



CRACKLEY BANK PRIMARY SCHOOL

Care Belief Pride Success

Welcome to Crackley Bank Primary School

We are very proud of our school and warmly welcome visitors. If you would like to come and look around, please contact the school office and we will gladly arrange an appointment.

New pupils are always welcome, and our friendly atmosphere and supportive transition systems help children settle quickly and confidently into school life.

At Crackley Bank Primary School, we view education as a partnership between school, home, and the wider community. If you have any questions, comments, or suggestions, please get in touch— we are always happy to discuss them with you.

If, after reading this information, anything is unclear or you have further queries, please let us know. There are so many exciting things happening in our school that it can be hard to remember them all!

Yours sincerely

Mrs Lisa Taylor – Head of School
Mrs Emma Kelly – Assistant Headteacher
Ms Sara Stevenson - Executive Head Teacher

Contents

1. Our School Ethos, Values and School Rules
2. The School
3. The Staff
4. The School Day
5. Admission Arrangements
6. Parent Pay
7. School Uniform
8. Reporting to Parents
9. Rewards and Awards
10. Behaviour
11. Healthy Tuck
12. School Lunches
13. Curriculum
14. Unexpected School Closure
15. Policies
16. Complaints
17. Child Protection and Safeguarding

1 – Our School Ethos and Values

At Crackley Bank Primary School our school ethos is:

Care + Belief + Pride = Success

You will not only find this displayed all around our school, but you will:

- Hear it in everything we say
- See it in the pupils' attitudes towards learning
- Feel it in our school's positive atmosphere

School Rules

Our School Rules are simple.

- Try your best
- Be calm
- Be truthful
- Be safe
- Be kind

Our rules are regularly referred to in class, around school, as part of our PSHE lessons and in assemblies.

2 - The School

Crackley Bank Primary School is part of the Collective Vision Trust and welcomes pupils aged 3 to 11.

Built in 1956, the school sits within beautiful, well-maintained grounds, including a large field ideal for sports, outdoor learning, and whole-school events. We are fortunate to have three well-equipped playgrounds, one each for EYFS, Key Stage 1 and Key Stage 2. Our Nursery and Reception classes also benefit from dedicated outdoor learning areas with direct access from their classrooms, supporting exploration and play throughout the day.

The main school building comprises eight classrooms, the school offices, a fully equipped kitchen where nutritious meals are freshly prepared and cooked on site, a staffroom, a hall, a staff workroom, two group intervention rooms, a medical room, and a well-stocked library. Our welcoming reception and office area creates a positive first impression for families and visitors.

An additional annexe block houses one classroom with toilet facilities, a cookery area, and a Computing suite. A further classroom is leased to Hedgehogs Nursery, a privately run early years provider with whom we work closely to ensure smooth transition and continuity for children before they join our school.

Following extensive refurbishment in recent years, the school now provides a bright, modern, and stimulating learning environment of which pupils and staff are very proud.



3 - The Staff

Leadership:

Staff Member	
Ms Sara Stevenson	Executive Headteacher
Mrs Lisa Taylor	Head of School
Mrs Emma Kelly	Assistant Head

Teaching Staff

Class	Staff Member
Nursery	Mrs Gemma Bourne
Rec	Mrs Rebecca Bellerby and Mrs Sarah Lowndes
Year 1	Miss Megan Booth
Year 2	Miss Jane Johnson
Year 3	Mr Joe Robinson
Year 4	Mrs Kate Curley
Year 5	Mrs Vicky Wynne
Year 6	Mrs Chloe Pearce

Teaching Assistants & Lunchtiem Supervisors

Mrs Deborah Barnett- Webster	Miss Lisa Oakes
Miss Ocean-Concetta Hancock	Mrs Nikki Pearson
Mrs Mary Cresswell Bayliss	Mrs Hannah Rowe (HLTA)
Mrs Bev Geagan	Miss Amy Sargeant
Miss Eve Johnson	Miss Courtney Barber (LS)

Support Staff

Administration	Premises
Mrs Laura Gleaves	Mr Steve Bentley
Miss Claire Thompson	Mrs Tracy Hassall

4 - The School Day = 32.5 hours

Nursery Opening Times: 9.00a.m. – 12 noon

All children are entitled to 15 hours of nursery education per week, and families who meet the eligibility criteria for extended childcare may access up to 30 hours per week.

We also offer wraparound care at an additional cost of £4.00 per afternoon (half a day) if families are not eligible for 30 hours.

