

GENERAL SCHOOL INFORMATION

Craneswater Junior School
St. Ronan's Road
Southsea
Hampshire
PO4 0PX

Tel: 02392 734787

Email: admin@craneswater.portsmouth.sch.uk

Website: www.craneswater.portsmouth.sch.uk.

Morning Session	8.40am – 12.15pm
Morning Break	10.55am – 11.10am
Lunch Break	12.15pm – 1.00pm
Afternoon Session	1.00pm – 3.00pm

The playground is not officially staffed before 8.40am and children should not arrive before 8.30am. The school gates are opened at 2.50pm. If you do intend bringing your child to school by car it is easiest to park a short distance away and walk the last couple of minutes. The carpark is for staff only. Children are not permitted on the mounds or trim trail before or after school as there will be no staff to supervise. Please be aware that dogs are not permitted on the premises unless they are an 'assistance dog'.

Communication

The school office will be open from 8.30am each day until 3.30pm during term time. The school phones are answered from 8am to 4pm. We communicate mainly by email, using SCOPay. More immediate communication is by text or telephone.

Absence

If your child is going to be absent, please let us know before 9:00am. Please contact us by using our Studybugs App, which is downloadable via your phone or tablet. If you don't have the facility to use Apps you can use Studybugs online to report absences also. It helps us know sooner if your child is unaccounted for.

It's quick and easy to register and use and automatically reminds you to keep us informed. Please go to www.studybugs.com for more information.

Extra-Curricular After School Clubs

We offer a variety of clubs after school. The majority are run by external companies. All details are on our website and include joining instructions. Any additional clubs on offer will initially be sent to you by email. A weekly timetable is posted on our website on a Friday afternoon.

School Meals

Our school meals are provided by Caterlink. Meals cost £2.50 and should be paid for in advance. Payments are made online via SCOPay (www.scopay.com). We will email the latest menu to all parents (*There will also be a copy on our website*). The children make their daily choice of meal at morning registration or you can order for them at home. If you are ordering from home this needs to be done the night before in order for the meal to be registered.

If your child has a food allergy and you would like them to be catered for please let us know and we can issue the relevant paperwork necessary to get meals arranged. All applications need to be verified by your child's GP. This process needs to be started in July in order for the 'special diet' to be set up for your child for September. This process needs to be done regardless of whether a provision was in place in the previous infant school.

Free School Meals

If you are, or think you may be, entitled to free school meals (FSM), please follow this link **here** <https://portsmouth.cloud.servelec-synergy.com/SynergyWeb/> to make an application. The Local Authority will notify us of your entitlement. This is a worthwhile exercise even if your child is not likely to have school dinners as the school receives an amount of money, "Pupil Premium", to spend on supporting achievement. When you register you will also be entitled to reduced fees for music lessons and a free cardigan or sweatshirt. Details of how to claim your free item of uniform can be found in the School Uniform section of this document.

First Aid and Medicines

All our admin staff have the First Aid at Work qualification. The majority of Teaching Assistants and Lunchtime Supervisory Assistants have basic first aid training.

If your child needs to take prescribed medicine, creams or ointment during the school day this will be overseen by our office staff. You will need to complete a consent form, from reception, detailing the type of medication and dosage required. If your child uses an inhaler these must be clearly labelled and handed to the class teacher on the first day of the term. Inhalers are kept in classrooms and your child will be required to log their usage. They will be shown how to do this by the teacher or teaching assistant. It is up to parents to check the use by date on all medicines and we cannot take responsibility for this.

In accordance with the LA and School Nurses in exceptional circumstances we are able to administer paracetamol to your child with your permission. We will always contact you by telephone to get this.

Payments

We use SCOPAY for online payments. To register you will need to go to www.scopay.com/craneswaterjun. You will be emailed details of your child's personal account during their first week. **If you already have a sibling registered at Craneswater then there is no need to do this.** You can log on and go to 'Link Accounts'. You will need a link code which, as stated above, will be emailed to you.

All trips and meals are paid for by SCOPAY. Please make sure that meals are paid for in advance. If you are not able to pay online please email the school and we can look at an alternative method of payment.

School & PE Uniform

Pupils are expected to wear school uniform apart from the two days that they have PE lessons. On these days they need to come to school in their PE uniform.

