



CRICKLADE
MANOR PREP
SCHOOL & NURSERY



RECEPTION HANDBOOK
2023 - 2024

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WELCOME FROM MR BARRETT & MRS DAVIES

A very warm welcome to Cricklade Manor Prep. We are pleased that you have chosen our Reception as your child's entry into formal education and look forward to many happy years with you and your family.

Cricklade Manor Prep is a caring, friendly community in which happy children discover a love of learning and the confidence to fulfil their potential. We aim to equip every child with both the skills to be successful beyond their time at Cricklade Manor Prep and to have a life-long appetite for learning.

We understand the importance of building on your child's previous experience and that children learn best when they are in a caring, safe and happy environment. Here at Cricklade Manor Prep, Reception children are immersed in a rich and challenging learning environment, dedicated to allowing each and every one of them to thrive and grow as learners and individuals.

We believe that communication between home and school is key in any child's education. Throughout the year, we encourage open communication with you as well as inviting you to attend meetings and events to share in your child's progress. We look forward to warmly welcoming you into Reception and working with you as your child begins this exciting journey.

Should you require any further information about Reception or the Pre-Prep department, please do not hesitate to contact us.

Best wishes



Guy Barrett.
Headmaster



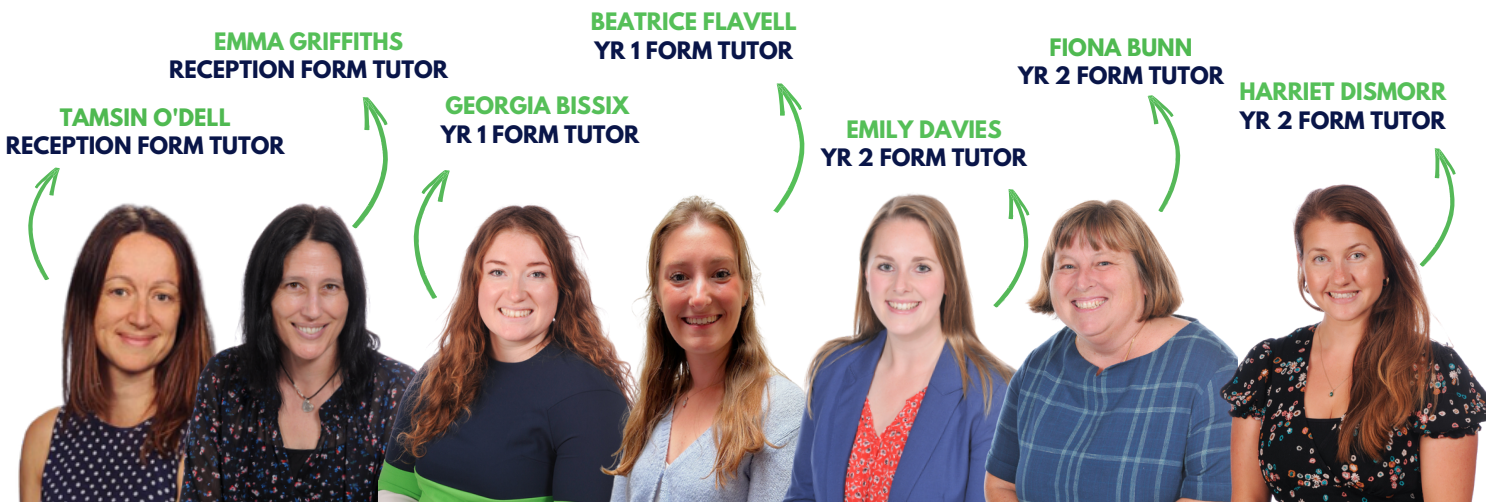
Emily Davies
Head of EYFS



INTRODUCING CMP SCHOOL STAFF



SENIOR LEADERSHIP TEAM



PRE-PREP FORM TUTORS



PREP FORM TUTORS

INTRODUCING CMP SCHOOL STAFF

TIFFANY BARRETT
SENCO &
1-1 LEARNING SUPPORT



LAURA SIMPSON
FRENCH



RACHAEL FAIRBANKS
HUMANITIES



CHLOE REYNOLDS
MUSIC & DRAMA

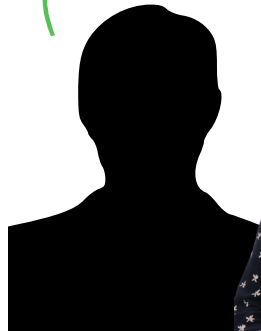


HEATHER TIMBRELL
PERIPATETIC
SINGING/PIANO



SPECIALIST TEACHERS

**1-2-1
TA**



KATHRYN BLANFORD
TA



TRUDY HEENAN
TA



RUTH GREEN
TA



JOANNE BRADLEY
TA



BARBARA WIELINSKA
TA & ELSA



TEACHING ASSISTANTS

JACKY BARRATT
PA TO THE
HEADMASTER



PENNY KELLY
ADMISSIONS REGISTRAR



ANNA HILL
ADMIN ASSISTANT



FELICITY WESTALL
MARKETING & COMMUNICATIONS
CO-ORDINATOR



OFFICE STAFF

INTRODUCING CMP SUPPORT STAFF

MIKE HOBDAY
BUS DRIVER

GUY POUNDS
ESTATES MANAGER

NEW
GROUNDS

NEW
MAINTENANCE



GROUNDS STAFF

SARAH BURRELL
ASSISTANT CHEF

COLIN FORRESTER
CHEF MANAGER

GEORGE CLASBY
CHEF



KITCHEN STAFF

LYNDA READ
HOUSEKEEPING

LORRAINE CHANDLER
HOUSEKEEPING

KAREN PONTING
HOUSEKEEPING

CAMILA BARBOSA
HOUSEKEEPING



HOUSEKEEPING STAFF

SCHOOL STAFF CONTACT DETAILS

SENIOR LEADERSHIP TEAM	Barrett, Guy	jacky.barratt@cricklademanor.com	Headmaster
	Barton, James	james.barton@cricklademanor.com	Director of Pastoral Care, DSL
	Bayliss, Lesley	lesley.bayliss@cricklademanor.com	School Business Manager
	Davies, Emily	emily.davies@cricklademanor.com	Deputy Head, Head of EYFS
	Heywood, Palak	palak.heywood@cricklademanor.com	Director of Teaching & Learning, Science

PRE-PREP FORM TUTORS	Bissix, Georgia	georgia.bissix@cricklademanor.com	Yr 1 Form Tutor
	Bunn, Fiona	fiona.bunn@cricklademanor.com	Yr 2 Form Tutor
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	Dismorr, Harriet	harriet.dismorr@cricklademanor.com	Yr 2 Form Tutor
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PREP FORM TUTORS	Blissett, Stacy	stacy.blissett@cricklademanor.com	Yr 4 Form Tutor
	Brookes, Nicky	nicky.brookes@cricklademanor.com	Yr 6 Form Tutor, Art
	Davies, Tom	tom.davies@cricklademanor.com	Yr 6 Form Tutor, Director of Sport
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	Howlett, Hannah	hannah.howlett@cricklademanor.com	Yr 3 Form Tutor
	Oldridge, Becky	becky.oldridge@cricklademanor.com	Yr 5 Form Tutor, Maths
	Richards, Corinne	corinne.richards@cricklademanor.com	Yr 3 Form Tutor & STEAM
	Williams, Rosie	rosie.williams@cricklademanor.com	Yr 5 Form Tutor, English

