Church Gresley Infant & Nursery School

Prospectus for New Infant Parents

2025/2026

Dear Parents and Carers

The Staff and Governors are delighted to welcome you and your child to Church Gresley Infant & Nursery School.
This booklet is designed to help you to find out more about our wonderful school, how it works and the people who work in it to provide the best possible start to your child's education.

We sincerely hope that your child will have an enjoyable and successful time at our school.

E J Cripps

Jo Cripps
Headteacher

You may find the following names and addresses useful:

John Taylor Multi-Academy Trust Chief Executive Officer:

Mr Mike Donoghue
c/o Branston Locks Primary and Nursery School
Shire Way, Branston, Staffordshire, DE13 9WU Telephone: 01283 242875

Derbyshire County Council Director of Children's Services
Carol Cammiss
County Offices, Matlock DE4 3AG Telephone: 01629 580000

Derbyshire County Council Consultant Strategic Lead for Schools and Learning
Dan Careless
County Offices, Matlock DE4 3AG Telephone: 01629 532750

Chair of the Governors
Dr Sharon Inglis Telephone: 01283 217357 (school contact number)

Elections for Chair and Vice Chair take place annually in September.

Parent Governors	Staff Governor	Co-Opted Governors
Mr A Hawtin Mrs S Jacobs	Mrs N Yates Mrs R Pendleton	Dr S Inglis **Chair** Mrs H Parr **Vice Chair** Mrs L Stuart Mr A Jordan Mrs S Harris Fox
Clerk to the Governors Mrs E Cowie: 01283 217357		

Our School

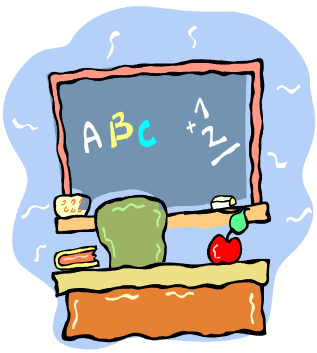
Church Gresley Infant & Nursery School is a Community day school for boys and girls aged from three to seven years. Children born between 1st September and 31st August are admitted to school at the beginning of the term in their fifth year.

Parents and carers wishing to admit their child/children to our school must make a positive preference for a school, even where they wish their child to attend the normal area school. Requests must be made to the Local Authority, usually by January 15th prior to school entry the following September. Full details of Derbyshire County Council's Admission policy are listed in "How to apply for a place at Primary School" or on the Derbyshire County Council website. www.derbyshire.gov.uk/admissions

The number of children to be admitted into reception classes during the school year at Church Gresley Infant & Nursery School has been set by Derbyshire Local Authority at ninety.

Parents and carers who are considering sending their child to our school or transferring their child from another school are most welcome to visit the school and have a look around. Please telephone or call in at school to make an appointment with the Headteacher. Most children transfer, in the September following their seventh birthday, to Pennine Way Junior Academy. Our schools work closely together, to ensure that this transition is as smooth as possible.

The school is fortunate to have enthusiastic, hard-working and committed staff, who work well together as a team. They plan together to reflect the needs and interests of our children and to cover curriculum requirements. Every term, each year group team publishes on our website: www.cginschool.co.uk a plan of what the children will be learning in school and how you can best support your child at home. Staff regularly attend courses training and keep themselves abreast of new developments in education, so that our children have the best possible start to their education.



Our Vision, Aims and Values:

Our Vision

It is our vision to be an excellent school, where all children are happy, confident, compassionate and inspired learners, who are given the knowledge and skills necessary to succeed in their next stage of education and to be prepared for life in the 21st century.

Our Rationale

We want to provide our children with the best experience and outcomes possible. Whilst we recognise the importance of having good literacy and numeracy skills, we endeavour to provide our children with a wide variety of skills, knowledge and talents, through a broad, balanced curriculum that supports the development of the whole child, both academically and personally. We recognise that to be a successful learner children need to feel safe and secure and, therefore, we strive to promote their well-being and provide them with special experiences and memories.

We expect all of our stakeholders to encourage our children to respect the rights and feelings of others and to have a can-do attitude and aspire for success. Consequently, we aim for excellence in our teaching and high expectations permeate all that we do, with all staff leading by example.

Mission Statement

Believe, Achieve, Succeed

To help our children really understand and recognise what this means for them we have broken it down further:

Believe: We believe in ourselves

We respect and care for each other

We feel confident and empowered

Achieve: Achieve the best we can

Be a happy learner

Be a resilient learner

Be an independent learner

Succeed: Succeed in all we do

Have high aspirations

Have an enterprising mind

We recognise that if children can demonstrate these characteristics, they will achieve and succeed in their learning and development.

Our Core Values

We have five core values which overarch all that we teach in order to give the children a wider understanding of the world that surrounds them and into which they are growing up and these are interwoven into every topic.

