Welcome to Craneswater Junior School

# 📍 Contact 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

# 🕒 School Day Timings

Morning Session: 8:30am – 12:15pm

Morning Break: 10:30am – 10:50am

Lunch Break: 12:15pm – 1:00pm

Afternoon Session: 1:00pm – 3:00pm

The playground is not supervised before 8:30am, so children should not arrive before 8:20am.

School gates open at 2:50pm for pick-up.

Please avoid parking on the yellow lines outside of the school. The staff car park is for staff only.

For everyone’s safety, we kindly ask that children enjoy the mounds and trim trail only during supervised school hours.

To ensure a safe and comfortable environment for all, we kindly ask that only registered assistance dogs accompany you onto the school grounds.

# 📬 Communication

The school office is open from 8:20am to 3:30pm during term time.

Phones are answered from 8:00am to 4:00pm.

We use Arbor for most communication, including emails and texts. You’ll receive an invitation to sign up.

# 🚸 Reporting Absences

If your child is absent, please let us know before 8:20am via:

* **The Arbor App**
* **Email:** attendance@craneswater.portsmouth.sch.uk

For medical or dental appointments that cannot be made outside of school hours, please email us in advance with a copy of the appointment confirmation.

# 💳 Payments

All payments (trips, meals, contributions) are made via SCOPAY:

🌐 www.scopay.com/craneswaterjun

You’ll receive your child’s account details with a link code, in the first week of term.

Already have a sibling at Craneswater? Use ‘Link Accounts’ with the provided code.

No cash accepted. If you don’t have internet access, please contact us.

# 🍽️ School Meals

Provided by Caterlink at £2.86 per meal.

Pay in advance via SCOPAY: www.scopay.com/craneswaterjun

Menus are emailed each term and posted on our website.

Children choose their meal during morning registration, or you can order from home (by the night before).

Let us **know as soon as possible** if your child has food allergies so we can begin the special diet process. Please note that the catering company will need confirmation of your child’s allergy/i.e. from their clinician.

# 🧁 Free School Meals (FSM)

If you think you may be eligible, apply here: https://portsmouth.cloud.servelec-synergy.com/SynergyWeb/

FSM registration also entitles you to reduced music lesson fees and a free school cardigan or sweatshirt.

# 🩹 First Aid and Medicines

All admin staff are First Aid at Work trained.

Teaching Assistants and Lunchtime Supervisors have basic first aid training.

Prescription medicines must be handed to the office with a completed consent form (obtainable from reception).

Inhalers should be clearly labelled and given to the class teacher on the first day.

Emergency medication (e.g. EpiPens) is stored in the school office.

In exceptional cases, we may need to administer paracetamol with your permission. We will always call you first.

# 👕 School and PE Uniform

# School Uniform (to be worn on non-PE days – Tuesday, Thursday and Friday)

* **Trousers/Shorts**: Plain black or charcoal grey
* **Skirts/Pinafores**: Plain black or charcoal grey
* **Polo Shirts**: White
* **Sweatshirts/Cardigans**: Navy blue (no hoodies)
* **Socks/Tights**: Black or charcoal grey (no leggings)
* **Shoes**: Completely black, flat, and enclosed (no trainers)
* **Summer Dresses**: Blue gingham
* **School Bag (Years 3 & 4)**: Blue drawstring bag or similar

**Uniform can be purchased from:**

* [Brigade Clothing](https://www.brigade.uk.com/) – deadline for deliveries **18th July 2025**
* [My Clothing](https://myclothing.com/collections/craneswater-junior-school-17335/)– delivery within 14 days of order **(10% discount until 31st July)**

# PE Uniform (to be worn on class PE days – Monday and Wednesday)

* **Shorts**: Plain navy or black
* **T-shirt**: Plain yellow, embroidered with school logo
* **Tracksuit bottoms/leggings**: Plain navy or black (for colder weather)
* **Sweatshirt**: Plain navy (no hoodies or zips)
* **Footwear (Indoors)**: Plimsolls or bare feet
* **Footwear (Outdoors)**: Plimsolls or trainers

**Note:** School logo items are encouraged but not required. If choosing one, we recommend the sweatshirt or cardigan.

# 🎁 FSM Pupils – Uniform Support

FSM pupils are entitled to one free sweatshirt or cardigan.

To claim, email accounts@craneswater.portsmouth.sch.uk with your child’s name and size after FSM approval.

You can also visit The Hive Portsmouth for donated school clothing: https://hiveportsmouth.org.uk/

# 🎒 What Can My Child Bring to School?

Children should not bring phones, toys, money, or valuables unless necessary.

Mobile phones must be handed to the class teacher and not used on school grounds.

All equipment i.e. pencil cases, pens, pencils etc are provided so please so not send your child to school with any of these items.

# 🚲 Cycling and Scooting to School

**Children are welcome to cycle or scoot to school and may store their bikes or scooters in the bike rack or in one of the two scooter areas in the playgrounds.**

Please ensure they wear a helmet and bring a lock.

Bikes and scooters must not be ridden on school grounds.

# 📝 Leave of Absence Requests

Requests for time off during term-time are rarely granted.

Exceptions may include:

* **Exceptional circumstances (e.g. weddings, funerals)**
* Religious observance
* **Sporting, dance, or drama events**

Please complete a **Leave of Absence Request Form** from the office.

# 🎨 After School Clubs

We offer a variety of after-school clubs, many run by external providers.

Club details will be emailed to you and are also available on our website. [Breakfast and After School Childcare | CRANESWATER](https://www.craneswater.portsmouth.sch.uk/breakfast-and-after-school-childcar)

Sign-up instructions will be included in the emails.

# ☀️ Breakfast and After School Care

Provided by **Binsteed Childcare Services Ltd**. (on-site at Craneswater)

Hours: 7:30am – 5:45pm (no food provided)

Contact: 023 9242 1313 or binsteedchildcare@outlook.com

**Bramble Infant School & Nursery** also offers after-school care with a walking bus.

Contact: 023 9282 8604 or schooloffice@bramble.portsmouth.sch.uk