SCHOOL STAFF CONTACT DETAILS

SPECIALIST TEACHERS	Barrett, Tiffany	tiffany.barrett@cricklademanor.com	SENCo & 1-1 Learning Support
	Fairbanks, Rachael	rachael.fairbanks@cricklademanor.com	Humanities
	Reynolds, Chloe	chloe.reynolds@cricklademanor.com	Music & Drama
	Simpson, Laura	laura.simpson@cricklademanor.com	French
	Timbrell, Heather	heather.timbrell@cricklademanor.com	Peripatetic Singing & Piano
TEACHING ASSISTANTS	Blanford, Kathryn	kathryn.blanford@cricklademanor.com	Teaching Assistant
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	Green, Ruth	ruth.green@cricklademanor.com	Teaching Assistant
	Heenan, Trudy	trudy.heenan@cricklademanor.com	Teaching Assistant
	Wielinska, Barbara	barbara.wielinska@cricklademanor.com	Teaching Assistant & ELSA
SUPPORT STAFF	Barratt, Jacky	jacky.barratt@cricklademanor.com	PA to the Headmaster
	Hill, Anna	anna.hill@cricklademanor.com	Admin Assistant
	Kelly, Penny	penny.kelly@cricklademanor.com	Admissions Registrar
	Westall, Felicity	felicity.westall@cricklademanor.com	Marketing & Communications Co-ordinator

STARTING SCHOOL

Preparation for your child's first day at school is very important, so we invite children to visit their new classroom in the term preceding entry so that they have the opportunity to become familiar with the staff, the layout of the school and to meet the other children who will be in their class.

Over the summer, we would ask if you and your child could make a treasure box. This could be an old shoe box that you decorate. Inside we would like your child to put some of their favourite or most treasured items. This could be a toy, photograph of the family, books, anything they are keen to talk about and share with their peers. During the first few weeks of the Autumn term, we will ask your child to share their treasures with us. This provides us with the opportunity to get to know your child further, and gives them the confidence to talk about things that are familiar to them.

One of the most beneficial and important ways you can prepare your child for school is by promoting good listening skills. Singing nursery rhymes, talking, listening to stories and playing games will all encourage active listening.

At lunchtimes, the children will eat in the Dining Room and it is always beneficial if the children can use their knife and fork correctly so that they can cut up their own food and carry a tray independently.

Once you have bought the new school uniform and labelled it, your child can practise getting dressed and undressed so that he/she is as independent as possible. Similarly, practise at putting on shoes and wellington boots, zipping coats and putting on gloves is beneficial.

We aim to settle your child into school life happily and confidently. Some children settle very quickly, others may take time. In the morning, you will be able to drop your child off in the classroom and help them to organise their belongings, finding their peg and drawer. If your child (or you!) is upset when the time comes for your departure, we suggest that a swift withdrawal is best. The longer this moment is prolonged, the harder it becomes for both of you. It sometimes helps to have some pressing engagement to go to, so that your child knows you cannot stay even if they want you to. If you are concerned about how your child has settled, a member of the Reception staff will telephone you later in the morning to reassure you that all is well. Please be assured that, if your child should feel a little wobbly, the staff are very experienced and know how to deal with the situation.

Preparing for the first day of school is also important for parents, so we hold a parents' tea party for all of the parents in the school one afternoon in July. After the children have had their final move-up session, you will have a chance to meet your son/daughter's teacher, as well as other staff and new parents.

Most importantly, come and talk to us about any concerns or questions you or your child have in the run-up to your child joining Cricklade Manor Prep.

1.0 LIFE IN RECEPTION

1.1 TIMINGS OF THE DAY

*Breakfast Club	Playground	Form Tutor / Registration	Assembly	Period 1	Period 2	Break	Period 3
7.30 - 8 am	8 - 8.20 am	8.20 - 8.40 am	8.40 - 9 am	9 - 9.50 am	9.50 - 10.40 am	10.40 - 11 am	11.05 - 11.55 am
Period 4	Lunch	CPD	Period 5	Form Tutor	*After School Club	*Cosy Club	*Supper Club
11.55 - 12.45 pm	12.45 - 1.30 pm	1.35 - 2.05 pm	2.05 - 2.55 pm	2.55 - 3.20 pm	3.20 - 4 pm	4 - 5.15 pm	5.15 - 6 pm

*optional with an additional cost

1.2 BREAKFAST CLUB 7.30AM - 8.00AM

A Breakfast Club is available between 7.30 am and 8.00 am. Ad-hoc bookings for Breakfast Club are available but require 24 hours' notice.

At 8.00 am, the children are taken out to the playground where they will have supervised play until 8:20 am when their Form Tutor will come out to collect them. If it is raining, their Form Tutors will be waiting in the classroom to greet them. Booking forms for Breakfast Club are sent out via the School Office.

Children arriving for Breakfast Club should come into school via the catering entrance and go straight to the Dining Room for breakfast.

1.3 DROPPING OFF 8.00AM - 8.20AM

Reception parents should park by the Sports Hall. For the first half of the Autumn term, children may be taken directly to their classroom between 8.00 am and 8.20 am. From the second half of the Autumn term, reception children will wait in the playground like the other children. If you wish to speak to your child's teacher, please go into the classroom to speak to them directly. Reception should enter through the side door that accesses the main playground.

If your child is joining Cricklade Manor Prep mid-year, their class teacher and your child's nominated buddy will meet you both on the playground and take your child to their classroom. All children should be in their classroom ready for registration by 8.20 am.

Children should bring their book bag, water bottle, coat and blazer. They should take everything to their classroom and their class teacher will ensure that all their belongings are put away in the correct place.

1.4 LATE ARRIVAL - AFTER 8.20AM

If you arrive after 8.20am, please take your child to the School Office to sign the late register.

1.5 FORM TUTOR / REGISTRATION 8.20AM

Registration will take place in the classroom at 8.20 am. Any children entering the classroom after 8.20 am may be marked as 'late' in the register. Registration is an important part of the day when we prepare the children for the day ahead.

1.6 ASSEMBLY 8.40 - 9 AM

There are 5 assemblies each week as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Headmaster's Assembly	Form Tutor	Singing Assembly	Celebration Assembly	Class Assembly

Every Thursday, we like to celebrate the children's achievements inside and outside school during assembly. If your child has gained certificates, won trophies or achieved anything which you would like us to share with the whole school, you should send details in to their Form Tutor by Wednesday at the very latest.

Each class leads a Friday morning assembly once per year, but not in the term when they have a major production. Dates are published in the school calendar. The assembly starts at 8.30am and usually lasts for approximately 20 minutes. Parents and other family members are invited to attend; tea and coffee are served before and after assembly.

