



**Reception
New Starters Pack
2026-2027**

Welcome

We'd like to thank you for choosing Cromford Church of England Primary School as your primary educator and welcome you to our school.

Vision

To learn, aspire and achieve in a Christian environment.

Aims

- To provide a happy, caring and secure environment for everyone.
- To treat all children as unique individuals.
- To encourage everyone to be respectful of others and the environment.
- To support children's personal, social and emotional development.
- To work in partnership with families and the wider community to provide an education of the highest quality within the context of Christian values.
- To provide a vibrant and exciting learning experience, that will equip all children with the skills necessary for their future.
- To develop each child's spiritual awareness, understanding of Christian beliefs and respect for those with others faiths and none.
- To foster an understanding and enthusiasm of the heritage of our village and the place of our school within it.

Classes and Teachers

Robins Class – Miss Palfreyman

Owls Class – Miss Marshall

Eagles Class – Mrs Beaumont and Mr Wilson

<u>Headteacher</u>	Mr Wilson
<u>Teaching Staff</u>	Mrs Palfreyman (Reception, Year 1 & 2)
	Miss Marshall (Year 3 & 4), (including Safeguarding)
	Mrs Beaumont (Year 5 & 6), Each afternoon except Wednesdays
	Mr Wilson (Year 5 & 6), Mornings and all day Wednesday
<u>High Level Teaching Assistants</u>	Mrs Smedley
	Mrs Taylor
<u>Specialist Teaching and Learning Assistants</u>	Mrs Fearn
	Mrs Holt
<u>Teaching Assistant</u>	Mrs Hutton
<u>SENCO</u>	Mrs Gooding
<u>School Business Officer</u>	Mrs Toone
<u>School Caretaker/Cleaner</u>	Mr Lofts
<u>Midday Supervisors</u>	Mrs Brook
	Mrs Drain
	Mrs White
<u>Breakfast/After School Club Assistant</u>	Mrs Brook
<u>After School Coordinator</u>	Mrs Toone

School starts at 8.50 am (doors are opened at 8.40 am), lunch is 12.00-1.00 pm and school finishes at 3.15 pm.

Meet the Staff



Mr I. Wilson
Headteacher



Miss J Palfreyman
Class Teacher



Mrs E. Holt
Teaching Assistant



Mrs K Hutton
Teaching Assistant

School Attendance Policy

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools.

The Government has recently made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on **1st September 2013**. These state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases, it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes I will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for **exceptional circumstances** should ask for a holiday form from the office and complete it at least **two weeks** before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

I would like to remind parents that this is a Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child/children. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action.

Illness

In the event that your child is unwell, please let the school office know as soon as possible (No later than 9am), either by phone (option 1) or emailing info@cromford.derbyshire.sch.uk.

ParentPay

Our school currently uses ParentPay which is a cashless system. This allows parents to pay for the following:

Breakfast and After School club fees
School Lunches
Music lessons (contribution)
School trips

You will receive an activation letter, email or text during the summer to enable you to logon to the system.

*Please note – we'll be moving to Arbor at some point in the summer/autumn term. Please keep an eye open for any emails regarding this change.

Uniform

It is the policy of the school that uniform be recommended to all parents.

Our logo school uniform can be purchased by clicking [here](#). Alternatively, you can purchase non logo school uniform from most supermarkets.

Our school uniform comprises of:

- ❖ Red sweatshirt, cardigan, fleece, jumper or hooded jumper
- ❖ White shirt, blouse or polo-shirt under sweatshirt.
- ❖ Dark coloured bottoms (black, grey or navy). Red gingham dresses can be worn during the warmer months.
- ❖ Flat, dark shoes.

PE Kit – Black, grey or navy bottoms (not jeans), a white t-shirt, and jumper plus a change of footwear.

The wearing of make-up, including nail varnish, is not permitted at school.

Swimming and PE

Every child in school will attend swimming. Reception children will attend swimming after February Half Term until the end of the summer term. (Our monthly newsletters will keep you informed of dates or you can view the website calendar [here](#).), therefore, they will need a swim kit each week.

Children will need a swim suit/trunks, a towel, a swim hat and some goggles.

