

Dear Parents,

On behalf of the *Governors* and *Staff* I am pleased to welcome you and your child to *The Croft Primary School*.

I hope you find this introduction to our school both interesting and informative. Its purpose is to give you a brief insight into life at *The Croft*.

We pride ourselves on providing a caring, secure school environment in which every individual is valued and their efforts and achievements celebrated.

We aim to provide a wide variety of learning opportunities that we hope will inspire, excite and challenge our children. We look forward in working in partnership with yourselves to ensure your child's time at *The Croft* is a happy and successful experience.



# SCHOOL INFORMATION

The Croft Primary School is a co-educational day school administered by Staffordshire County Council Education Committee. It caters for children from 4+ in the Reception Class to Year 6 at the age of 11.

The school is situated in a semi-rural position on the edge of the village of Armitage.

The main entrance to the school is reached through the school gates and the main office is located inside the entrance porch. The pupils have two entrances, one through a gate and passageway in Chapel Road and another entrance through the field gate located close to Church Lane. There is also space for car parking for parents in Church Lane.

**Address:** The Croft Primary School,  
Rugeley Road,  
Armitage,  
Rugeley,  
Staffs.  
WS15 4AZ

**Website:** [www.croft.staffs.sch.uk](http://www.croft.staffs.sch.uk)

**Telephone:** 01543 490261

**Fax:** 01543 490261

**E-mail:** [office@croft.staffs.sch.uk](mailto:office@croft.staffs.sch.uk)

**Chair of Governors:** Mr. R. Gunn,  
14 Church Lane,  
Armitage,  
Rugeley,  
Staffs.  
WS15 4BA

**Headteacher:** Mrs. J. Millett

**Deputy Headteacher:** Miss K. Bartram

# STAFF

## Teachers

Mrs. P. Daniel	-	Class Reception
Mrs. L. Astley	-	Class One
Mrs. S. Richards	-	Class Two
Miss S. Wakefield	-	Class Three
Mrs. C. Davies	-	Class Four
Miss K. Bartram	-	Class Five
Mr. P. Hughes	-	Class Six
Miss V. Paris	-	PPA Cover

## Teaching Assistants

Mrs. P. Artz	Mrs. J. Bould	Mrs. K. Bridge	Mrs. T. Davis
Mrs. H. Elson	Mrs. J. Bridgart	Mrs. L. Parker	Mrs. C. Smith
Mrs. A. Johnson	Mrs. K. Vincent		

## Office Manager

Mrs. A. Bailey

## Lunchtime Supervisors

Mrs. M. Twinney (Senior Lunchtime Supervisor)	Mrs. C. Harrod	
Mrs. S. Hurst	Mrs. K. Gent	Mrs. R. Harding

## Lunchtime Play Worker

Mrs. C. Withington

## Janitor

Mr. K. Colley

## Site Technician

Mr. M. Richards

# THE SCHOOL DAY

School hours are:

Foundation Stage (Reception Class) and Key Stage 1 (Classes 1 and 2)

8.55 a.m. - 12.00 noon

1.00 p.m. - 3.15 p.m.

Key Stage 2 (Classes 3, 4, 5 and 6)

8.55 a.m. - 12.15 p.m.

1.00 p.m. - 3.15 p.m.

These times include registration, Collective Worship, 15 minutes break for Reception, KS1 and KS2 in the morning and 10 minutes Reception, KS1 and KS2 in the afternoon.

Key Stage 1 and Reception Class have an hour for lunch. Key Stage 2 have three-quarters of an hour for lunch. This ensures that statutory teaching hours are covered.

Supervision is available on the playground from 8.50 a.m. Parents are encouraged to come onto the playground and wait with their children before school starts and to collect their children from the class exits on the playground when school ends at 3.15 p.m.



## ABSENCE/ATTENDANCE

If your child is going to be absent, please let school know by contacting by phone or by e-mail. If your child is absent and we have not received an explanation we will attempt to contact you.

Please ensure that all contact details are up to date so that we can get in touch with you should there be an emergency.