1.7 SNACKS, LUNCHES AND SUPPER

All children have a mid-morning snack and are always able to access their water bottles.

All children have a hot lunch which is freshly prepared on site every day by our catering team, led by our caterers, Holroyd Howe. Copies of the menu are posted on the website each term and on notice boards around the school. Two hot meal options are always available (one meat or fish and one vegetarian). In addition, jacket potatoes, soup and a salad bar are available. Each morning the day's menu is discussed with the children.

All children from Reception upwards eat their lunch in the Dining Room with a teacher on the table with them.

Parents should notify the school of any food allergies or other requirements using the Medical Form which is part of the Registration Pack. Should your child's dietary or medical needs change, please notify Mrs Barratt in the School Office.

Children staying for after school activities are offered a drink and snack, and supper is available at 5.15pm which can be booked either for the whole term or on an ad hoc basis. The tea menu is included on the weekly menus, which can be found on the school website www.cricklademanor.com.

1.8 COLLECTION 3.20PM

The school day finishes at 3.20 pm. Parents should park outside the Sports Hall and wait on the playground. Your child's Form Tutor will bring the children to the playground and dismiss them one by one.

Children are dismissed in their navy school coat and blazers remain in the classroom. Children shake hands with their Form Tutor and say "Good afternoon" before leaving.

Form Tutors are only allowed to dismiss children to someone other than their parent if the School Office receives notification from you (this also applies to play dates). If we do not have permission, we will ring you to ensure that you are happy for the person presenting themselves to collect your child. Children staying for an After School Club will be given a snack at 3.00 pm.

At 3.25 pm children who have not been collected will be taken into Time 2 Play. In the event that children are left after 4.00 pm and have not been booked into After School Care or After School Clubs, we take the children to Cosy Club, which runs from 4.00 pm - 5.15 pm.

1.9 IF YOUR CHILD IS ILL OR ABSENT

If your child is unable to attend school due to illness or other circumstances, please call the School Office to notify us as soon as possible. If a child does not come to school and we have not heard from you by 9.00 am, we will call to confirm the reason for the child's absence. Please see page 26 for guidance on illness and exclusion times.

2.0 LEARNING IN RECEPTION

LANGUAGE OF LEARNING

Our language of learning refers to our school aims, embodies our aspirations, values and culture and defines what our expectations are of each other. Our Language of Learning also matches the school's initials:

Challenge **M**otivate **P**repare

Everything we do as a school can be encompassed in these three words. To expand on these terms we can reference our school aims and define Challenge, Motivate and Prepare further as:

CHALLENGE

Pupils develop their initiative and resilience to accept new challenges and opportunities allowing them to build high levels of skill, knowledge and understanding.

MOTIVATE

Pupils are happy, enthusiastic about learning and contribute to the school. They grow in independence and develop self-discipline and decision-making skills in a safe environment.

PREPARE

Pupils develop their confidence and responsibility whilst being respectful and kind. They can communicate effectively, collaborate with others and show leadership in their learning and in preparation for senior school.

2.1 CURRICULUM

In Reception, the curriculum is carefully planned to encompass a broad range of exciting and engaging topics that will engender an excitement for learning.

At the start of each term, Curriculum Maps are sent out to parents, outlining what will be covered in each subject. If you would like further information on a particular area of the curriculum, please speak to the teacher concerned who will be able to provide details on content and delivery.

During their time in Reception, your child will continue to follow the seven areas of learning in the Early Years Foundation Stage (EYFS) curriculum, just as they did in Nursery. The 7 areas of learning are:

<p>Communication and Language</p> <p>Listening, Attention and Understanding</p> <ul style="list-style-type: none"> Listen attentively and respond to what they hear with relevant questions, comments and actions when being read to and during whole class discussions and small group interactions. Make comments about what they have heard and ask questions to clarify their understanding. Hold conversation when engaged in back-and-forth exchanges with their teacher and peers. <p>Speaking</p> <ul style="list-style-type: none"> Participate in small group, class and one-to-one discussions, offering their own ideas, using recently introduced vocabulary. Offer explanations for why things might happen, making use of recently introduced vocabulary from stories, non-fiction, rhymes and poems when appropriate. Express their ideas and feelings about their experiences using full sentences, including use of past, present and future tenses and making use of conjunctions, with modelling and support from their teacher. 	<p>Personal, Social and Emotional Development</p> <p>Self-Regulation</p> <ul style="list-style-type: none"> Show an understanding of their own feelings and those of others, and begin to regulate their behaviour accordingly. Set and work towards simple goals, being able to wait for what they want and control their immediate impulses when appropriate. Give focused attention to what the teacher says, responding appropriately even when engaged in activity, and show an ability to follow instructions involving several ideas or actions. <p>Managing Self</p> <ul style="list-style-type: none"> Be confident to try new activities and show independence, resilience and perseverance in the face of challenge. Explain the reasons for rules, know right from wrong and try to behave accordingly. Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices. <p>Building Relationships</p> <ul style="list-style-type: none"> Work and play cooperatively and take turns with others. Form positive attachments to adults and friendships with peers. Show sensitivity to their own and to others' needs. 	<p>Physical Development</p> <p>Gross Motor Skills</p> <ul style="list-style-type: none"> Negotiate space and obstacles safely, with consideration for themselves and others. Demonstrate strength, balance and coordination when playing. Move energetically, such as running, jumping, dancing, hopping, skipping and climbing. <p>Fine Motor Skills</p> <ul style="list-style-type: none"> Hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases. Use a range of small tools, including scissors, paintbrushes and cutlery. Begin to show accuracy and care when drawing.
<p>Understanding the World</p> <p>Past and Present</p> <ul style="list-style-type: none"> Talk about the lives of the people around them and their roles in society. Know some similarities and differences between things in the past and now, drawing on their experiences and what has been read in class. Understand the past through settings, characters and events encountered in books read in class and storytelling. <p>People, Culture and Communities</p> <ul style="list-style-type: none"> Describe their immediate environment using knowledge from observation, discussion, stories, non-fiction texts and maps. Know some similarities and differences between different religious and cultural communities in this country, drawing on their experiences and what has been read in class. Explain some similarities and differences between life in this country and life in other countries, drawing on knowledge from stories, non-fiction texts and (when appropriate) maps. <p>The Natural World</p> <ul style="list-style-type: none"> Explore the natural world around them, making observations and drawing pictures of animals and plants. Know some similarities and differences between the natural world around them and contrasting environments, drawing on their experiences and what has been read in class. Understand some important processes and changes in the natural world around them, including the seasons and changing states of matter. 	<p>Expressive Arts and Design</p> <p>Creating with Materials</p> <ul style="list-style-type: none"> Safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function. Share their creations, explaining the process they have used. Make use of props and materials when role playing characters in narratives and stories. <p>Being Imaginative and Expressive</p> <ul style="list-style-type: none"> Invent, adapt and recount narratives and stories with peers and their teacher. Sing a range of well-known nursery rhymes and songs. Perform songs, rhymes, poems and stories with others, and (when appropriate) try to move in time with music. 	<p>Mathematics</p> <p>Number</p> <ul style="list-style-type: none"> Have a deep understanding of number to 10, including the composition of each number. Subitise (recognise quantities without counting) up to 5. Automatically recall (without reference to rhymes, counting or other aids) number bonds up to 5 (including subtraction facts) and some number bonds to 10, including double facts. <p>Numerical Patterns</p> <ul style="list-style-type: none"> Verbally count beyond 20, recognising the pattern of the counting system. Compare quantities up to 10 in different contexts, recognising when one quantity is greater than, less than or the same as the other quantity. Explore and represent patterns within numbers up to 10, including evens and odds, double facts and how quantities can be distributed equally.
<p>Literacy</p> <p>Comprehension</p> <ul style="list-style-type: none"> Demonstrate understanding of what has been read to them by retelling stories and narratives using their own words and recently introduced vocabulary. Anticipate (where appropriate) key events in stories. Use and understand recently introduced vocabulary during discussions about stories, non-fiction, rhymes and poems and during role play. <p>Word Reading</p> <ul style="list-style-type: none"> Say a sound for each letter in the alphabet and at least 10 digraphs. Read words consistent with their phonic knowledge by sound-blending. Read aloud simple sentences and books that are consistent with their phonic knowledge, including some common exception words. <p>Writing</p> <ul style="list-style-type: none"> Write recognisable letters, most of which are correctly formed. Spell words by identifying sounds in them and representing the sounds with a letter or letters. Write simple phrases and sentences that can be read by others. 		

