



CROSSHALL

JUNIOR ACADEMY TRUST SCHOOL



Parents Handbook

Crosshall Moments



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The Daily Routine



The Usual School Day - Start and Finish

We offer a '**soft start**' **between 8:35am-8:45am** where children can enter via the blue door. This allows children time to put bags and belongings away before the day begins.

All pupils arriving after 8:45am must report to the School Office to be marked in, to confirm lunch arrangements, and to comply with our fire emergency regulations. Children arriving after 8:45am will be marked as late.

The **school day ends at 3:20pm** and students must be collected promptly from classroom doors.

Leaving School Mid-Session

Medical or dental appointments made during school time, must be kept to a minimum. However, if your child has to leave school mid-session, they must be collected and returned via the School Office, so that we have an accurate record of attendance at all times. Please inform the School Office via email or your child's class teacher in writing ahead of the appointment.

Please note: pupils are not allowed to make the journey home alone during school hours. Arrangements must be made to collect your child from the School Office. If anyone other than a parent/ carer is collecting your child, please state in your note who will be collecting them and that they have your permission to take your child from school.

Road Safety - Cars

The roads outside school become very busy at the start and end of the school day.

- Please be aware that blocking the entrance and exit to the staff car park and the homes outside of school can be very dangerous and upsets local residence and other parents;
- The school car park is for staff use only. **Do not park in the school car park or use it for turning.**
- Never park blocking access to the front or rear of the school. These may be needed in the event of an emergency for emergency vehicles to access and enter the school site.
- Never set pupils down on the wrong side of the road, or encourage them to cross between cars;
- Do not park on yellow lines outside school.

Road Safety - Bicycles and Scooters

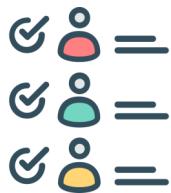
Except in special circumstances, only Year Five and Six pupils are allowed to bring their bicycles to school, and they must wear a helmet. Parents of Year Three and Four pupils should apply in writing if they wish their child to cycle to school.

It is the parents' responsibility to ensure the roadworthiness of any cycles brought onto the school premises. Guidance on how to carry out a roadworthy check is available from your local police station or online.

We encourage all pupils to walk or scoot to school. However, pupils **must not** ride their bicycles or scooters on school grounds. The school accepts no responsibility for loss or damage to property left on the premises, and advise parents to seek advice on insuring such items. Cycle sheds and two scooter racks are available for use. Cycling tuition is organised for the Upper School.

Attendance and Absence

Attendance



Regular school attendance is essential to enable children to maximise the educational opportunities available to them and achieve their full potential. The school works with families to identify the reasons for poor attendance and tries to resolve any difficulties.

Attendance Guidance

We would like to advise parents of the key points laid down by the Department of Education on school attendance:

- Registered students of compulsory school age are required by law to be in school.
- Whilst it is right that schools should recognise that individual students and families have problems, the aim should always be to expect regular attendance.
- Lateness should be actively discouraged and can qualify as unauthorised absence. The school may request an explanation from the parent.
- Schools are not obliged to accept parent notes where there is reason to doubt the validity of the explanation given.
- Crosshall Junior School has to follow County guidance and requirements.
- Holiday in term time is not permitted and any such absence will be recorded as unauthorised.
- There are some exceptional circumstances, such as death of a close relative, attendance at a funeral, or a housing crisis; where we are permitted to record absence as authorised (please see the exceptional circumstances guidance in your admissions paperwork). Requests for such events should be made to the Head Teacher in writing.
- Penalty Notices for term time leave are issued by the Local Authority.

Holidays

Parents planning to take children out of school in term time are required to complete an Absence Request Form, which needs to be signed in advance by the Head Teacher. This request is at the Head Teacher's discretion and will only be granted in genuinely exceptional circumstances. Please note that schools are no longer allowed to authorise requests for holidays within term time.

Consideration will be given to cultural needs and exceptional family circumstances, such as children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the absence needs to be taken during term time.

