

Cosgrove Village Primary School



WELCOME BOOKLET & INFORMATION FOR NEW PARENTS



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Welcome to Cosgrove Village Primary School. This booklet has been designed to help you and your child settle into our school and give you some of the key information you might need to help with a smooth transition into school life.

There has been a school on this site in Cosgrove since 1912 and we are really proud of the rich history and place in the community that our school has. Cosgrove Village Primary School has always welcomed children from both within the village and further afield to experience our unique "family feel" environment.

With a fantastic team of supportive staff, you can be assured that your child will be warmly welcomed into our school family and we will work hard to ensure they settle well and thrive in our unique setting.

This booklet contains important information you may need to know regarding the daily routines of school life. If you have any questions that have not been answered in this booklet, please contact the school office.

If at any time you would like to discuss any aspects of your child's schooling, please make an appointment with the school office to meet with me.

We hope your child enjoys their time with us at Cosgrove Village Primary School.

Yours Sincerely,

Mrs Jude Busari
Executive Head Teacher

Starting School

Autumn Term

All Reception children will start school on a part time basis at the start of the Autumn Term in September. The induction period of attending school part time allows the children to become familiar with the school environment before attending full time.

We work hard to accommodate all the needs of the families and children attending our school and so if you feel your child would like a transition into school different from this, please speak to us and we will work hard to accommodate your request.

The school day will start at 8.55am, children can arrive at school at 8.45 am, where they meet on the playground with their peers for an informal start before going into school at 8.55am.

Until we know more about school openings, we are unable to state exact start dates for the children but we usually have half days for a week, then half days with lunch and play with a 1pm pick up and then in the third week we move to full time for those children who are ready.

Term Dates

We have enclosed a flyer with our term dates for the academic year 2020-21 in the pack. Please be mindful of these dates when booking holidays.

Holiday Requests

Please be advised that no leave requests can be granted except in exceptional circumstances. Should you require leave for your child please submit a letter to the Headteacher detailing the request. Should you take your child out of school without permission your child will be marked as an unauthorised absence which may result in a fine from Northamptonshire County Council.

Cosgrove Village Primary School Mission Statement

We are a small school which believes in nurturing and encouraging children of all abilities and backgrounds to develop as individuals. We have high aspirations for everyone.

Children thrive in the safe, happy and caring environment and they recognise and embrace respect for others as well as respect for themselves. We believe that children should be challenged to achieve their full potential through an exciting and enriching curriculum delivered by motivated teaching staff. Our links to the local village community allow for learning opportunities outside the classroom.

Mixed age classes and an intimate small school setting encourage our children to help one another, and they leave Cosgrove well-rounded, confident and independent learners well prepared for secondary school and life in modern Britain beyond.

School Aims

Our school aims are:

- To provide a creative, stimulating and engaging curriculum that is accessible to all pupils, where each child will develop their individual talents, interests and skills.
- To engage the inquisitive mind of each child and ignite a passion for life-long learners who are curious about the world around them.
- To offer rich and varied experiences.
- To provide a happy environment where children show tolerance, respect and consideration for others.
- To ensure diversity is embraced and celebrated throughout the school.

We believe the best foundation for our children is a happy and safe learning environment.

In addition, Cosgrove Village Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

School Values

Children are rewarded for following our School Values. Each term we promote a different value and encourage our children to think about how we can demonstrate this value in our everyday lives.

Our values are on a rotation for teaching in assemblies but are displayed near the hall and we have a termly display to show the current value.

Our values currently are: Resilience, Creativity, Teamwork, Independence, Respect, Curiosity, Aspiration and Responsibility.

We will be reviewing these in consultation with parents, staff, children and governors in the new academic year.

Class Organisation

Our published admission number each year is 9 pupils. The school has capacity for 63 pupils.

These pupils are split into three classes –

Class 1 – Aqua Class – Reception and Year 1

Class 2 – Terra Class – Year 2 and Year 3

Class 3 – Ignis Class – Year 4, 5 and 6.