In accordance with DFE guidelines the school cannot authorise holidays taken in term time, unless there are exceptional circumstances. Leave of absence forms are available from the school office.



# UNIFORM

We feel that a smart uniform improves a child's appearance and helps develop a sense of pride in being a member of our school community.

Governors ask that parents purchase a royal blue sweatshirt or cardigan with the school logo from Uniform Plus in Lichfield or Rugeley, Blue Print Design in Rugeley or A & J Designs at Chasewater.

We ask that all clothing should be clearly marked with your child's name.

All other items of uniform can be purchased from any school outfitters or stores.

Girls:           Black / grey trousers, skirt or pinafore  
                      White polo shirt  
                      Royal blue cardigan or sweatshirt with school logo  
                      Suitable dark shoes - not trainers or high heeled shoes  
                      Light blue checked dress in summer

Boys:            Black / grey trousers  
                      White polo shirt  
                      Royal blue sweatshirt with school logo  
                      Suitable black shoes - not trainers

Jewellery:      Watch.  
                      It is recommended for Health & Safety reasons that necklaces/bracelets are not worn to school and earrings are limited to two small studs which children are able to take out themselves on P. E. days.



## P. E. CLOTHING

### Key Stage 1

Plimsolls / pumps

Black shorts

Plain white t-shirt or polo shirt

Pump bag

### Key Stage 2:

Plimsolls / pumps

Black shorts / white t-shirt for gymnastics and dance

Black shorts / white t-shirt, tracksuit and trainers for games lessons

Swimming costume for girls and trunks (not shorts) for boys

Bathing cap

Verruca sock or socks if child has a verruca

Football boots

Pump bag



# THE SCHOOL CURRICULUM

At The Croft we plan and deliver a broad and balanced curriculum that builds on children's own experiences and stimulates a desire for learning. The school follows the National Curriculum 2014.

Early Years Foundation Stage (4 - 5)

Keystage 1 (ages 5 - 7)

Keystage 2 (ages 8 - 11)

The core curriculum in both Keystage 1 and Keystage 2 comprises of

- English

At The Croft English is taught using the National Curriculum 2014. It is taught daily - focusing on the key skills of speaking & listening, reading and writing - which includes handwriting, spelling, punctuation and grammar.

The school makes use of Read, Write Inc resources to teach synthetic phonics.

The reading scheme used in school is primarily Ginn 360, however this is supplemented by materials from Collins Big Cat and Oxford Reading Tree.

- Maths

Maths is also taught on a daily basis using the National Curriculum 2014. There is a strong focus on developing the four rules of number - addition, subtraction, multiplication and division. Pupils are also given the opportunity to explore geometry, data handling skills and develop their measuring skills in a range of contexts.

- Science

Science is delivered through a range of topics aimed at giving the children first hand experiences, engaging their natural curiosity about how the world works. They are encouraged to explore and investigate the world around them.

- Computing

ICT is taught in our computer suite and also using the school laptops and iPads in classrooms. This gives the children the opportunity to develop specific ICT skills, which they can then apply to other areas of the curriculum. Each classroom is equipped with an Interactive Whiteboard and internet access.

- Physical Education  
The school currently employs a specialist PE teacher to work alongside class teachers to provide a high quality PE curriculum which includes: dance, gymnastics, football, netball, athletics, hockey and swimming.
- Music  
Music is taught as an element of the termly topics. This is supplemented in Keystage 2 with all Year 3 children learning to play the violin. Peripatetic teachers also deliver woodwind, brass and string tuition to Keystage 2 pupils. All pupils in Keystage 2 take part in the 'Rock It' Music Project, where they learn to play an instrument as part of an ensemble.

Children are also taught the foundation subjects of

- Art & Design
- Design Technology
- History
- Geography
- Modern Foreign Languages
- PSHE

These subjects are delivered through 3 topics across the year, creating memorable learning experiences developing their individual skills, building on their prior knowledge and understanding.

Early Years Foundation Stage Reception (4 - 5years)

Children in Reception Class follow the Early Years Foundation Stage Curriculum which is made up of 6 areas of learning.

