school on our Cross of Dedication and a copy is sent home.

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	 1	 1	 1
Amazing Church Service	Amazing singing	Being on task	Big maths
 1	 1	 1	 1
Christian values	Fabulous Phonics	Fantastic writing	Kind and Helpful
 1	 1	 1	 1
Marvellous Maths	Participation	Reading	Resilience
 1	 1	 1	 1
Sharing and taking turns	Super tidying up	Teamwork	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 Worship, and celebrates good behaviour, following the 3 R's, 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 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 generally held in October and February. 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.

Please do not feel that you need to wait until parents evenings if you have any concerns or questions. Early discussions are key and solutions can be found in effective and swift communication between parents and school. 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 via the school office.

SATs

The children in Year 6 sit the National Tests (SATs) in May. The results of these tests will be in the end of year school report, which is sent home in July. The dates of these tests will be in the school calendar on the school website.

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.

Swimming

Children are taken swimming in Year 4 for one term. Information regarding swimwear, times and goggles will be sent to you before your child's swimming block.

Peripatetic Music

Children are offered the opportunity to partake in peripatetic music lessons from Year 1 onwards. Please speak to us if you are interested. If your child is in receipt of pupil premium and would like to play an instrument, funding can be accessed for this.

Children are released from their lessons for peripatetic music lessons.

First aid

All Trust Schools 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.

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

Disease/Condition	Exclusion period
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 after 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.

Asthma

Inhalers should be sent to school in original packaging in a cloth bag with a spacer. These should be clearly named and in date. **The school will check inhalers half 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 and up to date asthma information is given.**

Care Plans

If your child has a specific medical need then an individual care plan will be needed. This can be provided by the office.

SEND

Your child's class teacher is your first point of contact to discuss your child's Special Education Needs or if you believe your child may have special education needs. Information explaining our SEND provision can be found on our school website:

<https://www.richardcrosse.staffs.sch.uk/our-school/send>

School Trips

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

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

School Fees & Online Payment

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

The school uses an online payment system within school for all school related payments. Information regarding this will be provided on your child's induction

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

You will be provided with login details for the online portal when your child(ren) starts at the school. You will only need one account, and this can include multiple children.

Notifications are sent to all account holders on a regular basis where there is debt. If a debt of over £100 occurs for Care Club or Lunches, consideration to limit or cease these activities will be taken until the debt is cleared or reduced.

Pre-School Fees

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

Pre-School 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 Pre-School fees.

Payment for School Dinners

School dinner fees are uploaded weekly, and are payable weekly in advance.

Please note children in Reception and Key Stage 1 are entitled to Universal Infant Free School Meals.

Policies

All School and Trust policies can be viewed at 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 the school office.

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.