These values are: **Independence, Resilience, Kindness, Respect and Honesty**

Some useful information about our school:

Our correct school address is:
Church Gresley Infant and Nursery School
Pennine Way, Swadlincote, Derbyshire, DE11 9EY
Telephone: 01283 217357
Website address : www.cginschool.co.uk

People who work in our school are:

Headteacher	Mrs Jo Cripps	
Deputy Headteacher	Mrs Carly Woodward	
Teachers	Miss Vicki Asquith	Miss Elaine Lenton
	Mrs Laura Attenborough	Mrs Clare Morton
	Miss Aimee Dixon	Mrs Rose Pendleton
	Mrs Nicola Roberts	Miss Sophie Jesson
	Miss Laura Johnson	Mrs Sophie Ridgard
	Miss Harriet Khan	Mrs Tracey Woods (EYFS Lead)
	Mrs Karen Leigh	Mrs Natalie Yates (Interventions)
	Mrs Carol Russell	Miss Bethan Pickerin
School Business Officer	Miss Sarah Cotton	
School Business Assistant	Mrs Elaine Cowie	
SENCo	Mrs Stephanie Hackett	
Child & Family Support Officer	Miss Ami Grimes	
Teaching Assistants	Mrs Ellie Duffy	Mrs Elizabeth Haywood
	Mrs Sue Elks	Mrs Katharine Llewellyn
	Mrs Charlotte Elliott	Miss Tracey Mee
	Mrs Rachael Fairbairn	Mrs Michelle Palmer
	Mrs Sarah Hamm	Miss Sophie-Ann Pickett
	Mrs Mary Harris	Miss Charlotte Sproston
	Mrs Carol Shepherd	Mrs Kim Croft
	Mrs Dannii Cordin	
Site Manager	Mr Colin Summers	
Cleaners	Mrs Kelly Davies	
	Mrs Janice Pickerin	Mrs Susan Woodcock
	Mrs Sandra Booth	Mrs Paula Kavanagh
Cook	Mr James Worthington	
Kitchen Assistants	Mrs Paula Wileman, Mrs Rachel Matthews, Mrs Katie Gibbs,	
Lunchtime Supervisors	Mrs Dawn Spink	Miss Tracey Mee
	Mrs Alison Coxon	Mrs Jenni Pitchford
	Ms Gemma Johnson	Mrs Rachel Robey
	Mrs Loren Clark	Miss Emma Carter
	Mrs Rebecca Scott	
Infant Lunchtime Play Leaders & Sports Coach	Mr Bryant and Mr Ball	



Organisation of Classes

We have 9 infant classes and 3 nursery classes. Children starting school will enter one of the Reception classes. The children will then progress through the school to a Year 1 and then a Year 2 class. The changing of classes is always made with careful thought and discussion between the teachers and the Head Teacher, and every factor is considered to ensure the best placement for each child. All classes contain mixed ability groups.

The children will work in a variety of learning situations. They are taught in groups, individually and as a whole class. Groups may be organised according to ability, friendship, age or interest. Work is planned to enable children to work at their own level, with the class teacher helping each child to achieve their full potential. The teacher may have the assistance of one of our teaching assistants in supporting a group of children.

Opportunities are offered to all children in order that they experience every aspect of school life.

How you can help your child

Homework activities are set for the children and there is a great deal you can do to help your child. Homework is set and uploaded onto SeeSaw, our online learning journal – this is also used for Learning Journeys for children in EYFS. Regular reading practise is vital and it is hoped that 10 minutes every day will be spent at home reading to an adult. We have a system to reward children who read regularly at home. Teachers will use a Home/School Diary to record any spellings, sounds or activities to be practised and ideas for work to be done at home are regularly updated on class notice-boards (where available). Comprehension questions can be answered about the reading books. Termly curriculum plans are produced to outline the learning that will take place in school and how you can help your child at home. In Foundation Stage, Parent Partnership details are also sent home to suggest activities for you to do as a family.

If you are interested to find out more, come into school and see the class teacher who will give advice and ideas on how to support your child at home.

Class teachers would also welcome any amount of help in the classroom. So, if you have some spare time, why not come in and share in the children's learning? Just call in at the school office to complete the necessary Safeguarding forms.



Children with Special Needs

At some stage during their school career many children experience special or additional needs. We believe that the earlier these needs are identified the greater success the children have. Children with special educational needs are given extra help in various ways in school, and parents are always advised and consulted concerning any extra help their child may be offered.

Mrs Stephanie Hackett is our Special Educational Needs Co-Ordinator (SENCo) and is responsible for liaison with parents and teachers of children with special needs. Any support given to children and parents would be in accordance with the school's current Special Educational Needs policy which is available for reading in school.

The local authority, Educational Psychologist, may be called in to advise teachers and parents about some children with learning or behaviour difficulties, but again this is only done in conjunction with parents.

We have a Disability Equality policy and this is reviewed regularly. It is available for parents/carers to read. Please contact the office.

The School Curriculum

All of the children's learning activities are planned to comply with the requirements of the curriculum.
Children in Nursery and Reception follow the Early Years Foundation Stage Curriculum, which educates children in three prime areas of learning, namely Personal, Social & Emotional Development; Communication & Language; and Physical Development; and four specific areas of learning, namely Literacy; Maths; Understanding the World and Creative & Expressive Arts. The children are assessed in the Early Years Foundation Stage and undertake a baseline assessment on entry to reception.
When children have met the Early Learning Goals, usually at the end of reception, they move onto the National Curriculum.
This is based on English, Maths, Science, Computing, Music, History, Geography, Physical Education (P.E), Art and Design, Religious Education (R.E) and Personal, Social, Health and Emotional (PSHE). These subjects are not always taught as separate subjects, but may be developed through topics or themes specially chosen to interest the children. However, subjects such as English, Maths, P.E. and Music tend to be taught as single subjects.