- Personal & Social Emotional Development
- Communication, Language & Literacy
- Mathematics
- Expressive Arts & Design
- Physical Development
- Literacy

These subjects are delivered through termly topics and provide our children with a rich variety of experiences that are appropriate to their needs. The school has a separate Early Years Prospectus for more information about starting school in Reception Class.

## **R.E. & COLLECTIVE WORSHIP**

RE is taught using the Staffordshire agreed syllabus for Religious Education.

The curriculum delivered is predominantly Christian - however the children are given the opportunity to explore the beliefs and practices of other major world faiths.

Parents have the right to withdraw their child from RE lessons and collective worships should they wish to do so.



## **ASSESSING YOUR CHILDRENS LEARNING**

At The Croft great care is taken to ensure that all children are given the opportunity to receive an education appropriate to their individual needs.

To enable us to do this children's levels of attainments and achievement are very closely tracked. Information and data collected is acted upon to ensure that your child reaches their full potential.

Children are formally assessed on the National Curriculum during the Summer Term in Year 2 and Year 6 (SATs) and in Reception Class on the EYFS - early learning goals. Children in other year groups will be assessed against the New National Curriculum and judgements will be made as to whether they are achieving age related expectations.

Written reports on the children's attainment and progress are given to parents at the end of the Summer Term. Parents will be given the opportunity each term to formally meet with staff and discuss their child's progress and future targets.

### SCHOOL RESULTS 2015

These tables show the percentage of year 6 pupils achieving each level in 2015. The number of eligible children is: 28

TEACHER ASSESSMENTS										
		Percentage at each level								
		W	1	2	3	4	5	6	Pupils disappled	Pupils absent
English		0	0	0	11	43	46	0	0	0
Mathematics		0	0	4	7	50	39	0	0	0
Science		0	0	0	11	57	32	0	0	0

TEST RESULTS										
		Percentage at each level							Pupils not entered	Pupils absent
		Below level 3*	3	4	5	6				
Reading		0	0	43	57	0	0	0		
Grammar, Punctuation & Spelling		0	18	21	61	0	0	0		
Mathematics		0	11	46	43	0	0	0		

Levels 5 and 6 represent achievement above the nationally expected standard for most 11 year olds.

Level 4 represents achievement at the nationally expected standard for most 11 year olds.

Level 3 and below represent achievement below the nationally expected standard for most 11 year olds.

W represents pupils who are working towards Level 1, but have not yet achieved the standards needed for Level 1.

PERCENTAGE OF PUPILS ACHIEVING AT LEAST EXPECTED PROGRESS - UNVALIDATED		
MATHS	READING	WRITING
96%	92%	96%

You can find more information on our school performance by accessing the DFE website <http://www.education.gov.uk/schools/performance>

# **INCLUSION & SPECIAL EDUCATIONAL NEEDS**

The teachers at The Croft employ a range of teaching methods and children's progress is constantly monitored and assessed. Occasionally we find that a child does not make the progress we expect. In these cases a team of staff work with the SENCO (Special Educational Needs Co-ordinator) to plan and deliver appropriate steps of support.

Learning Targets may be drawn up with specific measurable targets for the child. If targets continue not to be met outside agencies such as SENSS, Educational Psychologist, Speech & Language Therapists may be called upon to provide specialist support and advice for children, parents and staff.

Parents will be consulted and kept informed once their child has been identified as having Special Educational Needs and are actively encouraged to work with the school to ensure their child receives the appropriate level of support.

Please see the schools SEND report on the website for further information.

## **BEHAVIOUR**

It is the primary aim of our school that every member of our school community that each person is treated fairly.

We are a caring school whose values are built on mutual trust and respect for all. We aim to provide an environment where everyone feels happy, safe and secure. The school recognises that many different strategies may be used to promote good positive behaviour - these may include house points, stickers, Headteacher rewards and postcards.