The children will take part in weekly sessions of physical education, they will need to come to school wearing their PE kit on a Monday and Wednesday. Earrings are not permitted during PE, please ensure they are removed before your child arrives at school. School and County Policy is that children should only wear studs for school **and should not have earrings in for PE or swimming, even covered with tape**. If children have earrings as they get older, they must be able to put them in and take them out themselves as we are not permitted to help with this.

Sun Safety in School

During the summer term we all look forward to spending lots of time outside for playtimes and also lessons! However, on really hot days we can't offer the protection of shade to every child so it is incredibly important that children bring their hats in to school every day.

We also ask that all children wear sun cream to school which is applied before they arrive in the morning as this offers protection during the school day. It is also advisable to send your child to school with additional cream that they can apply themselves in order to top up the protection throughout the day.

The school will not be held responsible for any child who gets sunburnt due to lack of sun cream.

Breakfast and Afterschool Clubs

We offer a Breakfast club and After School Club Monday to Friday on a first come first served basis. You can request your chosen days by completing the breakfast and afterschool section on the admissions form. (*The form will be sent out at a later date*).

Both clubs are payable via ParentPay.

Breakfast Club

Days: Monday to Friday

Times: 07:30 – 08:35 am

Cost: £4.50 per child, £3.50 for attending siblings

Breakfast includes: fruit juice, milk, cereal and toast

There will be an activity every day, this will include: drawing, colouring, reading, construction and games.

After School Club

Days: Monday to Friday

Times: 15:30 – 16:30 pm.

Cost: £5.50 per child. Children will be provided with a small snack.

Activities are:

Monday	Sports (Provided by SSP) (Free)
Tuesday	various activities (Scooter club if the weather permits it)
Wednesday	various activities including football training (weather permitting)
Thursday	Forest Schools
Friday	various activities including football training (weather permitting)

School Lunch, Snacks and Drinks.

Your child is entitled to a government funded free school meal until the end of year 2, you do not need to complete a form to access these free meals unless you're eligible for **Pupil Premium Funding** (see page 9).

School meals are currently charged at £3.25 for those pupils not in receipt of Free School Meals (pupil premium) or are in year 3 and above.

If you and your child choose to bring a packed lunch to school instead, you can let us know via the admission form.

Children may bring in a named refillable water bottle filled with water. No fizzy drinks please.

All children will have the opportunity to have a piece of fruit or vegetable as a daily snack at break time.

- ❖ If there are any allergies, food intolerances or dietary requirements of any sort, please make sure you provide this information on the admission form.

Cool Milk

Our school provides a milk scheme that is available to all of our pupils. Children under 5 receive a free 189 ml portion of semi-skimmed milk every day. The cost of school milk is subsidised for pupils aged five or older at a cost of around 22p per day.

We will automatically register your child with Cool Milk. They will receive a 189ml portion of semi-skimmed milk every day, which is delivered fresh and chilled. Pupils will be provided with milk during the morning break. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. Find out what the top reasons are for drinking milk by clicking [here](#).

- ❖ *If you wish to opt out of the milk scheme, please email the office info@cromford.derbyshire.sch.uk.*

GDPR

Following Government regulations about how we keep information, it is a legal requirement for all schools to seek consent from all our parents/carers about the information we hold about your child.

Please complete the GDPR section on the admission form. You will need to agree to show that you **DO** consent to them being held by Cromford Church of England Primary School. If you **DO NOT** wish to give consent, please select disagree.

If you would like to discuss this before giving consent, please email the school office info@cromford.derbyshire.sch.uk

Our privacy notices, GDPR & Data protection and other policies are available to view on our school website [here](#).

School Website

Our school website contains a lot of information relating to school. Please have a look and familiarise yourself with it so you know where to find things before your child starts.

Our calendar can be found here: [Calendar](#)

Our Newsletters can be found here: [Newsletters](#)

Our Policies can be found here: [Policies](#)

Please take time to read through our policies, paying particular attention to the ones listed below. All our policies can be found on the website using the link above. :

- ❖ Privacy Notice
- ❖ Data Protection Policy
- ❖ Behaviour Policy
- ❖ Online Safety Policy



Cromford C of E Primary School

Name of Policy: ICT Acceptable Use Statement for Pupils

This policy was reviewed May 2026 and has been impact assessed in the light of all other school policies including the **Equality information and Objectives policy**.