The National Curriculum at Key Stage 1 applies to children in Y1 and Y2.

4 – 5 year olds are known as Reception
5 – 6 year olds are known as Year 1
6 – 7 year olds are known as Year 2

Essential Letters and Sounds is our chosen phonics scheme and is used as a basis for the teaching of reading in school. This is supported by a wide variety of story, poetry and information books which are available in the classroom and school library. Books are arranged in phonic phases and all children will be given a decodable reading book and a 'share' book to take home. They will have a book closely matched to their phonics ability. We hope that the children will read a wide range of books on each phonic phase. When the teacher believes that the child is ready to move on to the next phonic phase, an individual assessment is undertaken. (Refer to the school booklet 'Helping your child with English' for further information).

In the classrooms children are taught as a class, in groups or as individuals. The methods of teaching used will be the most appropriate for the subject and children being taught. Children are taught at their own level of ability so that they progress at their own speed.

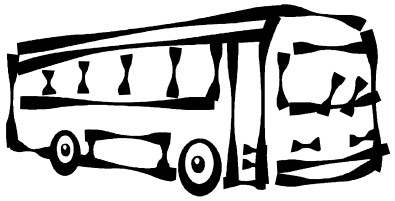
In order to achieve our aims for the curriculum offered to the children the school provides 22 hours of teaching per week.

In June the Year 1 children are assessed on their phonic knowledge. Parents are informed of the outcome of this national assessment.

During Year 2 the children are assessed according to National Curriculum requirements. These assessments are completed using teacher judgements and the results are reported to parents.

The tables in Appendix 1 in this booklet represent the teacher assessment and End of Key Stage Assessments results for 7 year olds in our school in 2024 and the National Assessments.

Outside Activities



The curriculum is also enriched by educational visits outside of school and visiting groups to the school. Parents and carers are asked to make voluntary contributions towards the cost involved. However, children of parents and carers unable to contribute will not be excluded from such activities.

Parents and carers are asked to sign a form agreeing to visits in the local community when their child starts school.

Religious Education

This is taught in accordance with the Derbyshire Agreed Religious Education Syllabus.

A daily assembly is held by teachers or children for the whole school or year group. We have a special celebration assembly held on Friday afternoons.

R.E. learning activities are based on finding out about the Christian religion and also how people of different faiths worship. This is done through stories, drama, music, talks and visits.

Parents and carers who wish to withdraw their children from religious education or assembly should inform the Headteacher in writing. Alternative arrangements will be made for educating withdrawn children.



Sport in the Curriculum

The children undertake a programme of physical activity from Nursery to Year 2. The programme is aimed to develop skills in gymnastics, small apparatus (balls etc.) dance and large apparatus. Children have two P.E. sessions in the hall or outside every week and are encouraged to work alone, in pairs or groups to develop the skills required for individual and team sports later in their school life. For health and safety reasons, it is **essential** that all infant children have a P.E. kit (all items clearly labelled) and that girls with long hair have it tied back sensibly. For safety reasons if your child wears earrings, they must be of the stud-type and not rings. A disclaimer form must be completed for all children wearing earrings. Please note: ear-rings must be removed on P. E. days, otherwise your child will be unable to participate. We would be grateful if your child has their ears pierced that it is done during the summer holidays – thereby giving time for the piercings to heal. Thank you.

Relationships and Sex Education

This is now a mandatory part of the curriculum and will be taught at an appropriate level for our children. Information about what we cover can be found on the website.

Behaviour

We encourage self-discipline and responsibility at our school. We aim to help children to respect and show courtesy and kindness to others at all times, to respect other people's property and to take care of themselves. We have rules that everyone in school is expected to follow. They are listed below and are also displayed prominently in numerous areas around school.

Playground:	Dining Areas:	Toilets:	Corridors:
We put litter in the bin We try to be friendly to everybody We look after each other We stop and listen when the bell rings We line up sensibly and quietly	We eat with our mouths closed We ask before we leave the table We use cutlery sensibly	We line up sensibly We flush the toilets We wash our hands afterwards	Walk quietly and sensibly so we don't disturb others Don't push or shove Step back to allow people to go through the doors

Politeness, good manners and a sense of pride are positively encouraged at all times.

When your child starts school with us they will be assigned to a house team. These are linked to well-known children's authors and are:
Roald Dahl-theme colour red
Julia Donaldson-theme colour green
Tom Percival- theme colour yellow
Beatrix Potter- theme colour blue

The children will have opportunities during the year to work with other children in their house on projects and then compete against each other at sports day at the end of the year. Children can earn house points for their house for good behaviour outside the classroom, when moving around school or when on school trips. Each term, the house with the most points wins a prize for their house.

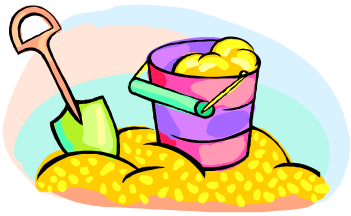
Most behaviour problems are dealt with by the class teacher, who may refer these to the Deputy Head Teacher or Headteacher if necessary. Habitual problems will result in parents being informed and may involve the support of outside agencies.

Should you wish to discuss any problems with the teacher or Headteacher, please contact school to arrange a meeting with either.

