

## GENERAL SCHOOL INFORMATION

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

Tel: 02392 734787

Email: [admin@craneswater.portsmouth.sch.uk](mailto:admin@craneswater.portsmouth.sch.uk)

Website: [www.craneswater.portsmouth.sch.uk](http://www.craneswater.portsmouth.sch.uk).

Morning Session	8.40am – 12.15pm
Morning Break	10.55am – 11.10am
Lunch Break	12.15pm – 1:00 pm
Afternoon Session	1.00pm – 3.00pm

The playground is not 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 school.

## 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 Tucasi/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](http://www.studybugs.com) for more information.

## Extra-Curricular After School Clubs

We run a variety of clubs after school. Details of clubs will be sent to you by email. If your child is interested in joining you can sign them up online via SCOPAY. A weekly timetable is posted on our website on a Friday afternoon.

## School Meals

Our school meals are provided by Caterlink. Meals are paid for online using our payment system SCOPay ([www.scopay.com](http://www.scopay.com)). From September 2022 the new price for meals will be £2.34. We will email the latest menu to all parents (*There will also 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 does need 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.

### Free School Meals

If you are, or think you may be, entitled to free school meals, please make sure you complete the application form in this attachment and send it to the Local Authority who 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 free cardigan or sweatshirt. Details of how to claim your free item of uniform can be found in the School Meals 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](http://www.scopay.com/craneswaterjun). You will be emailed details of your child's personal account. **If you have registered for a sibling already 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 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 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 kit.

Uniform is available from the following online companies:-

Brigade Clothing: [www.brigade.uk.com](http://www.brigade.uk.com)  
My Clothing Limited: [www.myclothing.com](http://www.myclothing.com)

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

In order to reduce playground accidents, it is recommended that children wear black flat-heeled shoes with encased toes.

**PE Kit – To be worn on the class dedicated PE days.** *You will be notified of these days after our INSET day on Friday 8<sup>th</sup> July.*

- Black or navy shorts, yellow embroidered t-shirt
- Black or navy leggings/tracksuit bottoms the colder weather
- Plimsolls or bare feet indoors, plimsolls or trainers outdoors

*You will be notified of PE days at the end of July*

We only carry a small stock of uniform in the office for emergencies or for pupils starting mid term. We have two uniform providers for you to choose from, Brigade Clothing and My Clothing Limited. All of the above are available from these suppliers. Please take a look at both sites and make your choices. Although it is preferable that children wear the tops with the Craneswater logo, we understand that they are more costly therefore we accept that some children will wear uniform without.

### 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 by the end of June. 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](mailto: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.

## 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 and 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 you are receiving income support.
- 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 instrument groups.

Music lessons will start in the week commencing 12<sup>th</sup> September 2022. Parents will be emailed two weeks before this date with an updated list of available music places giving them time to book a place for their child if they wish. This will be 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](mailto:music@craneswater.portsmouth.sch.uk).

### **Breakfast and After School Care**

This is provided at Craneswater by Binstead Childcare Services. Please contact them directly by phone on 023 92421313 or by email [binsteadchildcare@outlook.com](mailto:binsteadchildcare@outlook.com) , if you are interested in a place for September. They provide childcare starting at 7.30 and finishing at 5.45pm.

Bramble Infant and Nursery School also provide afterschool care. The children are taken by a walking bus to the school. Their contact details are: Tel: 02392 828604