Chair: Alison Whittaker
Next Review date: 2028

The computer system is owned by the school and is made available to pupils to further their education. The school's Internet Access Policy has been drawn up to protect the pupils, their parents, staff and the school by clearly stating what is acceptable and what is not. The school reserves the right to examine and delete any files that may be held on its computer systems and storage media and to monitor any Internet sites visited.

Pupils requesting access to the school's ICT resources should sign a copy of this Acceptable Internet Use Statement via the online Microsoft Admission form (attached to the email).

- ❖ All school-based ICT activity should be appropriate to pupils' education or to staff professional activity.
- ❖ Access to the school network and the Internet should be made only via the authorised account and password; which must not be given to any other person.
- ❖ The transfer of any digitally recorded data, irrespective of the form, mechanism or media, to or from the school is prohibited except where permission is given by the teacher.
- ❖ Activity that threatens, or attempts to threaten, the integrity of the school ICT systems is forbidden. Activity that attacks, or attempts to attack, or corrupts, or attempts to corrupt, any other system, irrespective of ownership or location, is forbidden.
- ❖ Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- ❖ Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- ❖ Copyright of materials must be respected.
- ❖ Posting anonymous messages and forwarding chain letters is forbidden.
- ❖ As e-mail can be forwarded or inadvertently be sent to the wrong person, e-mail should be written carefully and politely.
- ❖ Use of the network to access any form of inappropriate materials is forbidden.
- ❖ Anonymous messages and chain letters must not be sent.
- ❖ The use of a public chat room is not allowed.
- ❖ Irresponsible use may result in the loss of Internet access.

Pupil Premium Funding



Free school meals and Pupil Premium funding

If your child is already receiving a free school meal due to your eligibility to a qualifying benefit, there is no need to apply again. Your child will already be included on the school list.

Reception, year 1 and year 2

The government's school food plan provides funding for government-funded primary schools in England to offer a free lunch to every child in their reception classes, year 1 and year 2.

Year 3 and above

Your child may be able to get free school meals if you're in receipt of Universal Credit. The government have made changes to the eligibility criteria which take effect from September 2026. Details regarding the changes can be found [here](#).

Applying for free school meals

We use the Department for Education's free school meals eligibility checking system, meaning you will receive an instant result notification, and the school will be informed.

To apply, you will be required to register and provide:

- your National Insurance Number or National Asylum Support Service Reference Number
- your family name
- your date of birth
- you may also be required to upload a copy of your benefit document

You can check your eligibility and apply for free school meals using the following links:

<https://caya-apps.derbyshire.gov.uk/Synergy/SynergyWeb/Enquiries/Citizen/FreeSchoolMeals.aspx>

<https://lgfl.net/services/free-school-meals>

If you'd like any further support, please contact the free school meals team, email checking@derbyshire.gov.uk or telephone: **01629 536481**.

Pupil premium funding

Pupil premium funding is additional funding for schools to improve educational outcomes for disadvantaged pupils in England.

Pupil premium is not a personal budget allocated to individual eligible pupils. It's funding awarded to schools based on the number of eligible pupils on roll.

It is at the discretion of the school leaders to determine how best to spend the pupil premium within the requirements of the conditions set by the government.

The link between free school meals and pupil premium funding

All infant pupils are entitled to free school meals.

However, it's still important that schools know which infant pupils meet the benefit criteria for free school meals. This is because the school receives pupil premium and formula funding based on the number of pupils that are eligible for free school meals.

Thank you and a warm welcome to Cromford CofE Primary



Learn, aspire and achieve in a caring Christian environment

Cromford C of E Primary School
North Street
Cromford
Derbyshire
DE4 3RG
Telephone number: [01629 822248](tel:01629822248)

Email: info@cromford.derbyshire.sch.uk
Website: cromford.eschools.co.uk/web
Facebook: [Cromford C of E Primary School | Facebook](https://www.facebook.com/CromfordCofEPrimarySchool/)