Policies

School policies can be found on the school website www.cginschool.co.uk
Most of our policies are now set by the JTMAT. These will be the same for all schools in the Trust. If we have slightly different approaches, these are named as such.

Leave of Absence in Term Time



Children are required to attend school on 190 days per year and parents do not have an automatic right to withdraw their child from school, as absence can be damaging to children's continuity of learning.

Since September 2013, headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Any request for absence should be made at least 2 weeks in advance, by completing an Exceptional Leave of Absence Request Form, available from the school office.

The decision is entirely at the discretion of the Headteacher and each application will be assessed on it's merits.

We follow the Derbyshire County Council guidelines for authorising term time absence. Unauthorised leave of absence could result in Penalty Notice fine or prosecution. Penalty Notices will also be issued if we find out retrospectively that children have taken leave of absence, without prior notification or authorisation. Information regarding Penalty Notices can be found on the school website.

During May Year 2 children undertake End of Key Stage Assessments. In June the Year 1 children undertake a Phonics Test. Therefore, it is strongly recommended that requests for leave of absence during this time should be avoided.

Please refer to Appendix 2, Every School Day Counts, at the end of this booklet.

Absences

Schools have to report their rates of authorised and unauthorised absences on a termly basis. If your child is absent from school please telephone explaining the reason for absence and follow up with a written note, to the class teacher upon their return to school.

Our absence rate up to June 2025 is 95.5% (From September 2024 to June 2025)

No. of pupils of compulsory school age at the beginning of school year	261
Percentage of authorised absences	3.8%
Percentage of unauthorised absences	0.7%

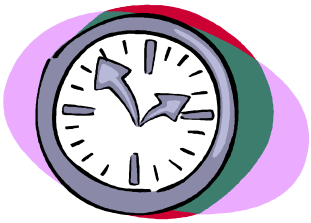
The JTMAT Education Welfare Officer regularly monitors the children's attendance and meets with the Headteacher and Child & Family Support Officer. Children who are regularly late or have a high level of absence will be referred to the Education Welfare Officer.

Please note there are 175 days per year when school is not open for you to take your child on holiday, go shopping, make appointments and visit friends and relations.

It has been noted that children who have a high absence rate do not achieve as well in school.
Parents and carers of children with attendance below 90% will receive a termly letter from the Headteacher and when necessary referrals will be made to the Education Welfare Officer. Children who attend school every day each term, receive special certificates.

Life in our School

School Hours



Our normal school hours for the infant children are as follows:

Morning session	8.40 – 12.00
Afternoon session	1.15 – 3.15

You may bring your child straight into the playground at 8.40 a.m.
The reception children line up in the lower playground initially, when the playground gate is opened. After a few weeks they go up the stairs independently.
Y1 children go through the lower playground gate and Y2 children go up the stairs, independently.
The bell is rung at 8.40am and the school gates are closed at 9:00am.

Children arriving after 9:00a.m. will be recorded in the register as late and will be required to use the main entrance for access. All latecomers should be recorded at the school office in the main entrance.

We would ask you to please get your child to school, and collect them on time to avoid any upset. Unfortunately, the staff cannot take responsibility for the children before 8.40 a.m.

At the end of the day the gate is opened at 3.10p.m.
Reception and Y1 children should be collected from their classrooms.

Y2 parents should wait in the lower playground and staff will dismiss the children when they see you.
The gates are locked at 3.25pm. Lateness will again be recorded at the office.
In the interests of the children's safety there is a 'keep to the left' system in operation using the entrance, exit stairs and walkways.

We request that children who go home for lunch do not return earlier than **1.10p.m.** for the afternoon session.

In the interest of security during the school day, all of the entrance and exit doors in both the Infant school and the Nursery will be kept locked from the inside. In the event of a fire the locked doors will be quickly unlocked from the inside to allow a rapid evacuation of the building.

Parents and visitors wishing to come into the building during this time should use the main school entrance. After ringing the bell at this entrance, parents and visitors should wait for assistance from a member of staff. All visitors will be required to sign in via the sign in app in the main entrance.

The school is responsible for the children during the school day, therefore staff will ensure that children are **handed over** to parents/carers or other authorised persons at home time. If you are unable to collect your child please notify the class teacher **in advance.** We ask you to complete an authorisation for collection of your child on admission to school. Please update this information at the office if contacts change.

Withdrawal of children from school during the school day

You may wish to withdraw your child from school for medical or personal reasons during normal school time. If you do need to do this please contact the school, or write to the class teacher, to make arrangements.

In **every** case the child **must** be collected from school by an adult who has been authorised to collect your child and that adult must record the reason for collection and time collected via the sign in app in the main entrance.



Car Parking

Regrettably, there is little space for parking cars around school. We therefore, kindly ask that parents and carers **do not to use** the school car parks, as these are for staff and official visitor use only, at all times.
Also, please be considerate to our neighbours - do not park across driveways or gardens and cause an obstruction.
We encourage parents and carers to walk to school as much as possible to avoid congestion around the surrounding roads at drop off and collection points.

School Uniform

We have a school uniform consisting of red jumper/sweatshirt or cardigan, white or red polo shirt, and grey trousers/skirt/pinafore in winter and red check dresses for girls, red or white T-shirts for boys in summer.
We ask that boys wear grey socks; and girls wear either grey/red tights or white socks. Red hair accessories are preferable and sensible haircuts. Black sensible shoes (no trainers) should be worn. In the summer, children can wear sandals as long as they provide good support for the child's foot.