Absence to due illness

Please telephone the school by 8:55am and leave a message on the answer phone each morning that your child is off school stating the nature of your child's illness. Alternatively, you can fill in the Absence Form located on the school website under Digital School Office. Again, the online form **must** be completed each and every morning that your child is ill.

Pupils with **sickness and diarrhoea must stay off school for 48 hours** after the last bout of symptoms.

Persistent Absence

From September 2015, the national Persistent Absence (PA) threshold was reduced to 10%. Schools were advised by the government's Department of Education that if a child has an overall attendance of 90% or less over a given period, the student would be classified as a 'persistent absentee'

We monitor daily attendance and support families - particularly those who have an attendance figure of 90% or below. At Crosshall Junior School, we are keen that everyone aims for 100% attendance.

The table below highlights the link between attendance and learning:

If a child's attendance over a school year isthey will miss this many days...(approx)	...and this many lessons...	Descriptor
98% or above	0 - 3	0 - 15	Excellent
95% (to 97.9%)	4 - 9	20 - 45	Good
92% (to 94.9%)	10 - 15	50 - 75	Concerns
Below 91.9%	15 - 19	75 - 95	Serious Concerns
Below 90%	19 +	95 +	Persistent Absentee
85%	29	145	
80%	38	190	
75%	48	240	
70%	57	285	

Penalty Notices

From 19th August 2024, The Department for Education has issued new statutory guidance for attendance called **Working Together to Improve School Attendance**.

This includes changes to Penalty Notices. Our full **Attendance Policy** is available on our website under Our School > Policies.

TERM TIME LEAVE PENALTY NOTICES EXPLAINED

Three-Year Period		
First Term Time Leave 10 sessions (5 days) or more	Second Term Time Leave 10 sessions (5 days) or more	Third Term Time Leave 10 sessions (5 days) or more
<p>£80 for each child per parent</p> <p><i>e.g. if two parents take three children away, the fine would be: £80 x 3 = £240 per parent The total fine would be: £480 If you pay after 21 days it doubles and rises to £960</i></p> <p>If you don't pay after 28 days = a prosecution</p>	<p>£160 for each child per parent</p> <p><i>e.g. if two parents take three children away, the fine would be: £160 x 3 = £480 per parent The total fine would be: £960</i></p> <p>If you don't pay after 28 days = a prosecution</p>	<p>Prosecution</p>

Concerns Procedure



Raising a Concern

If you have a concern please raise this, in the first instance, with the **school office on 01480 475972 or email office@crossshalljunior.co.uk**.

Your concerns will then be passed to the class teacher who will contact you to resolve any issues you or your child may be experiencing. After this, if necessary, the Head of Year, SENDCo, Assistant Heads, the Head Teacher, and/or the Chair of Governors will become involved.

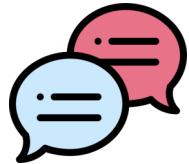
A copy of our Complaints Policy is available on the website or via the school office.

Important Information

Communication and Contact Details

- Parents wishing to speak to a teacher should request a meeting through the school office.
- All adults must enter the school via the school office and not through any other entrance or exit.
- The school telephone is very busy during the school day. Please only ask the office to pass on messages to your child in an emergency or in the event of a late change in going home arrangements.
- Due to GDPR and Privacy rules, we do not give out other parents' contact details, but in an emergency we will relay a message for you.

Communication with Parents



Emails and Texts

We use an electronic school communication system. This enables you to receive all your information from school quickly and reliably. We send letters by email to your inbox and short text messages to your mobile phone. Some letters may require a reply slip be filled in. If you are unable to print the letter, simply write the required information on a piece of paper and send it into school.

Texts are used for reminders or short notice important information.

Letter Day Friday

Each week we aim to send out the bulk of our formal correspondence. Emails are sent out to parents/ carers of children by year group.

Weekly Newsletter

Crosshall CLOSE UP is our weekly newsletter sent out every Friday as part of Letter Day.

