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**Head Teacher**

Mr C.J. Wilson

**Chair of Governors**

Mr P. Nelstrop

School Website: [www.cranwell.lincs.sch.uk](http://www.cranwell.lincs.sch.uk)

To view Cranwell Primary Schools current OfSTED report, visit:  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk) and search for Cranwell Primary School.

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## Welcome

Cranwell Primary School is clearly quite a unique school. The children here are eager to learn and portray high standards in achievement, behaviour, politeness and respect.

Our parents are extremely supportive and work together with the school and the PTA to help move the school forward. We have an excellent staff and team of Governors here at Cranwell, who are dedicated to ensuring every child reaches their full potential. The high mobility (movement of RAF dependents) can often be an unsettling period for children and families, not only for the families arriving or leaving, but for the children of permanent residence in and around Cranwell who may lose a friend or a group of friends through such mobility. To support the children and families during these times is a specialised skill to which our caring staff are fully adept at performing.

Children within the school have a strong voice which drives School Developmental Planning allowing the children to take on more formal decision making and influential roles.

The school Captains lead 'Cranwell Voice' the children's school council.

We strive to promote a happy and productive relationship with the whole school community and we are confident that by working together we can provide the best educational opportunities possible for the children of Cranwell Primary School.

**Mr Chris Wilson**  
**Head Teacher**

## Staff and Governor

### Governors

Mr P Nelstrop (Chairman, Partnership)  
Mrs K Seddon (Vice-Chair, LA)  
Miss D Hardbatttle (Support Staff)  
Miss R Hill (Teaching Staff)  
Mr C Ironmonger  
Mr C Owen  
Mrs N Smith  
Cllr S Tweedale  
Mr C J Wilson (Head Teacher)  
Mrs S Clark (Deputy Head)

### Teaching Staff

Mr C J Wilson (Head Teacher)  
Mrs S Clark (Deputy Head)  
Mrs C Mulhall (Assistant Head)  
Mrs N Olsen (SENCO)  
Mrs R Lawson (FS Leader)  
Mrs H Bullement  
Miss F Burley  
Mrs F Birchenall  
Miss J Clark  
Mrs T Craven  
Miss S Pettitt  
Miss R Hill  
Mrs S Mears-Sagoo  
Mrs J Owen  
Miss A Pemberton  
Mrs R Day  
Miss N Herbert

### Parent Governors

Mr J Culshaw  
Mrs E Foran  
Mr J Hansford  
Mr M Sanger-Davies  
Mrs C Stratford

### Admin/Support Staff

Mr D Carter (School Business Manager)  
Mrs T Bonfield (Secretary)  
Mrs S Linfitt (Secretary)  
Mr K Kinsella (Caretaker)  
Mrs F Hardstaff (MSA Leader)

### Support Staff

Mrs L Bennett (HLTA)  
Mrs S Bishop  
Mrs S Bowes  
Mrs S Byrne  
Mrs J Greenwood  
Miss D Hardbatttle (HLTA)  
Mrs F Hardstaff  
Mrs C Baker  
Mrs H Hildred  
Mrs D Kennard  
Miss J Marsh  
Mrs G Wright (HLTA)  
Mrs D Grainger  
Mrs E Bonar  
Mrs E McMillan  
Mrs L Errington



## **Our School's Vision**

The governing body and the staff, working together with pupils, parents and the community envisage every child in the school being assured of the best possible primary education so that each pupil is able to achieve his or her full potential. The school will provide support to those who need it and ensure that all pupils will strive to:

**Be healthy. Stay safe. Enjoy and achieve.**  
**Make a positive contribution. Achieve economic well being.**

The school will maintain its established ethos in which all members of the school community are valued and where everyone strives to meet the school's highest expectations. Improvements are actively pursued and good progress is nurtured with all our achievements celebrated.

## **Our School's Aims**

The school aims to provide a rich and varied curriculum, ensuring that all children are challenged to achieve their best and to become confident and independent learners.

The school aims to be at the heart of the community, setting out to promote and nurture moral values within a happy, secure and stimulating environment where everyone is, and feels, valued.

## **The School Aims to:**

### **Personal Development**

- Develop independence and self-confidence.
- Encourage individual development in invention, creativity and curiosity.
- Adopt a flexible attitude to meet the challenges of a changing world.
- Encourage good manners, with kind and considerate behaviour.
- Promote awareness of personal safety and what to do in emergencies.
- Foster a feeling of loyalty to the group, class, school and community.
- Establish equal opportunities for all children and to instil a positive attitude towards issues of gender, race and religion.