School uniforms are available from:
Pupil Schoolwear - 01283 224512; 35 West Street, Swadlincote, DE11 9DN

www.wbglobaltrading.co.uk – WB Global Trading Limited; 01283 716338,
20 Bells End Road, Walton-on-Trent, DE12 8ND
www.myclothing.com – school receives 5% cash back on all orders for embroidered items. Any donations received are used to buy resources for the children.

Please ensure that **all** items of clothing and equipment are **clearly marked with the child's name and class** to avoid any confusion.

A long hoop on coats makes it easier for the children to hang them up and helps to avoid mixing up coats on the floor.
The children will need pumps, black shorts and a plain coloured t-shirt, to match their house, for P.E plus a named boot style P.E bag which they can hang on their peg. Please do not send large school bags as we have limited storage space. Again, all items should be labelled.

School book bags are available for purchase in school from the Office at a cost of £4:60. The book bags we use fit easily into the children's drawers.

Healthy School

Water bottles



Children are allowed to bring in a labelled sports bottle of **plain** water (no flavoured water or squash) which is kept in the classroom for children to drink during the day. It is the parents' responsibility to clean and replenish the bottle each day. We do not have any water fountains in school, so it is vital that you provide your child with a bottle of water daily.

Valuables

The children may be asked to bring toys into school as part of a topic or classroom activity, but we do advise children not to bring in expensive toys or jewellery to school because of the upset that can be caused by their loss or damage.

If your child brings money to school, for any reason, please ensure that it is put in an envelope that is clearly marked with your child's name and class. This will avoid any loss.



Playtime

We have one mid-morning playtime from 10.45 a.m. to 11.00 a.m. for Year 1 and Year 2, Reception children can access outdoors throughout the school day. As a Health Promoting School, we encourage healthy eating habits and recommend fruit to be eaten for a snack. Chewing gum and sweets are not allowed in the school.

The children are provided with a free piece of fruit each day.

There is one other playtime during the dinner break from 12.00 noon to 1.10 p.m. when the children are supervised by the team of Lunchtime Supervisors and a Play Leader

Safety

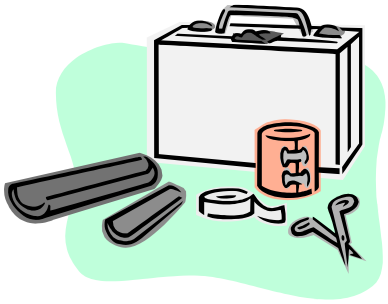
A copy of the school's Health & Safety policy is available for parents and carers to read. Children are reminded about safety concerns, including road safety, and internet safety throughout the year but in the summer term we concentrate on raising awareness of dangers on the road, in the house, near water, online and from other people intending them harm.

Dogs in school

Dogs are not allowed on the school premises **at any time,** unless they are Guide dogs.

Safeguarding Children

Parents and carers should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, the Headteacher has a legal obligation to follow the Child Protection procedures established by the Derbyshire Area Safeguarding Board and inform Social Care of the concern. Details of these are available in school and on the school website. All classroom helpers/volunteers who help out more than once a week or more than 4 times per month will be required to have a DBS check.



Medical

We are only able to dispense prescription medication and only in cases when your child needs four doses a day. In all cases medication will be administered just before lunch. If your child requires any other medication, i.e non –prescribed, please arrange for someone to come in at the relevant time to administer it.

Please bring prescribed medication to the school office and complete a medication consent form. Medication will be available from the school office at the end of the day. For the safety of all of the children, please do not send medicine with your child.

Children with asthma keep their inhalers in the classroom so that they are accessible when necessary. Please complete a form and asthma plan giving details of medication. These are available from the school office. Please also ensure that the inhaler is in date.

If your child is taken ill during school hours, it may be necessary for us to contact either a parent or a designated friend/relative. If your home, work or mobile telephone number changes at any time please inform the school office. This will enable us to contact you quickly if necessary. We send out a form for updated details every September.

Inspections for head lice no longer take place, but we do advise parents to check their own child's hair every Friday. If your child's hair ever becomes infested, do not be worried or upset as the presence of head lice does not imply dirty hair. Lotion for treatment may be acquired on prescription. Alternatively, combing through conditioner is a good alternative treatment. Please tell your child's class teacher if your child has become infected. Our school's Head Lice Policy states that if head lice can be clearly **seen** crawling on a child's hair the parent will be contacted and asked to discreetly take their child home for treatment. (At **no** time will any member of staff examine a child's hair).

School Health Service

Community Health Services, N.H.S Trust provides a School Health Service.

The School Health Team, in partnership with the child's family, can arrange support and help. Parents and carers are always informed if any action is advisable following a screening. The School Nurse has a vital role in encouraging children to develop healthy lifestyles. The Nurse is available, if needed, to support and develop the school's national curriculum Health Education Programme, as well as offering individual advice and counselling to children and their parents on a wide range of issues or will sign post to other services.

The team can be contacted direct on 01246 515100 or via their website www.derbyshireschoolnurses.org.uk, where you will find further information about their services

Child & Family Support Officer

Ami Grimes, Child & Family Support Officer, is based at our school. She can provide families with help and advice about accessing other services and behaviour support. If you would like to make an appointment with Miss Grimes, please call in at the school office. She also organises a number of courses and events to support families throughout the year.