Website

Please do visit our school website (www.crosshalljunior.co.uk) regularly for information and updates.

Social Media

We use social media to share good news about our school.

Facebook: **CrosshallJuniorAT**

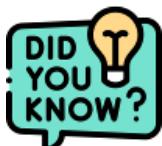
Instagram: **CrosshallJuniorAT**

YouTube: **CrosshallJunior**

Parent and Child Learning Reviews (PCLRs)

PCLRs are held in Autumn and Spring term. Meetings last fifteen minutes and are held online.

They are a opportunity to discuss your child's progress with their class teacher.



You can find out more about how we keep in touch with you by referring to our **Connecting with Crosshall booklet**

Health and Safety



Please make sure we have your correct daytime contact details and telephone numbers.

Any changes must be confirmed in writing to **the school office via email at office@crosshalljunior.co.uk**

Every reasonable care will be taken of your child whilst on school premises but occasionally they may incur injuries. Medical care is given in school for minor accidents. The school has staff trained in first aid. In the event of more serious illnesses, accidents, or injuries, every effort will be made to contact parents/carers.

You will always be notified by phone call or text if your child receives a bump to the head. This is precautionary, just in case of concussion.

Medicines

It is not school policy for staff to administer any short term courses of medicine to pupils. If your child is on treatment prescribed by a doctor and requires medicine at school, please arrange to come into school to administer the medication yourself or nominate a family member or friend. In exceptional circumstances, please contact the school office for advice.

Allergies and Medical Conditions

If your child has any allergies or medical conditions, please provide their protocol and any medication we need to hold in the school office. All medication must be provided on the first day they start school and be placed in a clear Tupperware type box with lid. Please label the box and stick a photograph of your child on the lid. A text will be sent when the medicine is due to expire to serve as a reminder to restock with in date medication.

Asthma

Pupils who are asthmatic should keep their inhalers with them at all times. Children must keep one inhaler at home, and a second in school. If your child is asthmatic, please complete the **Asthma and Allergies Register Form**, which can be found in the 'Forms' section of the Digital School Office on our website. Inhalers must be clearly labelled with the child's name and dosage requirement.

PARENTS ARE RESPONSIBLE FOR ENSURING ALL MEDICATION IS LABELLED AND IN DATE.

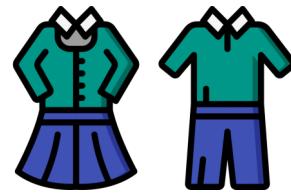
PLEASE MAKE A NOTE OF MEDICATION EXPIRY DATES TO ENSURE IN-DATE MEDICATION IS IN SCHOOL.

Our Adventure Playground

Please observe the following safety rules whilst on site:

- The Adventure Playground must not be used before or after school. It is for in-school use only. This is due to some recent mistreatment and requirement for children to be supervised at all times.
- Children must not ride bikes or scooters on school grounds.
- No ball games are permitted in the playground at drop off and pick up times.

School Uniform



Daily Uniform

The wearing of school uniform helps promote a sense of belonging to a thriving community. It is an expectation that all Crosshall students will wear the approved school uniform.

Our uniform was chosen to support parents' budget so that:

- * branded items were discouraged;
- * clothes would be easily and cheaply purchased;
- * P.E. stains would not be so noticeable;
- * Uniform would be 'hardy', comfortable, and safe.

Clothing

- **For school trips and visits an item of clothing with the school logo (i.e. sweatshirt/ cardigan/ polo-shirt) must be worn.**
- **jade or navy sweatshirts/ cardigans** (navy sweatshirt is available in most stores);
- **jade, navy, or white polo-shirts** (navy and white polos are available in most stores);
- **plain navy, dark grey, or black trousers** (not 'jean style', 'skinny trousers', or denim), or modest length shorts or skirts;
- **jade or blue-check summer dresses;**
- **plain, dark, sensible footwear** – not trainers with coloured markings (e.g. white lines, white soles, Nike swooshes etc.), open-toed, sling-backs, or high-heels;
- **for art activities:** a smock or modified adult's shirt or an apron
- **for P.E. kit:** plain navy, dark grey or black tracksuit and/or shorts, with a plain white T-shirt, and dark, sensible footwear.