### **Intellectual Development**

- Develop the ability to listen and contribute effectively in discussion.
- Nurture reading ability to the highest level possible for each child.
- Extend vocabulary in order to write clear and meaningful English.
- Become confident with mathematical concepts and the mental skills of calculation.
- Develop the ability to solve number and word problems.
- Encourage the skill of finding and interpreting information, using all relevant technologies.
- Establish a firm foundation of ICT and computing skills needed for adult life.
- Enrich a general knowledge of the environment from historical, geographical and scientific viewpoints.
- Create an awareness of other languages, and in Key Stage Two, develop knowledge of a Modern Foreign Language.

### **Spiritual Development**

- Foster an understanding of Christianity and the Bible.
- Promote awareness of the importance of religion as a factor of human experience, and appreciate that all religious beliefs are worthy of respect and consideration.
- Develop knowledge and understanding of the world's religions and other people's beliefs.

### **Physical Development**

- Develop body awareness and coordination in movement and dance.
- Encourage the child's confidence in movement and gymnastic ability, using apparatus to develop strength, speed and agility.
- Develop athletic skills in running, jumping, throwing and catching.
- Improve skills and strategies associated with a variety of recognised team and individual games.
- Teach children water skills and develop confidence.

- Experience outdoor and adventurous activities, including orienteering.
- Actively promote healthy eating and lifestyle choices.

### **Artistic Development**

- Promote an appreciation and enjoyment of the arts.
- Develop role play and drama through movement, creativity and improvisation.
- Develop ability in arts and crafts using a variety of media.
- Encourage the child's confidence and ability to sing, create music and play a variety of musical instruments.

### **Personal Property - Valuables/Money/Jewellery**

- Pupils are responsible for the security of their personal possessions on the school premises.
- All clothing should be clearly marked with the child's name.
- **The wearing of jewellery is not allowed for reasons of Health and Safety.**
- Watches are acceptable, but no other items of jewellery are to be worn at any time. All earrings must be removed prior to any P.E lesson at home.

### **School Times**

Morning Session	8:55 - 11:55 a.m. (Infants)
	8:55 - 12:05 p.m. (juniors)
Afternoon Session	1:05 - 3:05 p.m. * (Infants)
	1:00 - 3:15 p.m. * (juniors)

- \* Class lessons finish at this time. Please allow 5 to 10 minutes for your child to pack his/her school bag and put on their coat.

Children need to be in school a few minutes before a session begins, but please DO NOT send your child before 8.45 a.m. when staff become responsible for children on the premises. Children arriving before 8.45 a.m. WILL NOT be allowed on to the school premises and must wait outside the gate.

### **Home and School**

One of the most common questions asked by parents is, "How can I assist my child's progress?" Whilst individual cases vary, there are certain common points:

1. SLEEP - Insist on a suitable bedtime for your child. A tired child cannot give of their best.
2. ATTITUDE - Parents and teachers are working to one purpose. Anything short of full cooperation is a liability to the child. Parents who have complaints about the school should not allow children to become aware of them.
3. INTEREST - Parents can encourage children to join in local activities such as cubs, brownies, choirs, the public library, etc.
4. COMMITMENT – Parents should encourage their child to read every night and complete homework.

Good attendance and punctual arrival for school sessions is a sound basis for encouraging a positive attitude to school and developing a commitment to learning.

### **Parent-Teacher Liaison**

Parents receive written invitations to visit the school for Open Evenings, meetings, etc. We strongly urge parents to take advantage of these occasions in order to get to know the staff and familiarise themselves with the work of the school. Home-school cooperation is of the utmost importance, and a child will only make outstanding progress when they have the understanding and encouragement of both their parents and the school. The school utilises Assertive Mentoring to ensure there is a close link with home and school. We are always pleased to discuss a child's progress with parents. It is, however, important that an appointment be made in advance. The best time to see a teacher is immediately after school. Please telephone for an appointment to see the Head. It is helpful if you can give an indication of the purpose of your visit.

### **Assertive Mentoring**

Assertive Mentoring is a whole school system which aims to raise achievement for all children. We believe that it will support us well with what we already do at Cranwell Primary School, and will raise standards by strengthening good practice and refining our existing systems.