WOODLAND EXPLORER ANIMALS

The Woodland Explorers are linked to the EYFS curriculum and support your child in enjoying the adventure of developing and learning more each day. The animals are expert and experienced in their area and are able to help teach the children vital skills and knowledge as well as encouraging them to explore and investigate. Highly qualified and experienced teachers facilitate this, including specialists in sport, music and modern languages. One example of a Woodland Explorer is:

FOCUSED FOX

For as long as he can,
Focused Fox pays attention,
Building concentration,
Listening with intention.

Every week a child that has demonstrated positive behaviour or fantastic learning will be chosen to take home a Woodland Explorer and have the opportunity to write and draw in a diary about what they experienced with the animal during the weekend.

PE AND GAMES LESSONS

Reception children have a 1-hour PE lesson and 1-hour Games lesson per week. The content of the PE curriculum each term will be shared with parents in the termly curriculum map. In Reception, children wear their PE or Games kit all day on the days that they have PE or Games; please see the uniform list on pages 24 and 25 for further information.

SWIMMING

Swimming lessons take place weekly, one term out of three, on rotation with Forest School. The children must bring in their own swimming costume, cap and towel from home. Flotation devices are available for the children and experienced coaches and the class teacher will be with the children at all times. Please practise changing at home so the children can be as independent as possible when changing for swimming.

2.2 EXTRA CURRICULAR LESSONS

Tuition is available in a range of instruments including piano, drums and singing, as well as speech and drama. If your child wishes to play an instrument that is not listed, we can usually find a teacher.

As with most schools, our music staff are self-employed and your contractual arrangement is directly with the teacher, who will invoice you on a termly basis.

Extra curricular lessons are available to Yr 1 pupils and above. If your Reception child is interested, please contact Mrs. Timbrell directly.

If you would like your child to participate in any of these lessons, please contact Mrs Heather Timbrell, the Music Administrator, heather.timbrell@cricklademanor.com for more information. Your application form will be overseen by your child's Form Tutor so that they may contact you if they feel that attending music/drama lessons during the school day will have a negative impact on their learning.

2.3 SCHOOL TRIPS

During the Spring and Summer terms, the children enjoy educational trips to local places of interest. Recent trips in Reception have included a trip to Cotswold Wildlife Park and the Toy Museum in Bourton on the Water to enrich the Reception curriculum.

Reception classes participate in at least one educational trip per term which is designed to support the children's studies.

Parents will be notified of trips well in advance and permission sought where necessary. The cost (travel plus entry fee) is added to your termly bill, in arrears. The school provides a packed lunch, drinks and snacks, as necessary.

Electronic equipment such as computer games and portable music players are not permitted on school trips.

2.4 HOMEWORK

Children are gradually introduced to homework from Reception, in order that they are ready to meet the demands of secondary school homework when they leave us in Year 6.

All children in Reception will have a pupil planner which they will bring home each evening. Parents should use the pupil planner to note what books they have read with their child and send any notes to the teacher if they are not going to see them.

READING

Children who read every night will make the most progress with their reading. Little and often is key – they are not expected to read the whole book, a few pages is perfectly adequate, depending on the amount of text on each page. If you require any guidance, please contact your child's class teacher. We encourage children to enjoy bedtime stories, and to read picture books and any other books that they enjoy at home in addition to their school reading book. During the holidays, we encourage children to visit the library and select picture books that interest them, so that they read for enjoyment as well as working their way through our reading scheme.

Your child will be heard to read in a range of contexts throughout the day but not all these are recorded. When an adult hears your child read their home/school book on a 1:1 basis, a comment will be made in their Pupil Planner. We aim to hear all children read a minimum of three times per week. Children requiring more support will be heard more frequently.

PHONICS

Phonics is taught every day in Reception using the Letters and Sounds scheme and Jolly Phonics Songs. In the first half-term, the class teacher will run a Phonics Workshop, which will assist you in supporting your child with reading and writing at home. They will also hand out detailed notes on all of the sounds and tricky words the children will be learning.

	MON	TUES	WED	THURS	FRI
RECEPTION	Reading / Phonics	Reading / Phonics	Reading / Phonics	Reading / Phonics	Reading / Phonics
Woodland Explorer Challenge (links to Early Years' Framework) Optional - no formal homework to hand in					

WOODLAND EXPLORER CHALLENGE

An optional weekly Woodland Explorer Challenge which is linked to an area of learning from the Early Years framework and which is often related to the children's learning. This is set on Tapestry.

2.5 SUPPORTING YOUR CHILD'S LEARNING

We encourage children to be independent and to manage their own needs as far as possible. Throughout the year we will hold workshops which will give you a valuable insight into how certain subjects are taught in school and how you can support your child's learning at home; dates will be published in the school calendar and in the weekly newsletter. Here are some ideas for activities that you can do together at home to help your child develop throughout their Reception year - you may do many of these already!

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

- Encourage your child to dress and undress independently. They will have to do this in school when changing for PE. Perhaps practise with their school uniform to enable them to get used to any new fastenings.
- Teach your child to use the toilet independently and to wash their hands afterwards. At school they will be allowed to go to the toilet when they need to.
- Encourage your child to play with others, to take turns and to share.
- Encourage your child to put things away when he/she has finished using them.
- If your child does misbehave, discuss why their actions might be unsafe or inappropriate and what alternatives there were. Encourage them to make the right choices.
- Encourage your child to use cutlery and to sit at the table to eat meals.