## **CURRICULUM ENRICHMENT**

At The Croft we provide our pupils with a curriculum that is relevant and interesting, each year group takes part in a range trips and visits which support their learning and help broaden their minds. These include educational visits to

- Shugborough Museum
- Monkey Forest
- Think Tank
- Wolseley Wildlife Centre
- Birches Valley
- Shugborough Residential Centre
- Tamworth Castle
- Local Farms
- Standon Bowers
- Twycross Zoo



The school is also keen to invite speakers and guests to share their expertise with the children.

Previous visitors to our school have included

- Visiting teachers from local high schools
- Museum outreach
- Crackpotz - clay
- Local authors
- School Nurse
- Fire Fighters
- Local Children's Author
- Staffordshire Performing Arts
- Local Police



## SCHOOL MEALS

All out school dinners are cooked fresh on the premises. A menu is sent home so that meals can be discussed with your child. We ask for dinner money to be paid on Monday for the whole week or odd days.

Universal Free Meals are available to all Reception, Year 1 and Year 2 children. Free meals are available to families receiving income support. Please contact the school office where enquiries are treated in the strictest confidence.

Children can also choose to bring a packed lunch - we do ask that these are healthy and are not packed with sweets and fizzy drinks.

### Sample Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sausages with Mashed Potatoes & Gravy	Chicken Thigh with BBQ Sauce & Steamed Rice	Roast Beef with Roast Potatoes & Gravy	Beef Lasagne with Herby Wholemeal Bread	Battered Fish with Chips
Vegetarian Sausages with Mashed Potato & Gravy	Pasta Neapolitan	Roasted Lentil Loaf with Roast Potatoes	Chimichangas with Sweet Chilli Sauce & Savoury Rice	Mediterranean Tart with Chips
Jacket Potato				
Baguette	Baguette	Baguette	Baguette	Baguette
Accompaniment	Accompaniment	Accompaniment	Accompaniment	Accompaniment
Seasonal Vegetables Selection of Seasonal Crisp Leaves and Salads	Seasonal Vegetables Selection of Seasonal Crisp Leaves and Salads	Seasonal Vegetables Selection of Seasonal Crisp Leaves and Salads	Seasonal Vegetables Selection of Seasonal Crisp Leaves and Salads	Seasonal Vegetables Selection of Seasonal Crisp Leaves and Salads
Puddings	Puddings	Puddings	Puddings	Puddings
Orange Drizzle Cake	Plum Crumble with Custard	Fruity Delight	Peach Sponge with Custard	Berry Flapjack
Yoghurt	Yoghurt	Yoghurt	Yoghurt	Yoghurt
Fruit	Fruit	Fruit	Fruit	Fruit



# HEALTHY SCHOOL

At The Croft we pride ourselves on providing the children a healthy and safe environment in which to learn.

Here are some general guidelines which help us achieve this.

We:

- Have a no smoking environment - smoking is not allowed anywhere on the school premises
- Provide healthy school meals at lunchtime - Staffordshire County Catering provide the pupils with a well balanced nutritional meal
- Participate in free fruit scheme for Reception and Key Stage 1 children - have a piece of fruit everyday at afternoon breaktime
- Deliver lessons and activities promoting healthy lifestyles including visits from health professionals
- Provide toast available to buy at morning break for the price of 20p - encouraging a healthy snack
- Encourage children to bring a water bottle into school
- Promote children's safety by teaching about road safety, stranger danger and e-safety
- Encourage parents to be mindful of parking and to please be respectful of both pedestrians and local residents



## EXTRA CURRICULAR ACTIVITIES

At The Croft we pride ourselves on the range of extra curricular activities that we provide for our pupils throughout the school year.

Our clubs are led by staff within our school and include:

Football	Art	Netball	Choir
Rounders	Cricket	Computer	Hockey
Cross Country	Recorders	Multi Skills	Languages
Gardening	Newspaper	Tri-Golf	Wolves Football
Coding			

## **COMMUNITY LINKS**

Our school is at the heart of the local community and we regularly support local events with Armitage Village.

The school choir regularly perform at key events at the local church and Lichfield Garrick Theatre.

Our sports teams also participate in many sporting competitions organised by local schools.