The Key aspects of Assertive Mentoring are:

- Target setting which is based on the school's data analysis of your child's prior attainment or baseline testing. This sets challenging targets which are based on skills your child needs to work on over a period of approximately two months.

**The system assists teachers to make highly accurate assessments of your child and challenge them appropriately.**

### **Parental Responsibility**

An 'EMERGENCY CARD' is sent to the parents of new children for completion and return, and you are requested to keep the school informed of any changes in address, phone numbers, places of work, etc. The policy of the school, when pupils become unwell, is that they are to be collected as soon as possible. It is therefore vital that parents keep school advised of ALL points of contact and inform the secretary of any changes to telephone numbers. Any parent who does not keep these records up to date should be advised that school will act *in loco parentis* should an accident occur.

Parents should make sure that medications are clearly labelled with the child's name. It is also the responsibility of the parents to ensure that any inhalers are checked regularly, and replaced to ensure that they do not run out in the event of an emergency. Epipens should also be checked by parents so that they are not kept in school beyond the expiry date.

**Please Note:** *Under normal circumstances, parents wishing to have their children released from school during the school day must apply in writing for permission and must arrange for the child to be collected from school.*

### **Late Arrival**

Pupils arriving after the beginning of the school session should enter by the main entrance and inform the school secretary of their arrival. Registers can then be kept up to date and amended provided they have arrived no later than 20 minutes after the start of the session. Children arriving late or departing early are recorded by the accompanying parent or school secretary in a special register.

### **Absences**

If your child is absent for any reason, it is important to notify the school EITHER by telephone or by sending a note to the class teacher before 9.00 a.m. on the day of the absence. Visits to doctors, dentists, or hospital do not count as absences in the register if the class teacher is notified by letter or telephone. If the school receives no notification, the absence has to be noted in the register as an unauthorised absence, and this may result in an investigation by the School's Attendance Officer. *If you do not notify the school you may well be interviewed by school welfare officers and police investigating non-attendance by pupils.*

### **Holiday Dates**

A list of holiday dates is available from the school office.

The Education (Pupil Registration) (England) Regulations 2006 previously allowed head teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Head teachers could also grant extended leave for more than ten school days in exceptional circumstances

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers **may not grant any leave** of absence during term time unless there are **exceptional** circumstances. For more details please see:-

**<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>**

### **Removals**

To enable us to make the necessary arrangements regarding documents, parents are asked to notify the school of an impending move as soon as possible. The class teacher should be informed when you expect to leave and also details of your child's next school so that documents can be prepared in time.

## **The Curriculum**

Work throughout the school is based on the New National Curriculum, with the core subjects of English, Mathematics, Science, P.E , computing, together with the remaining subjects of Design and Technology, History, Geography, Art, Music and Modern Foreign Languages being studied by all children from Year One onwards. Personal, Social & Health Education and Citizenship are also an integral part of the school's curriculum. The resources of materials and equipment, as well as Teachers and Learning Support Assistants are deployed by Governors and the school's Senior Management Team to maintain these aims using the principles of 'Best Value' to maximise the effectiveness of the school's annual budget.

## **Reading**

Parents are encouraged to take an active part in their child's reading development. Books are sent home regularly along with a record book for any comments you may wish to make. Whilst we pay great attention to reading skills, particular emphasis is placed upon enjoyment of books and reading. We aim to provide a wide variety of material throughout the school. A separate booklet entitled 'Reading Together' is available to all parents, and explains the school's approach to reading in greater detail.

## **Homework**

We believe that homework is an important element in the education of all children. In the early years, it gives the child the chance to practice reading on a regular basis. Homework encourages independent work as the child grows older, as well as giving practice in the core skills of reading, spelling and learning tables. Year 5 and 6 children are set regular homework to prepare them for the change to Secondary Education.

The amount of time spent on homework varies according to the age and ability of the child. As a guide, we have agreed the following time allocation and types of homework for each of the age groups.

**Foundation Stage** – Homework is introduced during the year and takes the form of reinforcement and extension activities as well as reading. Each activity lasts approximately ten minutes.

**Years 1 and 2** – Approximately one hour per week is allocated to homework in Year 1 and this work consists mostly of reading activities. By the end of Year 2, the time allocation increases to approximately one and a half hours per week and includes reading and spellings, as well as other literacy and numeracy work.