COMMUNICATION, LANGUAGE AND LITERACY

- Read with your child and talk about stories, pictures and characters.
- Say nursery rhymes together.
- Set an example; let your child see you reading, for pleasure and to find information.
- Look at signs and labels as you go for walks or shopping.
- Encourage your child to "write" and praise any attempts they make.

MATHEMATICS

- Take every opportunity to count things with your child, e.g. toys, stairs in the house. Encourage your child to look at and compare colours, shapes and sizes of things.
- Say counting rhymes with your child, e.g. 1, 2, Buckle my shoe.
- Encourage your child to sort things, e.g. by colour or size.
- Hunt for numbers around your local area.

PHYSICAL DEVELOPMENT, UNDERSTANDING OF THE WORLD, EXPRESSIVE ARTS AND DESIGN

- Let your child have every opportunity to run, climb, hop, skip and cycle.
- Play ball games with your child, catching, throwing and rolling.
- Give your child opportunities to listen to, dance to and sing along with music.
- Encourage your child to observe, investigate and talk about the things around them.
- Let your child play with construction materials.
- Give your child opportunities to use different materials to create pictures and models.
- Encourage your child to draw, colour and paint.

Most importantly - HAVE FUN!

2.6 ESSENTIAL EQUIPMENT

In Reception, children only need to bring their book bag and a water bottle to school; all stationery, books and other resources will be provided by the school. Their water bottle should be clearly named, contain only water and should have a sports cap to minimise spillages. Water bottles will be sent home each afternoon to be washed and refilled at home.

2.7 SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) DEPARTMENT

We have a department dedicated to supporting children who have particular learning needs. The SEND department may support children for a short period to close a gap in their learning, or over a longer period if the need arises. Support available includes group support in class, 1:1 intervention, Individual Action Plans detailing targets for the child and teachers to work on, and recommendations for liaison with external agencies such as Educational Psychologists and Speech and Language Therapists. Referrals to the SEND department are usually made by the child's teachers, in consultation with the parents. However, if you feel that your child may benefit from the guidance or expertise of our SENCO please do contact your child's Form Tutor or Miss Barrett directly (tiffany.barrett@cricklademanor.com). For further information, please see the SEND Policy on our website.

2.8 GIFTED, ABLE AND TALENTED (GAT)

We also make provision for those children who excel in particular areas of the curriculum, or indeed across the whole curriculum.

We believe that all children have the potential to improve their level of performance and to become more able, acquiring and developing their skills through hard work. There will be those who are considered 'exceptionally able' whose individual needs will require special provision.

'Talented' children are those who are able in Art, Drama, Music and Sport; 'exceptionally talented' children will also require special provision.

Teachers will monitor the performance and progress of all children using assessments and examinations throughout their time in the school. The school considers that 'exceptionally able and talented' pupils are those pupils who achieve, or have the ability to achieve, at a level significantly in advance of the average for their year group.

Although the school has its own internal procedure for identifying and supporting Gifted, Able and Talented children, if you feel that your child should be considered for the programme, please contact Mrs Heywood who coordinates the programme, directly (palak.heywood@cricklademanor.com). For further information, please see our Gifted, Able and Talented Policy on our website.

2.9 ASSESSMENT

Throughout the year the children are observed on a daily basis and staff monitor the children's progress in all areas of learning within the Early Years' Curriculum. The observations ensure that we can support and develop your child's learning, by closely matching activities to your child's needs. These ongoing assessments form part of the Early Years' profile. Once the children have settled into school they will complete a Baseline Assessment. This will give us a clearer picture of each child's initial skills and will help indicate a child's 'baseline' abilities in very basic literacy, reasoning and cognition (how a child understands and acts in the world). This baseline assessment will be repeated at the end of Reception to provide us with an indication of the amount of progress that has been made throughout the year. Each child's progress is shared with parents throughout the year at parents' evenings and in children's individual reports.

2.10 PARENT CONSULTATIONS AND REPORTING

Staff are always willing to give feedback about a pupil's progress at any point in the year, but there are also set times of the year when parents will receive written or face-to-face communication about their child's progress. These are as follows:

Autumn Term	Spring Term	Summer Term
Parents evening and grade card	Parents evening and grade card	Parents evening, grade card and additional extended report in English, Maths and PSHE

3.0 LIFE IN THE WIDER SCHOOL

3.1 REWARDS

The behaviour and attitude of the children at Cricklade Manor Prep is excellent and we strongly believe in the importance of a positive relationship between the children, parents and teachers.

HOUSE POINTS

- Are used to encourage, stimulate and reward children.
- Will be collected in the House Point tubes outside the Headmaster's Office.
- Are awarded predominantly for recognising effort, academic achievement and kindness to others.
- Are also given as instant rewards for children who model excellent behaviour, above and beyond our expectations.
- One or two House Points will normally be awarded to the children based on their achievements.
- Three House Points is the maximum number of House Points that can be awarded by teaching staff and will be accompanied by a CMP postcard, presented in our Celebration Assembly to take home.
- Four House Points can be awarded by the Headmaster and they will be accompanied by a Headmaster's Award, which will be presented in our Celebration Assembly to take home.
- There will be a termly reward for the House that collects the most House Points each term.

GOLDEN HOUSE POINTS

Are linked to the school's PSHE theme. They are awarded when a child demonstrates the skill or understanding of the PSHE topic covered that week.

STAR OF THE WEEK

Nominated by the Form Tutor in their form group in recognition of a concerted effort and/or achievement across a range of areas.

3.2 SANCTIONS

Occasionally, children will need to know that their behaviour is not what we would expect of them. At Cricklade Manor Prep we have a whole-school Behaviour Policy, which is available to view on the school website.

At Cricklade Manor Prep, we have clear expectations of good behaviour which are made explicit to staff, children and parents. We strive to be consistent and fair whilst taking into account individual needs. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

Positivity is key with our children and we will always strive to intervene in this way. However, once these positive interventions have been exhausted staff will apply the consequence system to restore a positive learning environment. Sanctions exist at four levels: C1 (consequence 1) to C4 (consequence 4).

3.3 HOUSE SYSTEM

All children and staff belong to one of Cricklade Manor's four Houses: Baines (red), Clifford (yellow) Brownlow (green) and Burton (purple). The House system encourages friendships between year groups, and enables children to foster the values of loyalty and responsibility. House Points are calculated and celebrated weekly, and inter-House competitions happen throughout the year. Children are allocated a House upon entry to Reception, and siblings are always assigned to the same House.

3.4 AFTER SCHOOL CLUBS AND ACTIVITIES

The school remains open until 6.00 pm every day, other than on the last day of term when the main school closes at 4.00 pm in the Autumn and Spring terms and 12.00 pm in the Summer term.

At 3:20 pm, all children staying after school will be dismissed to parents or go to an Activity Club or Time 2 Play.

At 4.00 pm those children staying on go to Cosy Club.

Children who are still with us at 5.15 pm will go to supper where they are given a light tea, for an additional cost. The supper menu is published each week along with the lunch menu.