Rewards

Children have sticker charts and earn stickers for good behaviour and effort in school. They then get to progress through the different level sticker charts and are presented with their prize in assembly on a Friday.

We also reward regular reading at home with a reading raffle. Those children who have read three times or more at home get a ticket to go into the reading raffle to choose a book to keep from our selection.

Out of School Awards and Achievements

We actively encourage all our children to achieve and enjoy different activities out of school. Children are welcome to bring in their awards and show the rest of the school in our Friday assembly.

Star of the Week

Each week, the class teacher chooses a 'Star of the Week', a "Writer of the Week" and a "Number Cruncher of the Week". This is a child who has been identified for any number of reasons, but has stood out that week. They will be invited up during Friday afternoon assembly to receive a certificate and the class teacher will have written an explanation as to why they have been chosen. We will always try and let you know that your child has been chosen so that you can come and watch them go up for their reward.

We also celebrate forthcoming birthdays in our Friday assembly. All parents, carers and family members are welcome to come and join our assembly from 2.45pm – 3.10pm on a Friday afternoon.

School Uniform

Uniform is worn at Cosgrove Village Primary School to develop a sense of pride in being a member of the school community.

Our uniform, book bags, PE bags and fleeces can be purchased from:

Maises School Outfitters
60-64 Church Street
Wolverton
Milton Keynes
MK12 5JW
01908 313313

<https://www.maisies-superstore.co.uk/cosgrove-primary-school-uniform/>

School Uniform

Navy blue school sweatshirt or cardigan
White polo shirt or white shirt
Grey trousers, pinafore, skirt or shorts
White, grey or black socks
Blue/white gingham dress (summer)

Shoes – Black- no trainers, flip flops or beach shoes

Navy fleeces for outdoors are available also

PE Kit

Navy shorts and a pale blue t-shirt, plimsolls and trainers. A navy blue tracksuit for outdoor PE in colder weather.

In swimming in Key Stage Two – boys should wear swimming trunks and girls an all in one swimming costume.

Long hair should be tied back for health and safety reasons. No jewellery must be worn in school. However, if your child has pierced ears, small studs are permitted but this must be removed on a PE Day. Children are also permitted to wear a watch.

Mobile phones are not permitted in school.

Please ensure all clothing is labelled clearly with your child's name.

Pencil Cases

Children do not need to bring pens or pencils into school. These will be supplied in the lesson. However when children reach Class 3, they are able to bring in a pencil case with basic supplies in if they wish, as long as it does not distract them in lessons and contents are brought in at the child's risk. It should be kept in their drawer when not being used.

Lunch

The children eat together as a school, with supervision in the school hall. Hot school meals are provided by Kingswood at a cost to parents in Key Stage 2 but are provided free of charge for all children in Reception and Key Stage 1 as part of the governments Universal Free School Meals. If you are in receipt of certain benefits you may be able to claim for a free school meal beyond Key Stage 1, please speak to the school office and arrangements will be made in confidence.

If you do not want hot dinners you may provide your child with a healthy packed lunch. We encourage good manners, healthy eating and hygiene and we encourage parents to include healthy items in their child's lunchbox. We ask that parents do not include fizzy drinks and only a small treat item. Meal orders and menus are available on line. Details will be provided of how to access this when your child starts school.

Communication

The school usually uses email to communicate letters to parents. We have a weekly newsletter which is sent out on a Monday. This tells you everything that is happening in school that week and beyond and also notices and announcements. We do also occasionally send out paper letters to parents, particularly more individual letters.

The website continues to be updated regularly and is a good source of information. For any money transactions the school accepts cash but are also able to accept BACs payments. The details of these will be given out when needed.

Snacks, Drink & Milk

Children are welcome to bring in a small healthy snack which they can eat at morning break. All Reception and KS1 children are given a piece of fruit free of charge each day. Children under the age of five are eligible for free school milk. To ensure your child receives milk please complete the online registration at www.coolmilk.com. Over this age milk can be ordered at a cost to parents. Children are encouraged to drink water throughout the day and are encouraged to refill their drink bottles frequently. We will provide children with a clear plastic bottle which we wash and sanitise regularly.