Reception to Year 6 Opening Times: 8:45am – 15:15pm

School opens at 8:45am, and pupils should make their way straight to their classrooms. Children must not arrive before this time and should not be left unaccompanied; an adult must remain with them until the school gates open. Nursery and Reception pupils should be accompanied to their classroom doors by their adult(s).

Lunchtime takes place between 11:30am and 1:00pm, depending on the year group.

The school day ends at 3:00pm for Nursery and 3:15pm for all other year groups. Pupils are escorted to their exit areas by their teacher, and they will only be released once their parent, or carer is clearly in view.

Pupils in Years 5 and 6 may walk home unaccompanied if written permission has been provided by their parent(s) or guardian.

All pupils must be collected by 3:25pm.

Children in EYFS and Key Stage 1 must be collected by their parent(s) or by an adult aged 18 or over. If a different adult is collecting a child, the parent or guardian must inform the school in advance. Where possible, this adult should be introduced to the class teacher beforehand.

5 - Admission Arrangements

The best way to experience our school is to visit us. We would love to show you around and introduce you to our school. Please contact the school to arrange a convenient time.

To apply for a place in Crackley Bank Primary School's Nursery, please contact the school office to request an application form. Children may be admitted in the term following their third birthday, with admission points in September, January, and April. The deadline for applications for the September intake is 31st March.

All children are entitled to 15 hours of nursery education per week, and families who meet the eligibility criteria for extended childcare may access up to 30 hours per week.

Parents wishing to apply for a place for their child to join Crackley Bank Primary School's Reception class in September each year should submit an application through the Staffordshire County Council admissions portal. Applications must be completed online using the local authority system, where you can select

Crackley Bank Primary School as your preference. To begin your application, please visit the Staffordshire admissions webpage: <https://ems.staffordshire.gov.uk/CitizenPortal/en>

6 – ParentPay

We are a cashless school and use ParentPay, a secure online payment service. The school office will support you in setting up your account, and you will receive an activation letter with the information you need to get started. Once your account is activated, you will be able to make payments for school meals, trips, and clubs through your secure ParentPay area.

7 - School Uniform

Our school uniform promotes a sense of belonging and pride within the Crackley Bank Primary School community. We keep a stock of good-quality, second-hand uniforms in school, available free of charge. Uniform items with the school logo can be purchased from the school or from Smart Uniform, while all other items may be purchased from any retail provider (e.g., George, Matalan).

Our uniform is:

- White shirt or blouse worn with a school tie (available from the school office), or a white polo shirt
- Royal blue jumper or cardigan (logo items available but not compulsory)
- Grey skirt, trousers, pinafore dress, or shorts
- Black footwear
- Blue gingham summer dress (optional)
- Jewellery such as bracelets and necklaces should not be worn in school. Pupils with pierced ears may wear safety sleepers or studs, but these must be removed for PE. No other piercings are permitted.
- We encourage pupils to wear caps or sun hats during warm weather. KS2 pupils may bring their own sun cream but must apply it themselves and must not share it with others. KS1 and Early Years pupils should have sun cream applied **before** coming to school.
- Please ensure that all clothing is clearly labelled so that any lost property can be returned to its owner.
- Further uniform information is available on our website:
<https://www.crackleybank.staffs.sch.uk/index.php/parent-information/uniform>

PE Uniform

The school has a set PE kit which is available from Smart Uniform, it is as follows:

- Blue and yellow T-shirt
- Blue and yellow shorts
- Round neck blue and yellow jumper
- Navy jogging bottoms
- Pumps or trainers

Swimming Kit (if applicable)

- If your child's class is swimming, they will need:
- One-piece swimming costume or trunks (not swim shorts or bikinis)
- Swimming hat (required for pupils with long hair)
- A large towel

8 - Reporting to Parents

The school holds a "drop-in" session early in September, followed by two Parents' Meetings each academic year. Parents will receive a letter via their child to book an appointment with the class teacher, and the Head of School is also available should you wish to discuss any matters further.

Annual written reports are issued during the Summer Term. A reply slip is included for parents to confirm receipt of the report and to share any comments regarding their child's progress.

Parents are welcome to visit the school at other times. Appointments can be arranged through the school office or by contacting the relevant teacher via email or a phone call. If the matter is urgent, parents should contact the school as soon as possible.

If a member of staff needs to speak with a parent, they will arrange an appointment by phone or email.

At Crackley Bank, we believe that clear and frequent communication helps ensure pupils achieve their very best.