School Meals

School meals are cooked in our own kitchen by Mr Worthington and his staff. The menus have been devised to meet our children's tastes and needs. You will find copies of the menus within the Parents section on our website. Hot meals are available for all infant school children free of charge. The kitchen can now also provide a jacket potato if your child prefers.



If your child has a medically diagnosed allergy, the catering staff will be able to alter the menu appropriately, but in order to do so you must complete a medical diet proforma, copies of which can be obtained from the office.

If you wish, your child may bring a packed lunch; and we make the following request:
All sandwiches etc need to be in a container which is clearly marked with the child's name. As part of our healthy eating programme we discourage sweets in lunch boxes. Please ensure that your child has a drink for lunch and a spoon if you send a yogurt.
Drinks should be in a plastic container – no cans, please.

Your child will be supervised by a team of Lunchtime Supervisors and a Play Leader during the lunch break and **will not** be allowed to leave the school premises during this time.

Pupil Premium

Historically, receiving Free School Meals eligibility was granted after assessment of financial circumstances/disadvantaged background etc. and the government provided additional funding to support these children in schools - this is called Pupil Premium.
Even though every child from Reception to Year 2 will be entitled to a Free School Meal, schools will still receive additional funding for children from families who are in receipt of Income Support or Income Based Jobseeker's Allowance or the guarantee element of State Pension Credit; **or** Child Tax Credit (with an annual income of less than £16,190).

If you fall into this category, please let the school office know as soon as possible, as additional teachers and teaching assistants are employed to provide additional support for children entitled to Pupil Premium. The process is easy and completely confidential.

Charging Policy

Our curriculum is often extended by additional activities and experiences which the children benefit greatly from. We will therefore, ask for voluntary contributions from parents as follows:

Educational visit out of school:
Parents and carers are asked to make a contribution of the full cost. In some instances school will subsidise trips; and parent and carers, will be asked to make a contribution.

Visiting Groups/Individuals:
Parents and carers are occasionally asked to contribute half of the cost, otherwise school pays the full cost.

Christmas entertainment/Gifts/Parties:
Parents and carers are asked to make a contribution per child towards the cost.

Materials/cooking ingredients:
School pays the full cost.

Fruit:
A piece of fruit is provided daily. Free to all children

Lost or damaged school resources/property:
Parents and carers are asked to pay the cost of replacement.

For further details, please refer to our Charging & Remissions Policy, on the school website.

ParentPay

We are now a cashless school. ParentPay is an online payment service that we use to accept payments online for items, such as school trips, book bags, snacks and Nursery Additional hours. ParentPay is easy to use and will offer you the freedom to make online payments, on the secure website, with your credit/debit card, whenever and wherever you like, 24/7.
Full details of ParentPay are included in the welcome pack of information, published on our website.



Parents and Carers in School

All parents and carers are welcome to visit the school to discuss their child's welfare and progress with the Headteacher and staff, by appointment. Parents of children transferring from Nursery to the Infant classes are invited to a group meeting with the Headteacher in the term before entering reception in order to look around the school and meet the reception class teachers.

Each teacher holds a meeting for parents and carers at the beginning of the school year. Two parents' evenings are held each year when you will have an opportunity to discuss your child's progress with the teacher. An open evening is held in the summer term following the receipt of a written report, which is sent home in July, when parents and carers can visit their children's current class room and where applicable, their class in September.

A number of parents and carers come into school regularly to help in the classrooms. We are very grateful for this help. If you would like to help, please contact your child's class teacher. We try where possible to match parent's skills to tasks in the classroom and would not give you a task you do not want to do. Depending on the frequency of visit you may be required to complete a DBS clearance check. Contact the office for details

Parents' and Carers' Notice boards

Notice boards for parents' and carers' information are located in the main entrance, at the Nursery entrance, on the lower infant playground and on the top playground by the reception entrance. These often display important information and we would recommend that you look at them regularly. Copies of the latest newsletter and curriculum newsletter are posted on the school website, and on our Facebook page.

Access to School Documents

The majority of policies and details about our curriculum can be found on the school website, www.cginschool.co.uk
Parents are welcome to view the OFSTED Report. If there are any other policies that parents and carers would like to see, please contact the school office.

SOCIAL MEDIA

The school is committed to working with parents and carers to promote children's online safety and believes that, as adults, we have a responsibility to behave as role models in our own use of social media. Staff are subject to a policy and guidance concerning any use they make of such sites. We ask that parents, carers and other members of the school community also bear in mind their own approach to the use of social media as detailed in the school's Online Safety Policy. Further, we ask for parents and carers support in addressing any inappropriate use of digital communication devices by pupils in school.

As a school we strive to achieve the best for all children, however we recognise that on some occasions you may feel that we could have done better. We ask that careful thought is given to any posts concerning the school or individual members. Please see our Social Media Code of Conduct for Parents & Carers Policy. We would be grateful if parents or carers do not use social media to raise concerns or complaints but, instead, encourage you to contact school and speak to us so that we can understand and help to solve the problem. If you then feel that the issue has not been dealt with appropriately, we will provide you with the Complaints Procedure. It is all our interests to address issues without delay so that we can maintain the focus on children's welfare and learning.

