



Useful Information

Current Class Organisation

We currently have three classes in our school. However, we believe that it is important that the children know all members of staff well. We also know that teaching our own strengths across the school has a very positive impact on learning. In order that this can happen, we plan our timetable so that each teacher has some sessions with each class at some point in the school year. For details of school staff, see the staff page on our website.

Class 1 (Early Years) – Currently Nursery, Reception and Year 1

Nursery-aged Children -

Children are admitted to the Early Years Class the term after their third birthday. We try to visit the children at home before they start and we also arrange for them to spend a couple of sessions in school as a visitor as part of their induction.

Please note that being part of our Nursery does not guarantee a place when it comes to applying at statutory school age (i.e. Reception children). The Local Authority and Diocesan Admission policy is very clear and has criteria for allocating school places. Parents/carers need to apply for a place in Reception at their school of choice online (the Cumbria County Council website has a link).

Sessions for Nursery age children are daily, Monday to Friday, 9:00am to 12:00pm. In addition, as part of our offer, children can stay for lunch. At, or after lunch time, parents/carers collect Nursery children from the front door of school. Reception and Year 1 children, when staying all day, are collected from the playground at the back of school.



From September 2017, in line with the government's scheme for 30 hours Nursery provision for parents who are eligible, you have the option of your Nursery child staying until 2:45pm (or 3:15pm for a charge of £2.00, as this is extra to the 30 hours).

The class has its own fenced outdoor play area and its own little gate into our school wildlife area. Outdoor activities are part of our regular provision and we ask you to bring a pair of wellies for the children to use at school for when we are outside. We provide waterproof trousers and jackets if children don't have their own. Leeanne Parkin is the lead teacher for the Early Years.

Class 2 – Currently Years 2 and 3

This class is mostly taught by Hannah Bell with other teachers with particular skills, strengths or interests leading some sessions. The class is taught in flexible groups depending on the needs of the children and the learning activity.

Class 3 – Currently Years 4, 5 and 6

Tom Armstrong and Simon Dodd share the teaching of this class. Again, the children are taught in flexible groups according to their needs or the learning activity. We encourage the children to take on more responsibility as they get older and the oldest children lead some enterprise activities and decide how to spend the profits.

We have a team of skilled teaching assistants and administrative staff who work in school in a variety of roles.

The School Day

School starts at 9:00am. The doors are open from 8:40am, when the school bus arrives (which is met by a member of staff) – unless your child is attending Breakfast Club (see 'Extended Services'). You are very welcome to bring your children in from 8:40am and to help them settle ready to start the day.



Morning break is around 10:25am when the children have a snack of fruit or vegetables which is provided by the National Fruit Scheme. School subsidises the scheme so that all children have a snack. They can also have a drink of milk.

We actively encourage children to drink water when they are thirsty and the children have access to their water bottles, which are provided by the school, at all times.

Lunch

School meals are currently free for children in Reception, Year 1 and Year 2. For Nursery, Y3, Y4, Y5 and Y6 children meals cost £2.15 a day (unless your child is entitled to benefit related free school meals).

Lunch is between 12:00pm and 1:00pm. Children can bring a healthy packed lunch (we ask you not to include sweets or fizzy drinks please), or they can opt for a school meal which is cooked at Langwathby School and brought to us to be served by Wendy. The hot meals run on a four-week rota, which is up in the hall, with an alternative choice each day of a jacket potato or a roll/sandwich with a variety of fillings. The cook works hard to organise menus that are healthy, home cooked where possible, and which appeal to the children. We do send out the four-week rota when we receive them, however, these can be subject to change with little notice.

Your child can have dinner every day, or just now and then. Dinners are ordered by us on a daily basis first thing in the morning when we do the register.

Nursery parents need to fill in the dinner register in their child/ren's cloakroom each day or week (if you can't find the register please ask a member of staff).

Class 1 – Children's parents must indicate on our meals order sheet (in the hall, next to the menus) if their child would like an alternative to the main choice meal. Parents of children who come by bus need to phone us with this information and we will enter it on the order sheet for you.