ACTIVITY CLUBS

A wide range of Activity Clubs are on offer each term. Towards the end of each term, a form will be sent home setting out details of clubs running in the next term. Parents are asked to return this form as soon as possible to register their child for their chosen clubs. Places are allocated on a first-come, first-served basis.

Activity Clubs start at 3.20 pm and finish at 4.00 pm.

Please note, there are no Activity Clubs during the last week of term. This is taken into account when the prices for clubs are set. Supervision in Time to Play and Cosy Club is automatically available during the last week of term if your child is normally booked in for a club and are unable to pick your child up at 3.20pm.

3.5 HOLIDAY CLUB

We operate 8 weeks of Holiday Club a year. The dates of Holiday Club can be found on our website under term dates. During the periods that we are not running a Holiday Club parents may wish to access our sister school's Holiday Club provision at Westonbirt. Bookings should be made directly with them. Further details are sent out in time for the holidays.

Our Holiday Club is run by staff from the school and provides a wide range of activities run by our own staff and external specialists, including music and dance, sports, cookery and occasional trips out to local landmarks and playgrounds.

Holiday Club is booked via an electronic form and are sent home in advance of each holiday, all bookings and Holiday Club matters should be made through the Holiday Club email holiday.club@cricklade Manor.com. The School Office will not be able to take bookings.

3.6 PARENTS OF CRICKLADE MANOR

Parents of Cricklade Manor (PoCM) is a parent body which aims to promote and build the school community by holding regular events, parent socials and raising funds for extra- curricular activities in support of learning.

PoCM is a group of fun-loving parent volunteers. They welcome and value any contribution you can make, however small or intermittent. Please see the PoCM pages of the school website for details of how to get involved or contact one of the committee members or year group reps.

3.7 TRANSITION

We prepare children during the Summer term each year, for the transition into the following year group. With a carefully planned curriculum and transition meetings between teachers, we ensure that the progression from one year group to the next is as seamless as possible for the children.

By the first week of July, the Headmaster will write to parents with details of Form Tutor allocations for the following academic year. During the final week of the Summer term, children will have the opportunity to spend an afternoon with their new teacher. On this day, parents are also invited to an informal tea party after school to meet their child's teacher.

3.8 CHARITY EVENTS

Each term, the School Council selects a charity to support and during the course of the year we have a number of days which are mufti (non-uniform) days to support the fundraising. We will write to parents to notify you of these events when they are planned.

4.0 PRACTICALITIES

4.1 CONTACTING THE SCHOOL

Your child's Form Tutor has the responsibility for overseeing the academic and pastoral care of your child. It is the Form Tutor to whom you should turn to if you are concerned at any time about your child's work or social relationships. It is our hope that a constructive relationship will grow between your family and the Form Tutor that will enable everyday problems to be dealt with swiftly and satisfactorily.

The Reception Form Tutors are supported by the Head of EYFS, the Director of Academic Learning and the Director of Pastoral Care in monitoring academic progress and pastoral matters.

If you would like to discuss another area of school life, please contact the School Office who will direct you to the relevant member of staff.

THE SCHOOL OFFICE

Mrs Barratt or Mrs Kelly will be happy to answer your queries, take messages, or direct you to the member of staff with whom you wish to speak.

The office is open from 8.00 am until 6.00 pm, during term time, and from 9.00 am until 4.00 pm during the school holidays.

The main telephone number for the school is: 01793 750275

You may also wish to contact the school by email: office@crickladedemanor.com

Please note that any urgent or time-sensitive messages should be communicated to us by telephone.

News stories and general updates are posted on Instagram, Facebook, Twitter, in the Cricklade Chronicle and our website www.crickladedemanor.com

CONTACTING TEACHING STAFF

Due to the nature of their role, it is usually difficult for teaching staff to take telephone calls during the day.

If you need to speak to your child's Form Tutor, please either catch them at drop-off or pick-up, call the office to make an appointment, or email them. Email addresses are listed on page 5.

When emailing teaching staff, they will aim to respond within 48 hours. If your message is time sensitive, please call the school office.

WHO SHOULD I CONTACT?

<ul style="list-style-type: none">• Any issues relating to homework, and curriculum• Questions about school trips• Notification of achievements for assemblies	↔	Form Tutors
<ul style="list-style-type: none">• Appointments with the Headmaster• Requests for absence during term time, for the attention of the Headmaster• Reporting any changes to medical needs	↔	Jacky Barratt - PA to the Headmaster jacky.barratt@cricklademanor.com 01793 750275
<ul style="list-style-type: none">• Admissions• Notification of sickness/unexpected absence from school or lateness	↔	Penny Kelly - Admissions Registrar office@cricklademanor.com 01793 750275
<ul style="list-style-type: none">• After school activity & ad-hoc bookings	↔	Tom Davies clubs@cricklademanor.com 01793 750275
<ul style="list-style-type: none">• Questions relating to the school calendar• Uniform queries	↔	Jacky Barratt or Penny Kelly (If you are unsure who to contact, Mrs Barratt or Mrs Kelly will direct you to the member of staff who can help you)
<ul style="list-style-type: none">• Holiday Club - All Holiday Club communications should be directed through this address	↔	Kathryn Blanford holiday.club@cricklademanor.com 07551 074142

ESCALATING

If, following your conversation with the Form Tutor you still have concerns, the next step is to contact the appropriate member of SLT. For academic matters please contact Mrs Heywood and for pastoral matters please contact Mr Barton. Following that, you should contact the Deputy Head. If the issue is still not resolved having spoken to the Deputy Head you should contact the Headmaster.

CONTACTING THE HEADMASTER

If you need to discuss a matter with Mr Barrett, please contact his PA, Mrs Barratt, to make an appointment. Mrs Barratt can be contacted on the main school number, or by email at jacky.barratt@cricklademanor.com.

CONTACTING THE DIRECTOR

Mr Antrobus is always happy to meet with parents. He may be contacted via the Wishford website: www.wishford.co.uk.

AFTER SCHOOL CLUB

Should you need to contact the After School Club, please first try the main school number: 01793 750275 or email: clubs@cricklademanor.com.

HOLIDAY CLUB

Should you need to contact the Holiday Club, please use the Holiday Club email address: holiday.club@cricklademanor.com or phone number: 07551 074142.

4.2 LOST PROPERTY

All named items are returned to the children. Any unnamed items of lost property will be placed in the Lost Property Room which is located to the right of the Dining Room next to the School Shop.

4.3 END OF TERM ARRANGEMENTS

School ends at noon on the final day of the Summer term and at 4.00 pm on the last day of the Autumn and Spring terms.

On the last afternoon of the Autumn and Spring terms, a Prize Giving Assembly is held, to which parents of prize winners are invited.

On the last morning of the Summer term, there is a formal Speech Day and prize-giving ceremony to which parents, family and friends are invited. This is followed by a bring-your-own picnic out on the playing fields.

4.4 SCHOOL POLICIES

Copies of our policies and procedures can be found on the school website or requested from the School Office.