It is easy to make an entry on a site 'in the heat of the moment' but once material is on the internet it is difficult to fully erase. Such comments can be damaging to the individual and their welfare as well as, potentially, the smooth running of the school. There has been much publicity in recent times detailing the harmful effects experienced by children and adults from the misuse of social media. Inappropriate comments about staff, other parents or pupils will be addressed by the school in the same way as if these remarks were made in person, in the public domain.

The Police will be informed and legal advice taken with respect to any comments that are threatening, discriminatory, offensive, abusive, use foul language or threaten violence.

Although it is rewarding to hear of positive descriptions of school experience, it is important to bear in mind that other individuals may not wish to be named and situations can be misinterpreted. There are also likely to be negative consequences of posting pictures on social media which include children other than your own, without parents' or carers' permission.

Our commitment to you is to put the pupils' interests first and to work in partnership with you in this endeavour. Your co-operation in relation to the use of social media would be greatly appreciated. Enabling us to deal with any issues of concern through the appropriate process will help to maintain the focus on the school's core purpose.

*'a member of the school community' is defined as including pupils, all employees of the school, volunteers helping at the school, supply and peripatetic staff, parents/ carers and extended family members of pupils, governors, individuals and members of organisations providing a service to the school (eg sports coach, visitor invited to provide input to students)

Complaints, Concerns and Compliments

It is hoped that any causes for concern can be dealt with through discussions in the first instance in school. Please see your child's class teacher to discuss your query or concern initially. If you require further clarification, please make an appointment to see the Headteacher. If you still require further information, the next stage would be to contact the Chair of Governors. However, if the situation is not resolved, parents will be informed of the JT MAT Complaints Procedure which is available in school and on the website. Addresses of the people to contact can be found on page one of this booklet.
Compliments are always welcome!
As part of our ongoing commitment to improve our school we invite parent/carers to complete an annual questionnaire in the spring term and we always share the collated responses of these with you.

Communication

Our main method of communication with our entire school community, is via a smartphone app which is free to download and works with iPhones and Android phones.
Please visit **theschool.app** for more information.
Full details will be included in your welcome pack of information, which is published on our website.

As a school, we believe it is essential to work in partnership with parents and carers and part of this is achieved by ensuring that you receive clear, relevant and regular communications.

Benefits of the app for Parents and Carers

- The app is secure; you set up a PIN/ Touch ID to access on your phone
- The app is powered by our school website which means that when you download it, you will have a single place to receive and access important messages along with calendar events, newsletters, latest news and all information pages within the school website.
- You no longer need to go searching for letters at the bottom of school bags
- Messages appear in your inbox in the condition that they left school; you will receive secure individual and group messages as well as whole school notices
- We can be certain that you have received the message

Benefits of the app for the school

- We will be able to reduce costs as unlike texts, messages we send are free of charge, and it will reduce our admin time by keeping all communication tools within one place.

In addition, we will send home communication via our website's email function. Please regularly check our school website and your email inbox to keep up to date with school news and events.

Remote Learning/Homework

As a consequence of national lockdowns in 2020 we, introduced a platform for remote education. The platform we use is called SeeSaw and we have been using it with great success and we feel it is an excellent addition to the other opportunities that are already available to you as parents and carers. Please find more out about it at http://seesaw.me

Seesaw is a secure online journal where children can complete work or demonstrate what they have been doing at home to the teachers and where the teachers can also upload videos, pieces of work or comment about work your children have been doing at home. Work can include videos, photos, worksheets, drawings and voice recordings.

A consent letter regarding SeeSaw will be included in your welcome pack of information, published on our website.

School Term and Holiday Dates



Please keep the following for future reference:

Autumn Term 2025
Thursday 4th September to Friday 24th October
Monday 3rd November to Friday 19th December

Spring Term 2026
Monday 5th January to Friday 13th February
Monday 23rd February to Friday 27th March 2026

Summer Term 2026
Monday 13th April to Friday 22nd May
Monday 1st June to Thursday 23rd July

INSET Dates for staff training. School will be closed to pupils:
Thursday 4th September, Friday 5th September, Monday 5th January, Friday 12th June and Friday 3rd July.

Bank Holidays
25th & 26th December 2025, 1st January 2026, Good Friday 3rd April 2026,
Easter Monday 6th April 2026, 4th May 2026, 25th May 2026.

Protection of confidential information

Basic information about pupils is held on computer to assist with the efficient organisation of the school and the individual's educational needs. Security measures are taken to ensure that the information is kept confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified. The school and John Taylor Multi-Academy Trust have registered with the Data Protection Registrar details of

persons to whom they may wish to disclose information. By law, under the provisions of the Data Protection Act 2018, information may only be disclosed to other persons in accordance with this registration. Our school is registered to disclose personal information:

Family, Relatives, Guardians Trustees	Legal Representatives.
Past, Current or Prospective Employers	Department of Social Security
Doctors, Dentists, other Health Advisers	Department of Education (DfE)
Local Authority Education and Social Security	Department for Children, Schools and Families

It is the policy of the Governors and John Taylor Multi-Academy Trust that such information is confidential and that, even where a need to disclose information has been registered, it will only be divulged in exceptional circumstances and will be kept to the minimum necessary to achieve the purpose. This policy is, of course, subject to any law which imposes a duty of disclosure on the Governors or John Taylor Mutli-Academy Trust.