Class 2 & 3 – Children are responsible for making the decision themselves but only get to choose an alternative to the main choice meal twice a week which means they need to check the board themselves (with support from us if needed).

We ask that you pay a week in advance, which is £10.75, or we can bill you for half a term. We can order a school meal at short notice if you should ever need us to and parents and grandparents can book to have lunch with us – just let us know on the day.

Afternoon break is around 2:15pm. Key Stage 2 children often have extra study time during this break.



Home time is at 3.15pm. We ask parents to wait in the playground behind school and the children will leave through the Class 1 outside door when a member of staff has seen the adult designated to collect them. Children going home on the bus are taken by a member of staff and seen safely on to the bus. Please let us know in the morning or by phone if there is a change to the usual collecting arrangements for your child as we cannot let a child go home with someone else unless we have been asked to do so by their parent or carer, even if the other person is known to us.

If you need to pick up your child at some point during the day other than home time, please come to the front door and we will bring your child to you.

Homework

Class 1 – Homework usually gets given to the children on Fridays, to be returned by the following Thursday. There is a basket in the classroom for the homework.

Class 2 & 3 – Homework is usually given to the children on Mondays, to be handed in by the Friday of the same week. Class 3 have a homework club on Friday playtime for any Y5 and Y6 child who hasn't had time to do it! There is a homework box in each classroom.

Reading Books

Younger children can pick a book from their classroom reading corner with their parents/carers. This can be changed whenever you need to by you and your child. Staff will support children who come by bus to do this.

As they progress, they will be making their first reading books which are to keep and share at home. Once they are ready to move on to a reading book when they have learned all the sounds and some common words, the teacher will guide them and you as to which colour band they need to choose from. The readiness for this varies from child to child, so please trust us and we will let you know. You will be shown where the box of those books is and you can choose to change their book whenever you want. As before, we will support children who come by bus.

As children get older and develop their reading skills they move through the colour bands under the guidance of their teacher. Older children should be changing and choosing books themselves.

Books on the lower shelf are for use in school for our Guided Reading teaching sessions only.

The children have a reading diary which we write in and we ask you to make a brief comment in there about your reading with your child at home. Older children are encouraged to make their own comments in the diary.

Clothing

Our dress code is based on common sense and safety. At school the children will be expected to take part in all sorts of activities both indoors and outdoors, some of which are messy! Please do not send the children in their best clothes. We have a uniform that is not compulsory but many parents find it useful. The children also need to be comfortable, warm enough in winter and cool enough in summer so an extra layer that they can put on or take off is a good idea. Shoes need to be flat and supportive of their feet and we ask for a pair of wellies to be at school for outdoor use.

We suggest ...

Sweatshirt, cardigan, or fleece (which can be purchased from Sam Scotts or Lakeland Embroidery in Penrith)
Polo shirt or t-shirt (which can also be purchased from Sam Scotts or Lakeland Embroidery in Penrith)
Comfortable trousers or skirt and shorts or cotton dress in summer
Warm coat hat/gloves in winter, waterproof jacket and sunhat in summer
Flat, sensible shoes
Pair of wellies that stay in school please

Please put your child's name in all clothing.

School provides waterproof trousers and jackets in the Early Years Classroom so that children can go out in most weather.



and for PE ...

T-shirt
Shorts
Trainers (for outdoor PE)
A tracksuit or joggers and a warm top for outdoor PE
(School hoodies and jogging bottoms can be ordered for PE)
Plimsolls are not required

Please label all clothing with your child's name.

Jewellery

We would rather children did not wear jewellery for school at all for safety and security reasons. However, if they have pierced ears and you want them to have earrings they need to be **small studs only**. We also ask you to provide a roll of micropore tape so that we can cover their studs during PE lessons to prevent injury. (Micropore tape is available from chemists).