4.5 PHOTOGRAPHS

The school will occasionally take photographs of pupils for curriculum or marketing purposes, or to record events such as sports matches, plays and performances or school trips. On joining the school, we ask you to complete a consent form.

Parents are welcome to take photographs of their own children participating in school activities. If parents wish to place photographs of their children on social media websites, they must ensure that the photographs are not going to cause offence or embarrassment to the school, or any other child in the photograph. No child should be named as appearing in a photograph without the consent of that child's parents.

4.6 SNOW

It may occasionally be necessary to close the school due to snow or other adverse weather. This will always be the last resort and the decision to close will only be taken if the Headmaster believes it is unsafe for the school to remain open.

If the school is to be closed, a notice will be placed on the website as soon as a decision is taken, and usually before 7.00 am. Staff and parents should check the website before travelling to school if in doubt about whether the school will be open. Updates will also be placed on social media.

If it starts to snow heavily during the school day, we will endeavour to get the children home as soon as possible and will contact parents using the telephone numbers provided. Parents should please ensure that they keep the school updated of any changes in contact details.

4.7 HOLIDAYS DURING TERM TIME

Since a change of law in September 2013 it is no longer possible for the school to authorise parents to take their children out of school for holidays during term time unless the Headmaster deems it an 'exceptional circumstance'. Requests for time off school should be made in writing to the Headmaster.

4.8 FEES AND INVOICING

Fees are payable in advance on, or before, the first day of each term. Fees should be paid by direct transfer into the school's bank account. Cash is not accepted for payment of fees. Interest will be charged on overdue balances and the school reserves the right to exclude children if fees are not paid.

Extras such as Activity Clubs, After School Club, Holiday Club and school trips are invoiced at the end of each term.

Childcare vouchers can be used to pay for Nursery fees, Activity Clubs, After School Club and Holiday Club, but cannot be used to pay school fees.

5.0 PRACTICALITIES CONTINUED

5.1 PLAN OF THE SCHOOL



- | | |
|---|---|
| 1 - Manor House - Headmaster, School Office, Business Office and Library | 10 - Wessex House - main pupil entrance to the school and Year 4 & 5 |
| 2 - The Old Chapel - Music room | 11 - The Stables |
| 3 - School Hall and Atrium | 12 - Changing rooms |
| 4 - Walled Garden - Nursery | 13 - Swimming pool |
| 5 - Saxon House - Music practice rooms, Art rooms, Year 6 classrooms | 14 - Playground and netball courts |
| 6 - Thames House - Science Laboratories | 15 - Adventure playground |
| 7 - Thames House - Reception, Year 1,2 & 3 | 16 - Car park |
| 8 - Dining Hall | 17 - Sports Hall |
| 9 - Coach House | 18 - Playing fields |
| | 19 - Astro turf |
| | 20 - Forest School area |

5.2 TERM DATES

For term dates for this academic year, please [CLICK HERE](#).

5.3 SCHOOL EVENTS

To see what school events are taking place throughout the year, please [CLICK HERE](#) to view them on our website.

5.4 UNIFORM LIST

** Please note that Velcro top buttons on the children's shirts are not acceptable, as they pop open and the ties do not hold them closed**

Asterisked items are branded and so must be purchased from our uniform supplier, John Moore Sports www.johnmooresports.co.uk. Other items may be purchased elsewhere.

WHERE TO BUY UNIFORM

The school's official outfitter is 'JMS Stitch & Print', in the basement at John Moore Sports, 2 Argyle Street, Bath. Uniform can be purchased online and delivered, please visit the John Moore webpage: www.johnmooresports.co.uk Second hand uniform is available from the School Shop which is run by PoCM. Parents will be notified of the opening times via PoCM section in the Cricklade Chronicle.

WINTER

UNIFORM A

White shirt
Elasticated House tie*
Navy jumper with crest*
Navy blazer with crest*
Grey shorts or trousers
Grey ankle socks or grey knee length socks with navy turnover*
Navy blue fleece lined waterproof coat*



UNIFORM B

White reverse shirt
Pinafore
Navy jumper with crest*
Navy blazer with crest*
Navy tights or navy knee length socks
Black leather shoes
Navy blue fleece lined waterproof coat*



SUMMER

UNIFORM A

White shirt
Elasticated House tie*
Navy jumper with crest*
Navy blazer with crest*
Grey shorts or trousers
Grey ankle socks or grey knee length socks with navy turnover*
Navy blue fleece lined waterproof coat*



UNIFORM B

Summer dress*
Navy blazer with crest*
White ankle socks
Black leather shoes
Navy blue fleece lined waterproof coat*



OTHER UNIFORM ITEMS

Black school shoes
Small school rucksack with crest*
Scarf, gloves, winter hat, sun hat (optional)
Navy blue hair accessories



CMP Book Bag
Nursery - Reception



CMP Junior Rucksack
Yrs 1-2



CMP Backpack
Yrs 3-6

BASIC SPORTS KITS REQUIRED EVERY TERM



Pre-School navy polo shirt with crest*
Navy PE shorts with crest*
Navy sweatshirt with crest*
Navy joggers with crest*
White ankle socks
Trainers

WINTER UNIFORM

Winter uniform is worn from the first day of the Autumn term until the last day of the Spring term. Navy coats should be worn when travelling to/from school. Reception children should bring in wellies during the Autumn and Spring terms. Blazers for all children will be kept in school during the Autumn and Spring terms, but to be taken home for the Summer term.

SUMMER UNIFORM

Summer uniform is worn from the first day of the Summer term until the last day of the Summer term.

HAIR AND JEWELLERY

Hair must be tied back if it touches, or is longer than, shirt collars. One pair of plain gold or silver stud earrings may be worn and these must be removed or taped up for Games and PE. Watches that have the ability to take photographs are not permitted. No other jewellery is permitted at school for health and safety reasons. Hair ribbons and bands should be navy or school uniform colours.

Make-up and nail varnish is not allowed in school unless it is part of a stage production and relevant to the role.

NAMETAPES

Nametapes may be ordered through the uniform supplier.

All tops are to be labelled at the back of the neck. All bottoms are to be labelled on the waistband. Please label the navy school coat and school blazer at the back of the neck, not in the pocket.

Please ensure that all uniform is labelled, as misplaced unnamed items will be passed to the second-hand shop.

5.5 ILLNESS AND EXCLUSION TIMES & MEDICAL NEEDS

From time to time children are sick (vomit or diarrhoea) either at home or at school. Unfortunately, it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea. In the Health Protection Agency document, "Guidelines for the Control of Infection and Communicable Disease in School and Early Years Settings", the guidance is:

DIARRHOEA AND VOMITING EXCLUSION

Diarrhoea and/or vomiting commonly affects children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands), especially in children. In general, it is recommended that any staff member or child with diarrhoea and/or vomiting symptoms must stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well. Personal hygiene whilst ill must be very strict.

If your child is sick at school, we will ask you or your emergency contact to take your child home. They should not return for 48 hours. We appreciate that this is inconvenient in many cases, and you may not believe your child is ill, but you will appreciate that we do this in all cases and it should reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting.