Our children also get opportunities to link with local secondary schools - preparing them for the next stage of their education. They take part in projects and activities that ensure they have the skills, knowledge and confidence to continue their learning journey.

## **THE OUT OF HOURS CLUB**

The Out of Hours Club provides before and after school care for children attending The Croft School.

The club is based in the school hall, but the outside playground and the school field are available for activities.

There are many activities both inside and outside (weather permitting) on offer.

The times of opening are:-

Mornings                      7.30 a.m. until school starts

Afternoons                    3.15 p.m. - 6.00 p.m.

The prices are as follows:-

Morning Session    £3.00 per session and a 50p additional charge for children who arrive between 7.30 a.m. and 7.55 a.m.

Afternoon Session 1 hour      £3.00  
Full session    £5.50

Places can be booked at the club or at the school office.

### **Out of Hours Staff**

Mrs. P. Spencer	-	Play Leader
Mrs. P. Artz	-	Play Worker
Mr. B. Watts	-	Play Worker
Mrs. J. Pratt	-	Play Worker
Mrs. T. Hodson	-	Play Worker

## **SEX EDUCATION**

Sex Education is taught within subjects of the National Curriculum such as Science, P.S.H.E. and Physical Education.

In Years 5 and 6 the school nurse talks to the children about personal hygiene and changes to the body with the onset of puberty. In Year 6 the school nurse will talk about Human Reproduction with the emphasis on human relationships and the family unit.

The Sex Education policy is available to all parents. This policy has been agreed by Governors and a copy is available from the Headteacher.

## **EQUAL OPPORTUNITIES**

At The Croft Primary School we believe in providing equal access regardless of race, gender, religion, ability and social background.

Every child has equal access to the curriculum, equipment and activities at the school.

The curriculum on offer at the school is appropriate to the differing needs of all our children.

## **ADMISSIONS**

The arrangements for the admission of children into the Reception year are made by the admissions section of the local authority.

All children are admitted in the academic year of their 5<sup>th</sup> birthday.

The admission procedure to Staffordshire schools is clearly explained at [www.staffordshire.gov.uk/education/schoolsandcolleges/admissions](http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions)

# COMPLAINTS PROCEDURE

If you have a complaint, please do not hesitate to contact the school, either in person or by telephone. You may initially like to discuss the issue with the class teacher and the problem will probably be resolved quickly.

The Headteacher and Deputy Headteacher are available to listen to and deal with complaints about any aspect of your child's school life.

If a problem is not resolved to your satisfaction the next step is to inform the Governing Body, details of who are at the front of this prospectus.

## P.T.F.A.

There is a thriving P.T.F.A. at The Croft School to which all parents belong.

There are regular meetings every half-term to which parents are invited. The P.T.F.A. organise various fund raising events during the year. These include: - a Summer Fair, Santa's Breakfast, Family Disco, Quiz Night, Fashion Show etc.

There is also a successful '100 Club' which raises money and gives out prizes each month.

The monies raised by the P.T.F.A. have provided many extras in school including two play trails, an interactive whiteboard, outdoor classroom, laptops and support in many other areas.



**HOME &**

**SCHOOL**

# WORKING TOGETHER

At The Croft Primary School, we value and appreciate the important role you play in your child's education.

We offer a range of opportunities for parents to actively support their child in school. These include:

- Open Evening - visit the school and received a class information pack
- Parents Evenings
- Annual School Report - these are sent home during the Summer Term and they include details of your child's progress and future targets
- Class and Whole School Newsletters - keeping parents up to date with helpful information and dates
- Curriculum Workshops - focusing on areas linked to the schools development priorities
- Helpful Curriculum Leaflets providing parents with tips on how they can support learning at home
- School website where parents can access information



If you require any further information about our school please do not hesitate to contact us.

We warmly welcome visits from prospective families who are looking to join us.

Further documents and helpful information can be found on the school website at [www.croft.staffs.sch.uk](http://www.croft.staffs.sch.uk)

We look forward to working with you and your child in the future.

