



**Costock C of E Primary School**

**Where Every Child's a Star**



# **Guide to school for new parents and carers**

**Welcoming children aged 4 to 11  
from Costock village, East Leake  
and the surrounding areas.**

**[www.costock.notts.sch.uk](http://www.costock.notts.sch.uk)**



**January 2019**



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## Welcome to Costock C of E Primary School

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This guide has been put together by the children, staff, and governors to help you and your child prepare to join our school community. We hope it helps you gain an understanding of how our school is organised, and to appreciate the exciting opportunities on offer to children in our care. Our school continues to develop in many exciting ways, providing an even more enriching experience for our pupils.

We are excited to welcome you and join you on your child's journey through their education with us. We recognise the importance of the relationship between the school and the family and want to work together with you to enable your child to love learning and reach their full potential.

In January 2019 the school had an Ofsted Inspection. The overall effectiveness of the school continued to be judged good. The Inspection Report said;

**"The ethos of the school promotes a very strong inclusive culture. Pupils learn and play with, and alongside, each other in harmony and respect. A parent wrote, 'The best school I could have hoped for. There's a caring environment where every child is known to all the staff and teachers and their welfare and happiness are really important'."**

They commented further; **"Pupils are enthusiastic and polite. They behave very well and enjoy learning."**

In respect of Teaching and Learning they commented:

**"We saw examples of enthusiastic and focused teaching that effectively engaged pupils" and furthermore "Lessons are well planned and aim to increase the links between pupils' prior knowledge and experiences and their new learning."**

The staff work hard to provide a rich and challenging curriculum to prepare children for future education and give them skills and enthusiasm to pursue learning for the rest of their lives.

We look forward to welcoming you to our school, and to a happy and successful partnership with all our new children and parents.

Mrs Jane Mellor

Head teacher

Mrs Joanne Taylor

Chair of Governors



## More about our school and how we support parents, carers and children

### Our Distinctiveness

Daily acts of Collective Worship affirm and celebrate the values and ethos of the school. Our worship is wholly Christian, as would be expected in a Church of England Voluntary Controlled school.

Collective Worship takes place daily. Every Friday this takes the form of a "celebration assembly" where all pupils and staff join together to celebrate the achievements of our pupils both in and out of school.

### Our Vision: As God's Children we Shine because Every Child's a Star

Every day at Costock Church School we are experiencing and learning;

**S**ervice to God, each other and ourselves,

**T**ruth,

**A**cceptance and **R**espect.

As we leave each day we take these Christian Values with us.

### Our Aims

Aims reflect our beliefs and values, and represent our vision and what we want to achieve as a school community. Our aims are translated into priorities to move the school forward and meet the challenges of an ever changing world.



### At Costock C of E Primary School Our Aims Are:

- To create an environment where children have a desire for learning, are highly motivated and to help each child to develop a lively enquiring mind
- To recognise that each child makes a unique contribution to the life of our school
- To develop self-discipline, based on an awareness of others in order for children to take responsibility for their own actions and to take appropriate risks
- To develop thoughtful pupils who make careful and considerate decisions
- To help children fulfil their potential by acquiring relevant knowledge and skills and develop their self-confidence whilst developing their growth mindset
- To provide a rich, varied, balanced and creative curriculum to inspire, engage and challenge
- To provide a clear curriculum framework for each child and to monitor his/her achievement within that framework



## The School Day

- Our school day begins at 8:55am. It is paramount that all children arrive at school on time.
- The playground is supervised from 8.45am (children must not be left unattended before this time) and school starts at 8.55am when the whistle is blown - please ensure that your child is on the playground for 8.55am.
- If you arrive after 8:55am please take your child to the school reception to sign in. They will be marked as late.
- The school day finishes at 3:25pm when your child can be collected from the playground.



## Absences

If your child is absent through sickness or any unavoidable cause, please could you inform the school by telephone in the first instance by 9am. Parents may leave a message on the answer phone. The Head Teacher has a discretionary power to grant leave of absence for exceptional circumstances only and you should not expect such leave to be granted as a right. Absences during term time can seriously disrupt continuity of learning. An application form for leave of absence for exceptional circumstances can be obtained from the school office or the website. We also encourage wherever possible to make routine medical /dental appointments out of school hours. Where this is not possible we ask that you complete an Advice of Leave of Absence form, again available from the school office or website. This allows us to monitor and plan for such absences.

## Before/After School Provision

Breakfast Club operates every morning from 7.45am – 8.45am and children will be provided with juice, toast and/or cereal at a cost of £4.00 per day (£3.00 per day without breakfast). Children can be dropped off between 7.45am and 8.15am. Breakfast will be served until 8.15am.