Toys

The children made the decision in one of their council assembly meetings that they should leave their home toys at home so that they would not get lost and we ask that you support us and them in this decision. We decided to have a toy day which is the day we break up for the holiday at the end of a term. The decision was made that on these days everyone would bring a toy and we would all play together.

Letters to us/reply slips/dinner money/trip money etc.

There is a container in each classroom for these, just pop them in.

Health and Medical

It is important that we know of any medical problems or concerns to do with your child so that we can support you and them as best we can. We are only able to administer medicines in exceptional circumstances (please talk to the Head teacher). Medical and dental checks are an essential part of healthcare and we understand that appointments will sometimes be in school time. Please let us know so that we can enter the correct code in the register.

Attendance

If your child is ill we ask you to phone us by 9.15am on the first day of absence if possible, to let us know the reason for their absence. We will ring you if we do not hear from you. Persistent absence without explanation is a cause for concern and has to be reported.

If a child becomes ill at school we will ring you so that they can go home, the best place to be if you feel poorly. If we cannot reach you by phone we will contact the emergency number we have asked you to provide.



Holiday Absence in Term Time

Taking children out of school in term time for a holiday is against the law and parents may be fined by the Local Authority. In the unlikely event of an exceptional circumstance requiring leave of absence for holiday, a letter or email must be sent to the head teacher explaining the reasons in full. Each case will be looked at separately and referred to the governing body.

Accidents and Emergencies

We try our best to minimise the risk of accidents happening, however, they sometimes do. In the event of a serious accident, or any other emergency, we would contact you or your emergency contact, as well as the emergency services if necessary. A written account of any such incidents will follow as soon as possible. In the event of a minor accident we will administer first aid at school. We have a recording system that will include a verbal or written message to you to let you know what has happened and what was necessary to aid recovery.

Transition to High School

At the end of Y6, children transfer to High School. Our school is in the Penrith catchment area and we belong to the Penrith Cluster which enables staff to meet to exchange ideas and good practice, and children get to meet as well for sports and other joint initiatives. We have a very good relationship with Queen Elizabeth Grammar School, Ullswater Community College and Appleby Grammar School, and work closely with their staff at transition time to make the process as smooth as possible for the children.

Wrap Around Care

Breakfast Club

We run a breakfast club for all our children from 7:45am to the start of the school day. This costs £2.50, which covers qualified supervision and a healthy breakfast. You do not need to book for this service. If your child does not require breakfast, we make a charge of £1.50.

Après School

This is an after school childcare service which is currently running as a trial Monday to Thursday (not Friday). Please contact us if you require more information about this service.

After School Activities

We run a variety of after school activities such as cricket, football, craft, gardening, dance and computer clubs. These activities are part of our Après School service.

Charging for after school care is as follows:

3:15pm to 4:45pm (or any part)	=	£4.00
4:45pm to 5:15pm	=	additional £2.00
5:15pm to 5:45pm	=	additional £2.00

Parent and Toddler Group

On Monday afternoons parents/carers and toddlers meet in our school hall for fun and games, and a coffee and chat. This is a great way for us to get to know children and their families, for people to meet each other and for toddlers to get used to school.

Culgaith School Friend's Association

There are lots of different events throughout the year that help to raise funds for school. We have an active Friend's Association, of which everyone is a member! There is a committee and they are very happy to hear from you if you are interested in being more involved.

We also raise money for other people throughout the year and are proud of the giving we have been able to do. This has included Water Aid, Samaritan's Purse shoe boxes, UNICEF, Red Nose Day, North Air Ambulance, Children in Need, etc.

Ours is a Church of England school and so, as well as being part of the Local Authority, we are also part of the Carlisle Diocese under the Diocesan Board of Education.

We do have three formal opportunities to talk to the teaching staff each year, one each term, about the children's progress and achievement. If you need to talk to us for more than just a quick chat at other times, please make an appointment.

These are some of the things we think people need to know. Please ask if you are not sure about something or, if there is anything else you wish you had known, please let us know and we will add it to this information sheet.