On the days when pupils have P.E. lessons they are required to attend school in their P.E. kit. This has several benefits:

- * more time for P.E. – rather than spending time changing;
- * fewer worries for some students – no changing with other people around;
- * better hygiene – the P.E. kits are washed each week.

Excessively baggy tracksuit bottoms are also not suitable and, generally, students remove their shoes and socks when partaking in indoor P.E.

Clubs/ Sports Matches

Where sporting clubs or matches occur, students should still attend in school uniform, and then change prior to the club or the match commencing.

School Uniform continued...



Jewellery

The wearing of jewellery is not permitted unless it is part of a cultural background. If pupils do have pierced ears, they must only wear one simple stud in the traditional place for health and safety reasons. Pupils should remove stud earrings at home on their P.E. / swimming day(s). If ears are newly pierced, a plaster may be worn over the earring during P.E. lessons; however, this is only permitted for a period of six weeks from the date ears were first pierced. A note must be brought into school informing the class teacher that ears have been newly pierced.

We do not allow pupils to wear nail varnish, jewellery (other than stud earrings), or make-up during the school day.

If a pupil is in the wrong uniform, we will contact parents to establish why this is the case, and agree a timescale for it to be rectified.

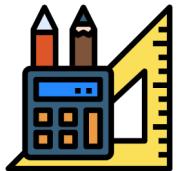
Uniform Stockists

Sweatshirts, cardigans, polo shirts, and T-shirts with the school logo may be purchased online at www.totalclothing.co.uk/cjs. The online shop also sells a number of other items such as bags, hats, and clothing labels. Orders can be delivered to school free of charge. Items for school delivery will be dispatched each Monday for next day delivery.

We have also created a '**nearly new stock**' of **clothes** that have been laundered and we sell for £1 per item. Every second Tuesday of a month there is a **New To You Sale** in the playground where you can also purchase uniform items.

The locker space is very limited, so we ask that pupils bring books to school in a book bag or rucksack.

Personal Possessions in School



Mobile Phones

As part of our ongoing review of modern technologies and internet safety, we would like to draw your attention to a statement which has been added to the school's Computer Use Policy:

'Pupils may not bring any mobile devices onto school premises that are capable of sending and receiving messages or connecting to the internet in any way'.

Equipment

We provide all the children stationery equipment. We only require parents to **provide a named glue stick and headphones**. If you would like to support us by donating towards the cost of equipment, you are welcome to do so through the school office.

Lost Property

Please make sure all your child's clothes are clearly labelled. Valuables of any kind are not recommended at school. Lost property can be found in the lost property box in each year group unit or the school office.

Payments



Online Payments

Parents/ Carers are encouraged to register with our online payment system. More details will be sent out by our school office. Please note we will use the email address you provide on your child's Admission Form documents.

Educational Visits and Funding

During your child's time at Crosshall, there will be opportunities to visit places of interest, meet visitors to the school, and to take part in residential trips.

We believe these visits are of great value to students. There are, however, costs involved and we have to rely on voluntary contributions to enable them to take place. There is no obligation for you to contribute, as all children will be treated equally. However, should insufficient funds be raised the school reserves the right to cancel these activities.

Although contribution is voluntary, attendance is compulsory for visits during the school day. You will be informed by email on Letter Day when such visits are taking place. Occasionally, your child may take walks to local places during normal school hours e.g. St Mary's Church, Riverside Park etc. and on these occasions we do not seek written permission for these activities to take place.

School Meals and Healthy Eating



School Lunches

We offer a wide selection of healthy meals, freshly cooked on school premises every day and the vast majority of our students have a delicious school lunch. All meals are nutritionally balanced and in line with government policy regarding healthy meals in schools. Students are free to have food from the salad bar in addition to the hot meals served to them by our dedicated catering staff. We cater for vegetarians, vegans and other dietary requirements.