After school club operates Monday to Thursday until 5.45pm and Friday until 4.45pm. A variety of activities are on offer including sports, lego, games, crafts etc. The children will be provided with a drink and a snack eg a piece of fruit and a biscuit. There is a two tier pricing structure depending on pick up time; if you collection your child before 4.45pm the cost is £4 and £8 if you pick up after 4.45pm (current prices at September 2020).



Places for both breakfast and after-school club must be booked in advance and via the SchoolMoney online booking and payment system, and are subject to availability. Childcare vouchers can be used for payment of both breakfast and after-school club.

## Transport

There is a travel assistance scheme to support pupils who live in the surrounding villages who may wish to travel on the school coach. Applications for bus passes are dealt with by Nottingham County Council Transport & Travel Department. [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)



## The Curriculum

We are committed to providing quality and excellence through an exciting, stimulating environment that stretches and develops the child as a whole. We provide an education which will develop social skills and encourage children to become more active citizens within the school community and beyond.

## Equality

At Costock C of E Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. The school recognises it has to make special efforts to ensure that all groups prosper.

## Parents In Partnership

We welcome parents and carers into Costock C of E Primary School believing we are partners in the education of your children. There are many opportunities for parents to become involved in the life of the school and to gain a greater understanding of its work. Parents' support and expertise can be used in many ways and is greatly valued. Police checks and DBS checks are carried out on all adults working in school.

## Homework/Linking Home And School

Homework can make an important contribution to the children's progress at school. As well as reinforcing learning in the classroom, homework helps children to develop the skills and attitudes they will need for successful independent lifelong learning.

Parents, pupils, staff and governors agree that homework has the following main purposes:

- Developing an effective partnership between the school and parents or carers.
- Giving parents insight into their child's learning and achievements.
- Reinforcing, consolidating and extending classroom learning particularly in numeracy and literacy.
- Developing the confidence and self-discipline for independent learning.





## Special Education Needs

We have systems to identify when children have barriers affecting their learning and tailor specific interventions to enable pupils to overcome their barriers. This practice of personalising learning applies to all pupils across the learning spectrum.

## Safeguarding

Costock C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Our staff work hard to maintain an environment where children feel safe and secure.

## Behaviour

At Costock C of E Primary School we believe that children learn best in a well-organised, calm and secure environment where purposeful and self-disciplined behaviour is expected. We want every child in our school to feel confident, happy and safe. As a caring, church school we have the highest of expectations in terms of learning, behaviour and attitudes, and encourage our children to develop similar beliefs in their own potential, together with pride in their achievement.

The aims of the school, and the rules of behaviour consistently promoted in each classroom, are ones that emphasise positive behaviour and collaboration in striving for excellence.

## Medicines

The school has responsibility for the safety and welfare of pupils and regularly reviews arrangements to ensure that the medical needs of the pupils are met at school. There may be times when children attending school need to take medication—if these are prescribed medicines we only administer if required more than 3 times a day (unless there are exceptional circumstances). Any such medicines needed by a child during the school day should be brought to school in the smallest practicable amount by the parent/carer, not the pupil, and be delivered personally to the Class Teacher, Head Teacher or School Office. You will also need to complete a 'Parental Agreement for School to Administer Medicine' form which is available from the school office. Please note that we are not able to administer any form of Ibuprofen or Aspirin.



## Communication With Parents

We communicate with parents and carers in various ways, for example through class newsletters, text messaging, emailing, questionnaires, workshops and informal social events. Parents are invited to assemblies and Parents' Evenings during the school year. Every year parents and others are invited to attend our Sports Day as well as children's performances. Staff will always be happy to meet with parents and carers to share any concerns. The school has a Home School Agreement to support the partnership between home and school, and foster shared dialogue. The school website also contains a wealth of information.

## First Aid

Basic first aid is given at school when necessary by qualified First Aiders. If an accident needs hospital attention we will make every effort to contact you first. Please ensure all contact details are kept up-to-date so that we can contact you in an emergency.

## Smoking

We operate a no-smoking policy - please do not smoke within the school grounds.

## Money

We operate an online payment system "SchoolMoney" from which you can pay for school dinners, breakfast and after-school club, school trips and any other items in a safe and secure way. You will be provided a login when your child joins school.



## Valuables in School

It is difficult to guarantee the safe keeping of valuables in school so we advise that children do not bring them in. All equipment that is brought into school is the child's responsibility. School cannot accept responsibility for any items misplaced.