9 - Rewards and Awards

We believe in recognising and celebrating pupils' achievements, good behaviour, and positive efforts to improve in any area of their school performance.

It is important to remember that not all children will receive every type of award. Awards are based on merit and achievement, and it would not be appropriate for every pupil to receive the same recognition. Similarly, not all pupils will receive sanctions.

Special achievements are celebrated in our weekly awards assembly, and additional awards are presented at the end of each term. For a full list of awards, please refer to the school's Behaviour Policy. Teachers also operate their own classroom reward systems alongside the whole-school approach.

10 - Behaviour

At Crackley Bank Primary School, we follow the principles of the Paul Dix *When the Adults Change* programme, which promotes calm, consistent, and positive approaches to behaviour. We reward good behaviour and use sanctions only when inappropriate behaviour occurs. By having a clear School Behaviour Policy, we ensure that our approach to rewards and sanctions is fair and consistent across the school.

Our strategies focus on the positive reinforcement of appropriate behaviour, helping pupils understand expectations and make positive choices.

11 – Healthy Tuck and Breakfast Club

All Key Stage 1 pupils receive free fruit through the government-funded scheme that encourages young children to eat more fruit and vegetables.

Pupils who bring their own snack must follow our healthy snack ethos, bringing only fruit, vegetables, or sugar-free snacks such as breadsticks. Pupils must not bring fizzy drinks, energy drinks, crisps, chocolate, or similar items for their morning snack.

We also offer a Breakfast Club starting at 7:45am each morning. Places must be booked and paid for by 3:00pm on Thursday for the following week by emailing breakfastclub@crackleybank.staffs.sch.uk. On arrival, children register in the school hall and choose from a breakfast menu that includes items such as toast, crumpets, cereal, and drinks. After breakfast, pupils can take part in a range of educational activities, such as number games, word games and more.

12 – School Lunches

Our school lunches are freshly cooked on site each day. If you would like to apply for free school meals, please contact Mrs. Gleaves in the school office for an application form.

Parents are welcome to provide a packed lunch instead, but please note that fizzy drinks, glass bottles, and cans are not permitted. We also do not have facilities to refrigerate lunch boxes, so some food items may not be suitable, especially in warmer weather. We recommend including an ice pack in your child's lunch box to help keep food fresh throughout the day.

13 – Curriculum

In the **Early Years**, learning is planned around the seven areas of the Early Years Foundation Stage (EYFS):

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Children take part in daily phonics and daily maths, as well as story time and focused small-group activities. Learning is hands-on and practical, ensuring it is engaging and appropriate for young learners.

In Key Stage 1 (KS1) and Key Stage 2 (KS2), learning is organised through a clearly mapped, subject-based curriculum that ensures progression and sequencing as pupils move through the school. Our curriculum overview and class information can be found on our website:

<https://www.crackleybank.staffs.sch.uk/index.php/curriculum>

Phonics

Phonics is taught daily throughout Early Years and Key Stage 1 using the Jolly Phonics programme. In Key Stage 2, pupils who require additional phonics support will continue to receive it, while others learn further strategies to strengthen and extend their writing skills.

Reading

The school uses the Jolly Phonics Reading Scheme in Early Years and Key Stage 1. Once pupils are ready, they move on to the Accelerated Reader scheme and can choose from a wide selection of books in our school library. Our varied and high-quality book range is designed to promote a lifelong love of reading.

Mathematics

Maths is taught using the White Rose scheme, which helps pupils build strong, secure understanding step by step. Through carefully sequenced lessons, children develop confidence in number, reasoning, and problem-solving, while also learning to apply their skills in real-life contexts. We encourage pupils to explore maths through practical activities, discussion, and varied challenges that stretch their thinking. Our approach ensures every child feels supported, engaged, and excited to succeed in mathematics.

Special Educational Needs and Disabilities (SEND)

Our policy for supporting pupils with Special Educational Needs and Disabilities is available on the school website. If you have concerns about your child's progress or development, please speak to their class teacher so that we can discuss the support available.

The Special Educational Needs and Disabilities Co-ordinator (SENDCo) provides governors with a **termly report** on the progress of pupils with SEND.

Pupil Premium

The Government allocates Pupil Premium funding to schools based on the number of pupils who are currently eligible for, or have been eligible for, Free School Meals within the last six years. At Crackley Bank Primary School, this funding is used to support pupils who meet this criterion. Attainment data shows that progress across the school is at least good, and the progress of all pupil groups, including those entitled to Free School Meals, is monitored regularly.