We also actively encourage parents/ carers, grandparents, and other family members to join students for lunch. It is a great way for family members to see their children/ grandchildren interacting with friends at school. We also host lunches for special occasions such as Mother's Day and Father's Day. Please note that older siblings must be accompanied by a parent/ carer. Simply book your place with the School Office before the day you wish to have lunch.

Adult visitors are £5.00, and siblings under 12 are £2.70, to be paid on the day.

Free School Meals

If your child is in Reception to Year Six and you claim certain benefits, your child may be eligible to a Free School Meal. The benefits of qualifying for a Free School Meal extend beyond lunch to include reduced rates for some school trips. Contact our school office team for more details or head to the Cambridgeshire County Council website for more details.

Snacks

Children are welcome to bring fruit and other healthy snacks from home to eat at break time and lunch.

Water Bottles

Children need to have a named refillable water bottle brought to school each day which can be refilled from the water fountains.

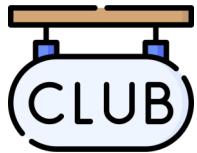
Birthday Celebrations

Birthdays are always exciting and we love to join in the celebration at school. Children and staff are not allowed to hand out sweets, cakes, or treats on birthdays or other special occasions. This policy takes into consideration the safety of any child who may suffer food allergies in our setting. It is also in line with our aim for a healthier school.

No Nut Policy

We follow a **No Nut Policy**. Nut products are not allowed in school.

School Clubs



In-School and After School Clubs

It is hoped that you will encourage your child to participate in at least one of our clubs.

Most clubs are run by staff and take place either during lunch break, or after school.

A clubs booklet is produced each term and students apply for clubs on a termly basis. When a club takes place after school, **parents must collect pupils afterwards as they will not be allowed to walk home alone, for safety reasons.**

The activities available depend on staff commitments and expertise, and may be seasonal. A small charge is made for clubs each term. Families who receive Free School Meals are not charged for school-led clubs.

We are pleased to also be able to offer opportunities for students to take part in activities organised by outside agencies which have different costs and timescales. These will include both sporting and musical opportunities. Information on these types of privately run clubs are circulated each term.

Learning a Musical Instrument

Music Tuition



Pupils have the opportunity to attend music lessons during school time.

If you would like your child to take up one of these classes, please email the tutor directly for full details regarding price and the format of lessons, and to request a place for your child. Places are given on a first come, first served basis. Please inform the Music Tutor of your child's class as they will need this to locate your child before each lesson.

Contact details are as follows:

Drums	Robert Day	robert.d2844@yahoo.co.uk
Guitar	Gary Agar	garymusic2015@hotmail.com
Piano	Suzanne De-Simone	suzanne.desimone33@gmail.com
Woodwind	Suzanne De-Simone	suzanne.desimone33@gmail.com
Rocksteady Band		info@rocksteadymusicsschool.com

Volunteers

Volunteering in school



We are committed to safeguarding and promoting the welfare of children and young people, and expect that all staff and volunteers share this commitment. As such, all staff and volunteers are required to have a Disclosure and Barring Service (DBS) check before working or helping in school/ with trips and activities.

We particularly value the help of parent volunteers, however for the DBS to remain valid we require volunteers to make a regular commitment and come in to school at least twice a month.

For more details and ways you can volunteer, please contact the school office.

CJS Parent Teacher Association

Join the PTA

The school is supported by an active Parent Teacher Association.



Much of the school's major equipment has been provided through efforts of these loyal and supportive parents and friends. A full programme of social activities, fundraising events, and much more are organised each year.

We hope you will support the PTA by becoming involved in as many activities as possible.

It is a great way to make new friends and keep in touch with the school.

You can follow our CJS PTA Facebook page **@CrosshallJuniorPTA**

Please email the school office if you would like to become a member of the PTA.

PTA membership is subject to a DBS check.



Great North Road, Eaton Ford, St. Neots, Cambridgeshire, PE19 7GG



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