Mobile phones are not permitted in school unless by prior agreement and must be handed into the school office at the beginning of the day.

## Emergency Contact

Please ensure that your contact details are correct and that the school is told about any health matters, especially allergies, relating to your child. **Please advise us immediately should your contact details change.**

## Dogs

We do not allow dogs onto the school grounds.

## Internet/E-Safety

At school we teach the children about appropriate use of the Internet and to recognise the need to keep some information (including passwords) private in order to protect them online.

## Sun Protection

During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside. Our school staff are not permitted to apply sun cream to children, but we would ask that you apply a long lasting sunscreen before school in hot weather. Children may reapply their own sun cream which must be provided in a clearly named container.





## School Uniform

What a child wears to school reflects his/her learning. It also portrays the school's ethos and shared positive values.

We have a smart but simple uniform that we encourage all pupils to wear. This is a blue sweatshirt, a red polo shirt and grey trousers or skirt. School uniform, including sweatshirts, fleeces, polo shirts and PE t-shirts are sold at cost and can be purchased from the Big Fish Company online [www.bigfishschoolwear.co.uk](http://www.bigfishschoolwear.co.uk)

In the warmer months girls can wear a red and white checked sundress. **All items of uniform should be clearly named please.** Children are asked to wear sensible black shoes - not trainers please.

Jewellery, other than watches, is not permitted and studs or sleepers only are to be worn in pierced ears.



## PE & Games Kit

It is important for pupils to wear correct clothing for physical activities. For PE inside, children require a white t-shirt and black shorts and plimsolls. For games/activities outside, children need a white t-shirt, black shorts and trainers. Royal blue sweatshirts and black jogging bottoms/leggings may be worn for games during winter months. **All clothing should be clearly named.**

Jewellery must not be worn for sporting activities and long hair should be tied back.

You will be advised of your child's designated PE day and they will be expected to come to school in their PE kit on that day.

We require your child to have a pair of black plimsolls in school which we will keep in school and then send them home every half term for checking of size. If your child does not have the correct kit then they will miss their lesson and we will contact you by text.







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## Healthy Eating

We are an accredited National Healthy School Gold Award and are committed to promoting and monitoring healthy food at break and lunch times. We have achieved National Healthy School status, a government initiative set to raise education standards and to reduce health and social inequalities. Different teaching styles and learning opportunities are offered to pupils to develop their awareness and understanding of healthier eating and basic food safety practices.

## Snack Time

You may like your child to have a mid-morning snack. We welcome fruit and vegetables. Children in Reception and KS1 are provided with fruit every day as part of the National Fruit Scheme.



## Milk

Milk is provided by 'Cool Milk' at subsidised cost for all children. Children under 5 are entitled to free milk. All children must register either by completing an application form available in school or apply and pay online

[www.coolmilk.com](http://www.coolmilk.com)

## Water

Research shows that our brains need water to stay active and alert. All children are encouraged to bring water into school daily in a spill-proof plastic bottle that they can take home at night to rinse and refill. Children, parents and staff speak highly of the benefits.

## School Meals

Children may bring packed lunch or have a meal provided by Nottinghamshire County Council School catering service. All children in Reception, Yr1 and Yr 2 will be able to take up the offer of a school meal as part of the Government's Universal Infant Free School Meal (UIFSM) programme. We offer a family service and all meals are cooked fresh daily onsite in our school kitchen. Our hot school meal service continues to be extremely popular. We ask parents to provide a sensible and balanced content to their child's packed lunch.



## Free School Meals

Evidence provided from the Authority shows that many parents could be entitled but have not applied. The provision of free meals depends on your household income but it is obviously worth checking out. We would encourage you to check and apply if you are eligible (**even if you are eligible for the UIFSM and/or don't actually take up the free meals**) as this can have a significant positive impact on our school budget. You can apply on line at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) and follow the links to download an application form or apply by telephoning 0300 500 80 80.



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## Essential Information

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## Contacts

### Address

Costock C of E Primary School

Main Street

Costock

Loughborough

Leicestershire

LE12 6XD

**Telephone** 01509 852084

**E-mail** [office@costock.notts.sch.uk](mailto:office@costock.notts.sch.uk)

**Website** [www.costock.notts.sch.uk](http://www.costock.notts.sch.uk)

### Type & Age Range

Primary School

4 - 11 Years

Church of England

### Number on School Roll

Full time maximum 105

### School Hours

Morning 8.55 - 12.00, Afternoon 1.00 - 3.25