- Trousers/shorts – plain black or charcoal grey
- Skirts - plain black or charcoal grey
- Polo shirts – white
- Sweatshirts/cardigans – navy blue (available from Brigade Clothing or My Clothing Limited) “hoodies” are not permitted
- Socks/tights - black or charcoal grey (not leggings)
- Shoes – completely black, flat and enclosed
- Summer dresses - blue gingham
- School bag: Years 3 & 4 – Blue draw string (pupil’s lockers are small and can only accommodate this type)

PE uniform – To be worn on the class dedicated PE days.

- Shorts - plain navy
- T-shirt – plain yellow, embroidered with school logo
- Tracksuit bottoms/leggings – plain black or navy for the colder weather
- Sweatshirt (no hoodies or zips) – plain navy
- Plimsolls or bare feet for indoors
- Plimsolls or trainers for outdoors

We only carry a small stock of uniform in the office for emergencies or for pupils starting mid-term. The majority of the above can be purchased from our two uniform providers. Please take a look at both sites (see below) and make your choices.

Brigade Clothing: www.brigade.uk.com
My Clothing Limited: www.myclothing.com

Although it is preferable that children wear tops (Sweatshirt/cardigan, yellow PE t-shirt, white polo top) with the Craneswater logo, we understand that they are more costly, therefore we accept that children will wear uniform without. If wanting to choose 1 item of branded clothing please purchase the sweatshirt/cardigan.

Free School Meal Pupils

As mentioned earlier, all registered FSM pupils are entitled to a free sweatshirt or cardigan. Please make sure that your application for Free School Meals is submitted to Portsmouth City Council as soon as possible. If you would like to take up this offer, you will need to place your order via the school by emailing accounts@craneswater.portsmouth.sch.uk once you have had confirmation of your entitlement from Portsmouth City Council. If you don't have access to the internet then a letter with your child's details and size will do. The Hive Portsmouth is a registered charity situated on the ground floor of the Central Library in the Guildhall square. They hold a comprehensive range of school clothes in their Uniform Share Store. Please click on the link to find out more. <https://hiveportsmouth.org.uk/>

What can my child bring to school

Children are discouraged from bringing toys, money or valuable items to school unless there is a valid reason for doing so. Mobile phones must be handed into and collected from the class teacher each day and must **NOT** be used on the school site.

Your child is welcome to cycle or scoot to school. We have a bike shelter situated in our car park where bikes must be locked. There are also additional spaces in the front playground and by the steps by the field. We ask that you ensure your child wears a cycle helmet for their own safety when travelling to and from school. We also have a scooter rack. Please ensure you bring a lock. We are unable to accept liability for any damage or loss to any of the above. Bikes and scooters should not be ridden on the school grounds.

Leave of Absence Requests

Please be aware that requests for time out of school and holiday during term-time are unlikely to be granted. However if absence requests include any of the following they will be considered on an individual basis.

- Exceptional circumstances i.e. weddings and funerals
- Religious observance
- Sporting activities



You will need to complete a request form which is available by email or from the school office.

Music Tuition

We offer music tuition in the following:-

*Flute, *Trumpet, *Saxophone, *Clarinet, Violin, Guitar, Keyboard, Ukulele and Voice (due to the high demand we can only offer lessons for one instrument).

- Tuition fees are £60.00 per term or £35.00 if your child is registered for free school meals.
- There are a minimum of 10 lessons per term.
- In most instances, the instruments will need to be provided by the parents. Instruments marked with an asterisk (*) above can be hired from the Music Service from approximately £20 per term or £50 per year.

Please be aware that there will be a waiting list for some of the more popular instrument groups. Children are allocated on a first come, first served basis.

If you would like your child to be put on the waiting list for one instrument place, please contact the school office via email: music@craneswater.portsmouth.sch.uk.

Breakfast and Afterschool Care

This is provided at Craneswater by Binsteed Childcare Services Limited. Please contact them directly, by phone on 023 9242 1313 or by emailing binsteedchildcare@outlook.com. The sessions start from 7:30am and finish at 5:45pm

Bramble Infant School and Nursery run an after school club. They operate a walking bus from our site to theirs. You can contact them on 023 9282 8604 or by emailing schooloffice@bramble.portsmouth.sch.uk