**Years 3 and 4** – In these years, approximately one and a half hours per week is allocated to literacy and numeracy activities with occasional assignments in other subjects. At least twenty minutes daily reading is also assigned to these classes.

**Years 5 and 6** – An average of thirty minutes per day of regular homework is set with a continued emphasis on literacy and numeracy, but also ranging widely over the curriculum. At least twenty minutes reading per day is also expected of these classes

The quality of work produced by children at home is as important as the amount. Children should see such work as a natural extension of their class work and pay as much attention to presentation and quality as they would in class. Work not up to the usual standard of the child may have to be repeated. Homework tends to be completed to a higher standard if it is done away from the television and at a suitable time before the child is too tired to give of its best. Problems with homework should be referred to the class teacher.

## **Cranwell Voice**

The children here at Cranwell Primary School work closely with the School Leadership Team and School Governors to continually aim to improve the school. Cranwell Voice is an elected group of children led by the School Captains whose focus is for the future. Pupils represent views of children and have an input into the decision-making for the development and improvement of the school, and the contribution it makes to the community.



### **School Uniform**

- Jumper/Cardigan - Navy Blue
- Shirts/Blouses - Light Blue or White
- Polo Shirt - Light Blue or White
- Trousers/Shorts - Charcoal Grey or Black
- Pinafore Dresses/Skirts - Grey or Navy Blue
- Socks - Black, Grey or White
- Summer Dresses - Blue & White
- Shoes (not trainers) - Black (Please note: Shoes should be robust and high heels avoided)

A variety of clothing printed with the School Logo, including jumpers, cardigans and polo shirts may be obtained from the School Office.

### **P.E. Clothing**

All children should have a named P.E. Kit of plimsolls, trainers, dark coloured shorts/leggings and a white t-shirt. Infant children unable to fasten laces should be provided with slip-on plimsolls, these should be kept in a bag in the cloakroom. For children in KS2 (Years 3, 4, 5 & 6) warmer clothes are required e.g

- Tracksuit.
- Jogging bottoms
- Jumper, especially for the cooler months during terms 1, 2, 3 and 4 as some PE lessons will be conducted outside.
- No jewellery to be worn at any time. All earrings must be removed prior to P.E lessons as members of staff may not touch/remove them.
- No football or rugby shirts may be worn as an item of P.E kit
- No tight vest tops may be worn
- No hot pants/revealing shorts may be worn.

### **Art and Craft**

An old shirt often keeps school clothing clean in craft activities.

### **Swimming**

Following representation from and discussion with parents, the governing body has decided that one of the school aims should be to provide facilities for the teaching of swimming to our juniors. The tuition is provided during school hours and involves expenditure for transport and insurance. The governors wish swimming tuition to continue because they feel it remains a vitally important skill for children to attain. Therefore a voluntary contribution from parents is requested to ensure continuity.

### **School Meals**

The school provides free lunchtime meals For K.S.1 children as part of the Universal Infant Free School Meal Scheme (UIFSM) and for those children of parents in K.S.2 who qualify for this service under the family income supplement scheme Free School Meals (FSM). Further information is available from our website.

For K.S.2 a hot lunch facility is available from an outside supplier at a small charge, and places and supervision are provided for children who bring their packed lunches.

Children should bring water or soft drinks in containers, which are un-breakable, and not 'fizzy' drinks.

Drinking water is available at lunchtimes and throughout the school day from water bottles that pupils bring to school and keep with them.

We encourage the consumption of healthy food options at 'break' and lunchtimes. We ask that crisps and chocolate sweets/bars are not consumed as snacks and if eaten, are part of a balanced packed lunch.

Fruit is available for purchase by pupils in Key Stage 2 and younger children have free fruit under the government scheme.

FOOD/HEALTH NOTE: To reduce the risk to children with nut allergies, all food brought into school **should not** contain nuts or significant nut traces. This applies to break time snacks, where we insist on fresh or dried fruit or cheese, and also to packed lunches.



### **Religious Education / Collective Worship**

The school is a Foundation Primary School and as such, has no formal religious affiliation. The R.E. taught in the school follows The Lincolnshire Agreed Syllabus. The teaching given is non-denominational and Christian in nature. There is close liaison with all the Churches on the R.A.F. campus and with St. Andrew's Church, Cranwell, with ministers taking collective worship on a weekly rota. By law, all parents have the right to withdraw their children from Collective Worship or that element of any 'Assembly'. Children who are withdrawn will be given alternative work to be undertaken.