Valuables

When children first start school a well-loved toy can offer reassurance and increase the child's confidence. Children are not encouraged to bring in toys on a regular basis after this time unless at the specific request of the teacher. Outside games such as skipping ropes and balls are provided by the school for playground use. We ask that children do not bring any valuables or money into school at any time, it is very distressing if valuables are lost or broken.

Homework

All children should take home their reading books, we encourage parents to read with their children and log any comments in the reading log book. Children in Reception and KS1 are issued with a reading diary where teachers and parents may comment on children's progress. All KS2 children are issued with a Home to School diary where all spellings to learn and any additional homework is listed along with instructions or comments from the class teacher. Our homework is mainly focused around reading, times tables and spellings.

Attendance

If your child cannot attend school, you must tell us either by phone or email. If we have not heard from you by 9.30am we will ring to check everything is ok. If you do not let us know about your child being absent, the school is required to record an unauthorised absence. In line with our attendance policy we closely monitor all absences if your child falls below the expected 96% attendance target, school will notify you in writing.

We have a duty to ensure all children attend school and if we find an issue with a child's attendance figures we will start a process of formal attendance monitoring and may notify the Education Welfare Officer attached to the school. We request that all children arrive to school at the correct time. Failure to do so will result in a late mark entered against your child. Continual lateness is not accepted and parents will be asked to come into school and speak to the head teacher regarding this.

If your child should become ill during school time, we will inform you or a nominated contact as soon as possible. For diarrhoea and sickness bugs we operate a 48 hour rule to eradicate the spread of the bug. Your child should not attend school until 48 hours after the last bout of illness.

Security and Entrances

The buildings and playground are a safe and secure area for your child. There is only one main entrance to the school which is located to the front of the building. Should any parents wish to enter the school during or after school opening and closing times please ring the bell at the main entrance. The school complies with all safeguarding regulations and ensures all visitors and staff hold an enhanced disclosure and barring check. As a school we are committed to safeguarding your children.

Contact Details

In case we have to contact you in an emergency, please ensure that school are advised of any changes in contact details to keep our records updated and correct.

Parking

Parents are allowed to park on the road outside school when dropping off and collecting children although this can become congested.

Collection of Children

At the end of the school day you can collect your child in the playground. All children are brought out of school by a member of staff and are not allowed to leave the school premises unless an authorised person collects them. If someone not known to school is collecting your child, please inform the school office, also if you wish your older child to walk home from school, please notify the school of your wishes in writing.

Cosgrove Village Primary School Parents Association

We have a group of parents who help us organise activities and events in order to fund raise for the school. All funds raised go directly to purchase goods for the children. If you are able to help out at such events or would like to join please speak to the school office.

The Governing Body

The governing body meet at least six times a year to review the work of the school and plan for its future development. The governing body are responsible for many areas of school life. The Chair of Governors is Mr Colin Swindale. If you wish to speak to him please speak to the school office so a meeting can be arranged.

Staff

Mrs Jude Busari – Executive Head Teacher

Mrs Tracey Steel – Assistant Head Teacher – Class 1 Teacher (Tuesday – Friday)

Mrs Fran Hallis – Class 1 Teacher (Monday) and SENDCo

Miss Hannah Major – Class 2 Teacher

Miss Rachel Bowron – Class 3 Teacher

Miss Helen Dawes – Class 1 Teaching Assistant

Mrs Jo Leech – Class 2 Teaching Assistant and Lunchtime Supervisor

Mrs Chrissy Cragg – Class 3 Teaching Assistant (am)

Miss Liz Ashley – Class 3 Teaching Assistant and Cover, Breakfast Club, Lunchtime Supervisor

Mrs Suzanne Stevenson – Class 3 Teaching Assistant (pm)

Miss Lorraine Beechey – Breakfast Club and Lunchtime Supervisor

Miss Nicola Davies – Bursar

Mrs Claire Wilson – Admin Officer