Thank you for your understanding with this. Further guidance on infection control may be found on the Health Protection Agency website.

OTHER EXCLUSION TIMES

Illness	Symptoms	Exclusion time
Chicken Pox	Feeling sick, headache, high temperature, aching, painful muscles, spots in clusters anywhere on the body	Children should be kept away from school until all blisters have formed scabs
Scarlet Fever	Widespread fine pink rash, which feels like sand paper to touch, high temperature, flushed face, red and swollen tongue, sore throat	Children should be kept away until they have been on a course of antibiotics for at least 24 hours
Slapped Cheek	Bright red rash on cheeks, sore throat, headache, temperature, itchy skin	Children should be kept away while they are showing the red cheek symptoms
Conjunctivitis	Sticky eyes in the morning, runny eyes during the day	Children do not need to be kept away from school, but should consult a Doctor or Pharmacist about cream which can be put on during the day
Norovirus	Sickness, stomach cramps, diarrhoea	Children should be kept away from school for 48 hours after the last episode
Hand, foot & mouth disease	Fever, poor appetite, runny nose, sore throat, blister-like rash on hands, feet and in mouth	Children should be kept away from school if they have the rash and a fever
Ringworm	Ring like rash anywhere on the body, but feet and groin area are most common	Children do not need to be kept away but the school should be notified to enable more stringent hygiene measures to be put into place
Worms	Most common type is threadworm which looks like small white pieces of thread in stools. Sometimes people also get itchiness around the bottom and genitals	Children do not need to be kept away but the school should be notified to enable more stringent hygiene measures to be put into place

MEDICAL NEEDS

At the time of registering you would have filled out a medical form, containing details of any known medical conditions, allergies, etc. This information is held in the school's medical register and Form Tutor and kitchen staff are informed of any specific conditions or requirements.

Please inform the School Office of any change to an existing medical condition, or any new condition.

If your child is prescribed medication which needs to be administered during the school day, you will need to complete a Medical Consent Form, which can be obtained from the School Office.

We are able to cater for most dietary requirements, and a vegetarian option is always provided. Please inform the School Office of any change in requirements.

Please note that Cricklade Manor Prep is a Nut Free Zone. Please do not bring any products containing nuts or nut products onto the school site.

5.6 CONCERNS OR COMPLAINTS' PROCEDURE

WHAT TO DO IF YOU HAVE ANY CONCERNS OR COMPLAINTS

The school's Concerns or Complaints' Procedure can be found on the website. The key points are summarised below:

INITIAL PROCEDURE

It is hoped that most concerns or complaints be resolved quickly and informally. If parents have a concern or complaint they should normally contact their child's Form Tutor.

In many cases, the matter will be resolved straightway by this means to the parents' satisfaction. If the Form Tutor cannot resolve the matter alone, it may be necessary for them to consult the Head of Pre-Prep.

Concerns or complaints made directly to the Headmaster will usually be referred to the relevant Form Tutor or Head or other member of SLT, unless they deem it appropriate for them to deal with the matter personally.

The Form Tutor or appointed SLT member will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved or in the event that the Form Tutor and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

FORMAL RESOLUTION

If the concern or complaint cannot be resolved on an informal basis, then the parents should submit their concern or complaint in writing to the Headmaster. The Headmaster will decide, after considering the concern or complaint, the appropriate course of action to take.

The school's current Concern or Complaints Policy can be found on the school's website.

FURTHER STEPS

Details of the procedure for parents who are not satisfied with the outcome of this process can be found in the Concerns or Complaints' Procedure.

Parents wishing to make a complaint about the Headmaster should do so to the Director, Mr Antrobus, who can be contacted via the School Office.

5.7 TEAMS GUIDE

TEAMS

All children are set-up with a TEAMS account. Your Form Tutor will advise you of your child's username and password and how they intend using the system.

INSTALLING TEAMS

For computers go to www.office.com type in your username and password and then click on the TEAMS icon.

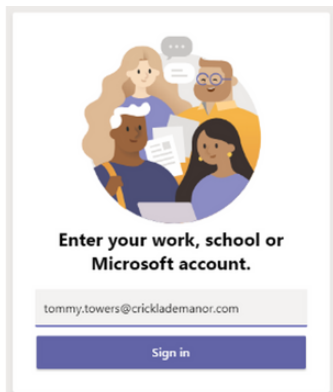


For tablets download the TEAMS app and the OneNote app.

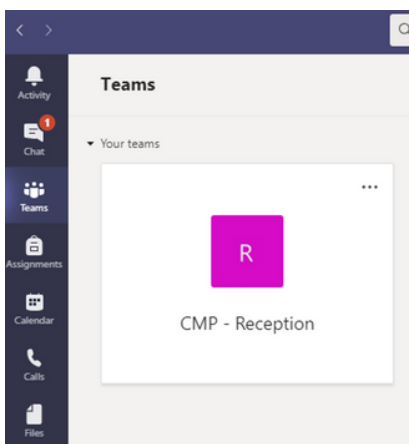


OPENING TEAMS

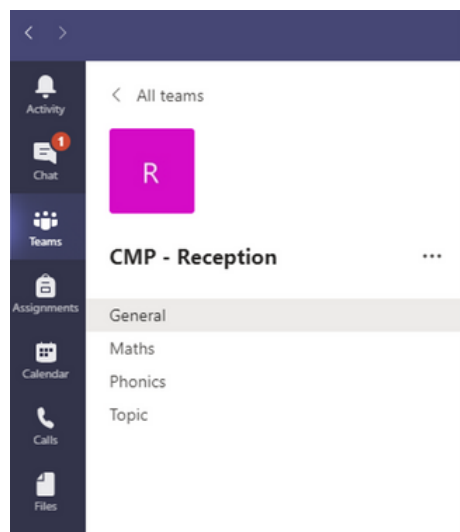
Once you have downloaded TEAMS open the app and enter your username and password to sign in. Remember – your password is case sensitive.



Click the TEAMS tab on the left and then click on your year group to 'enter' your class.



On the left you will see all the different channels for your class. These are divided into different subjects. In each channel you can find extra information about your learning.



At the top is the Files tab. In here you can find documents and files that your teacher has placed there to help you.

5.8 COMMUNICATIONS

TAPESTRY

Tapestry is an online learning journal to record your child's observations, photographs and videos. You will be set-up with a secure online account.

COMPLETE-ED

A weekly newsletter, called the Cricklade Chronicle, is sent to parents every Friday evening during term time. The letter is sent via our Management Information System called COMPLETE-ED. If you receive an email from the following address: no-reply@e.complete-ed.co.uk please note this source is genuine and should not be blocked. Although it shows as a 'no reply', depending on who sent the communication, a response can be sent and it will arrive in the relevant person's Outlook inbox. In addition, information such as future Parent Evening bookings and school reports are available through the Complete-Ed database. Although instructions on how to access Complete-Ed will have been sent to you, please contact the School Office if you require further assistance.