### **Personal and Social Education**

Children are encouraged to take responsibility for their own health, welfare and safety, and to be responsive to the needs of other people. From their initial entry into school, children are made aware of how their behaviour can influence these aspects of their lives and our principal aim is to enable them to make informed choices about their lifestyle. This work is developed as an integral part of the whole curriculum; as are aspects of Health Education. Sex Education is dealt with as part of Growth, Development and Reproduction (an integral part of the National Curriculum) and is studied at a depth appropriate to age and maturity by children at all stages in the school. Older children in either Year 5 or 6 undertake a more specific programme related to the schools television series of programmes 'Living and Growing', where this is a specific emphasis on relationships. Parents have an opportunity to view the material used prior to the teaching of this unit of work.

### **School Rules**

The Head and staff believe that a school should be a happy place and that a framework of rules is necessary if it is to be so. Rules are few and can be summarised as caring for the environment and the needs of others, concern for people, safe and calm movement about the school, and care for the buildings and facilities. Punishment is normally via the deprivation of privileges, as practised by a caring parent. In cases of persistent serious misbehaviour, the teacher/Head teacher will notify parents and the school's disciplinary procedures will be implemented. Copies of the Behaviour and Discipline Policy are available on the school website.

### **Pills and Medicines**

The only medicines that will be administered by school staff are asthma inhalers and 'epipens' for allergic reactions. Written confirmation from a GP/Specialist must be supplied to the school in order to provide clear evidence of need. Children who require the administration of medication during the school day may have medication administered by parents. However, the school supports pupils with long term and complex medical conditions and will administer medication in line with the statutory guidelines.

### **Special Educational Needs**

As part of the new Special Educational Needs and Disabilities (SEND) we have made available our local SEND offer which details how we can support children and young people with a special educational need and/or disability.

Further information can be obtained from our local offer which is on the website. Further information regarding the changes of the SEND reforms may be accessed by reading:

1. The special educational needs and disability code of practice :0 to 25 years (June 2014)
2. Children and Families Act 2014

### **Extra-Curricular Activities**

The staff of the school frequently give up their time to organise a variety of extra activities. When these groups are held after school, the children taking part are always instructed to ask their parents for permission to be late home. Activities offered at various times may include: Athletics, Cricket, Football, Drama, Recorders, Netball, Computers, Gardening and 'Bike Wise' training. Clubs change regularly, and an up to date list is available via the school office.

Other agencies provide activities in gymnastics and Musical Tuition for a small cost.

### **School Journeys and Excursions**

Each class may, at some time, organise trips to enhance the curriculum. Section 118 of the Education Reform Act 1988 establishes that the restrictions on charging for school trips does not in any way prohibit or restrict a school from seeking voluntary contributions for the benefit of the school or in support of any

school activity, whether during or outside school hours. The governors are keen to emphasise that there is no obligation to contribute and no pupil would be omitted from the activity because his/her parents were unwilling or unable to contribute, but because of budgeting constraints, certain activities may not take place if parents are reluctant to support them.

### **Photographs**

Each Autumn, a photographer visits the school to take each child's photograph. It is possible for pre-school family members to be included and you will be notified when the visit is going to take place. To ensure security for pupils involved in any publicity for their own or the school's achievements, photographs that appear in the media will not have their name with them without the parent/guardian agreeing to this via the permission form.

### **Cycling**

We encourage our children to cycle/scooter to school. Younger children should be accompanied by an adult. **Please Note:** Any bikes/scooters that are brought to school and left on the premises are the sole responsibility of your child; the school has no liability for any loss or damage of any of these items.

### **Parent Teacher Association**

The Association meets regularly to organise a wide range of events for parents, children and staff. Their hard work over the past years has provided much needed funds which have been used to buy extra equipment to enhance school life. If you are interested in helping on the Committee, please contact the School Office.

### **Complaints**

The school follows a policy that meets government and local authority guidelines, and you can be advised of the procedure by contacting the school. A copy of the complaints procedure is available upon request.