End of Year Results

The school meets all statutory test requirements. Current performance data can be accessed on the DfE website and on our school website.

Religious Education

Pupils learn about Christianity and a range of other religious traditions to help develop a mature and respectful understanding of different beliefs. Parents and carers have the right to withdraw their child from Religious Education lessons.

Relationships and Sex Education (RSE)

Age-appropriate Relationships and Sex Education is taught in line with the school's RSE Policy. Meetings are offered for parents who wish to view the teaching materials and discuss how lessons are delivered. Parents and carers have the right to withdraw their child from RSE lessons.

RSE Policy: <https://www.crackleybank.staffs.sch.uk/index.php/policies/policies/44-rse-policy/file>

Homework

The school follows a clear **Homework Policy**, which outlines expectations for pupils in Key Stage 1 and Key Stage 2. The policy can be accessed at:

<https://www.crackleybank.staffs.sch.uk/index.php/policies/policies/30-homework-policy/file>

Clubs

We offer a wide range of clubs throughout the year, with activities varying by season. Past clubs have included Football, Cricket, Dance, Drama, Homework Club, Science, Archery, and many more. There is something for everyone, and we encourage pupils to take part and explore new interests.

14 – Unexpected School Closures

How will I know if my child’s school is closed?

In the event of an unexpected school closure—such as severe weather, heating failure, or other emergencies—the school will communicate with parents using the following methods:

- A text message sent via Teachers2Parents
- Announcement on local radio stations
- Message on the school website and social media page
- Notice displayed on the school gates

If the school needs to close, the Executive Head/Head of School will inform the local radio stations (BBC Radio Stoke and Hits Radio), who will broadcast the information. The decision to close the school is made by the Executive Head/Head of School based on whether pupils and staff can travel safely and whether the site will remain safe throughout the day.

A risk assessment is carried out and may consider:

- Condition of pathways, steps, and slopes on the school site
- Local road and pathway conditions
- Functioning of heating, lighting, and water systems
- Ability to provide school meals
- Availability of public transport or school transport
- Weather forecasts

Schools aim to make closure decisions as early as possible to allow parents/carers enough notice. Closures may also occur due to issues such as burst pipes or power failures.

Parents are encouraged to listen to early morning broadcasts, for example:

BBC Radio Stoke – 104.1 FM, 94.6 FM

You can also view school closures online by searching “Staffordshire School Closures list” on Google and selecting the top result.

In the unlikely event that the school must be fully evacuated (e.g., gas leak), pupils will be walked to Chesterton Community Sports College. Signs will be displayed near the school informing parents where to collect their children.

15 – Policies

All school policies are available for parents to view on our website, and paper copies can be requested from the school office.

<https://www.crackleybank.staffs.sch.uk/index.php/policies/policies>

16 – Complaints

The school's **Complaints Procedure** is also available on our website, and printed copies can be provided on request from the school office.

<https://www.crackleybank.staffs.sch.uk/index.php/policies/policies/317-cvt-complaints-policy/file>

17 – Child Protection & Safeguarding

Safeguarding Policy:

<https://www.crackleybank.staffs.sch.uk/index.php/policies/policies/941-cvt-child-protection-and-safeguarding-policy/file>

Crackley Bank Primary School is fully committed to safeguarding and promoting the welfare of all children and young people.

Parents can feel confident that robust procedures are in place to ensure all staff and volunteers are suitable to work with children. We hope that parents and pupils feel comfortable sharing any concerns or worries that may affect a child's wellbeing or education, and that they see the school as a safe, supportive environment.

Children will always be taken seriously if they seek help from a member of staff. In most cases, parents will be consulted, and their consent sought before a referral is made to an external agency under local *children in need* procedures.

However, staff may need to make a referral without consulting parents first if this is necessary to ensure the safety and welfare of the child.

The school is also committed to teaching pupils about online safety throughout the year and referring to these guidelines whenever Computing is used. All staff and pupils must sign and follow the school's Acceptable User Policy to ensure safe and responsible use of computers and the internet.

We are an Operation Encompass School

We are an Operation Encompass School and this means that we work in partnership with Staffordshire Police to support children who may have been affected by domestic incidents. When police attend a domestic situation where children are present or normally reside, they inform the school's trained Designated Safeguarding Lead before the start of the next school day. This timely information allows us to provide appropriate care, emotional support, and understanding for the child as soon as they arrive at school.

Being an Operation Encompass School reflects our commitment to safeguarding, ensuring that every child feels safe, supported, and ready to learn