Pupils may also use computers in the classroom as part of their education but they do not have access to the personal information records. If you are concerned about any aspect of personal information held on computer please contact the Head teacher in the first instance or write to the Data Protection Liaison Officer, JT MAT, Shire Way, Branston, Burton on Trent DE13 9WU.

Any parent who does not wish their child's photograph to appear in a local newspaper or on our website must inform the school. Information regarding this parental consent is included on our Admissions Form.

The Information in this booklet relates to the School year 2025/2025 and is accurate at the time of printing.

You have decided to send your child to our School, we hope that the time you spend with us will be a happy and rewarding one. We really look forward to working with you.



Appendix 1

K1 Summary- June 2024

End of Key Stage 1 (Y2) Assessment Summary- 2024

Comparison with National 2023:

	School working at expected	National working at expected
Reading	68%	69%
Writing	63%	61%
Mathematics	77%	72%

Phonics Outcomes 2024:

	Number Meeting Standard
School- Y1	83%
National-Y1	80%
School-Y2	94%
National- Y2	89%

Appendix 2

EVERY SCHOOL DAY COUNTS

Days off school add up to lost learning

365 Days in each year

175 Non School Days a Year	10 days absence	19 days absence	29 days absence Half a term missed	38 days absence	47 days absence
190 School Days in each year	**180 Days of Education**	**171 Days of Education**	**161 Days of Education**	**152 Days of Education**	**143 Days of Education**
100%	95%	90%	85%	80%	75%
GOOD Best chance of success Gets your child off to a flying start		**WORRYING** Less chance of success Makes it harder to progress		**SERIOUS CONCERN** Not fair on your child. Court action!	

175 days to spend on family time

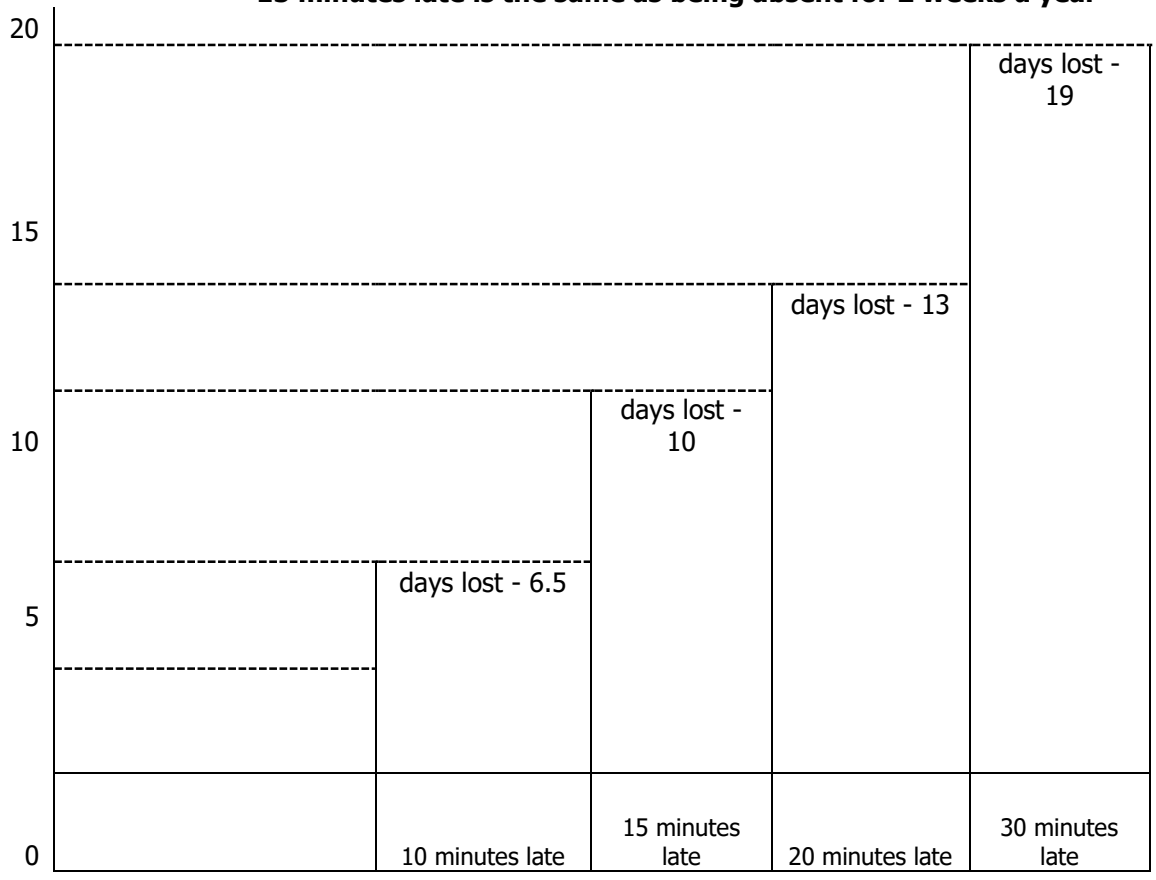
visits, holidays, shopping, household jobs and other appointments

Please don't let your child miss out on the education they deserve. Every school day counts

Appendix 1b

Being late adds up to a loss of learning

If you are 15 minutes late every day that adds up to over 3 days lost each year
15 minutes late is the same as being absent for 2 weeks a year



Church Gresley Infant and Nursery School

2025/2026