### **Pattern of Secondary Education in the Sleaford Area**

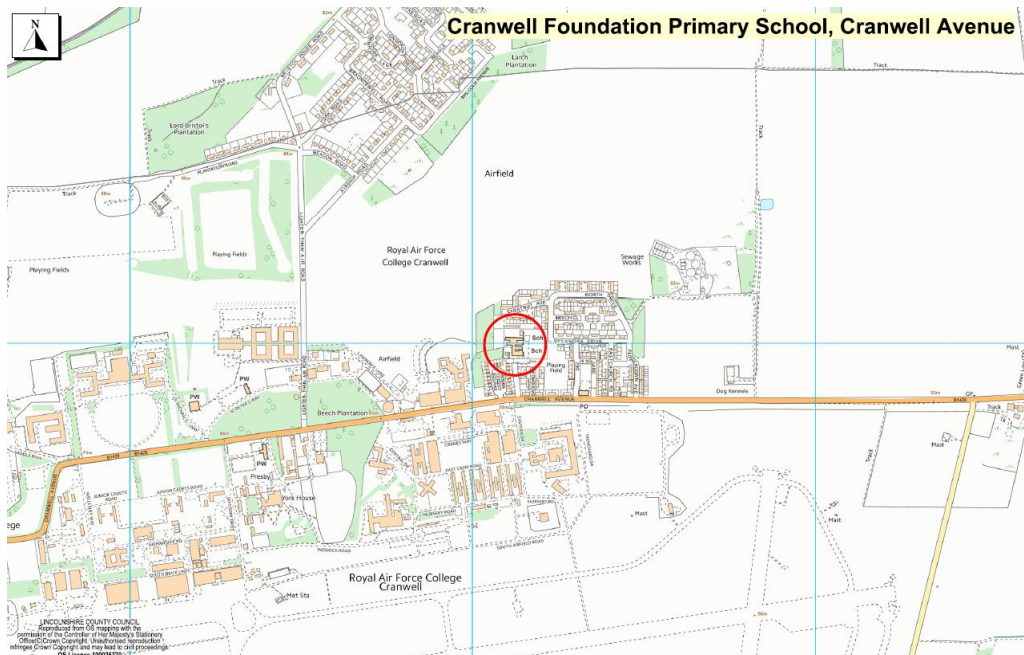
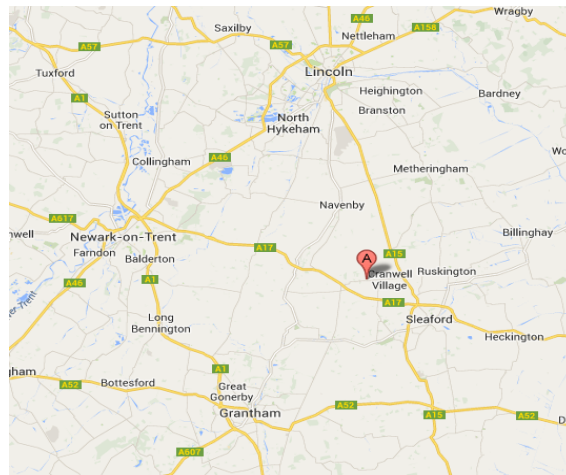
At present, a selection procedure operates within the Sleaford area. At the age of eleven, children are selected to attend either Carre's Grammar School Selective Academy for boys or the Kesteven and Sleaford High School Selective Academy for girls. The school will be pleased to give you further information about the procedure if parents require this. Other schools in the area which parents may consider for secondary education are: St. George's Academy and the Sir William Robertson High School Academy.

### **Admissions Policy 2016** – (Please see our website)

### **Enquiries and Visits to the School**

We shall be happy to answer any enquiries about the school and the education we offer our pupils. You may like to access our school website on [www.cranwell.lincs.sch.uk](http://www.cranwell.lincs.sch.uk).

We welcome personal visits to the school by appointment and we shall be pleased to answer your queries and show you around before you make any application for a school place for your child. A personal tour of the school, or receipt of the school brochure, should in no way be construed as an acceptance of your child's application for admission. Such a visit is entirely without obligation on the part of the School or yourself, but will help you make a decision about your child's education before you begin the process of application for a school place.



Cranwell Primary School is very much open to parents and we are committed to establishing a sound partnership in the education of your child. If you have any queries or concerns about any aspect of the school or curriculum, please do not hesitate to contact the Head Teacher.

Last reviewed: Spring 2016

Please note: All details within this prospectus were correct at the time of printing.

Changes in detail may occur before or during the school year.