



Parents' Handbook

More information is available on our website:

www.cherrytreeschool.co.uk

Contents

About Us.....	4
Our Aims & Values.....	4
Structure & Organisation.....	5
Term Dates	Error! Bookmark not defined. 5
Our School Day	6
Start of the School Day	6
End of the School Day.....	6
Other Important Information	7
Out of School Club (OSC) & Childcare Provision.....	7
Extra-Curricular Clubs.....	7
Holiday Camps	7
Our School Uniform	8
Summer Dress Code	9
Lunchtime & Snacks	10
Packed Lunches	10
Pupil Premium	10
Snacks	10
Water.....	10
Administrative Matters	11
Attendance	11
Holidays during term time.....	11
Lost property	11
School trips	11
What to bring to school.....	11
Illness & Medical Issues.....	12
Sickness & Diarrhoea.....	12
Medical Appointments	12
Medicines in School.....	12
Asthma.....	12

Communication & Information	13
Our Website.....	13
Newsletters	13
Texts & Emails	13
Where to get more information.....	13
Parents’ Evenings & Reports	13
Parent Forum.....	14
Supporting your school	15
PTA (Parent Teacher Association)	15
Fundraising	15
Parent volunteers	15
Starting School Checklist	16

About Us

Our Aims & Values

A very warm welcome to our new families!

At Cherry Tree Primary School our aim is to provide the very best for every child within an inclusive, caring environment where everyone is happy, safe and secure. With commitment and support from fully trained and passionate staff, every child is guided and encouraged to flourish and develop their full potential, as individuals. We recognise that all contributions no matter how big or small are valued. We therefore seek to work in close partnership with parents and other professionals at all times.

Our mission statement is ‘Bringing the best out in each other as we blossom and grow.’ This statement was created after our children were asked to come up with a phrase that captured our ethos. We are proud of our supportive caring, learning environment where we view ourselves as an extended family.

We have a set of core values that are central to our school:

ASPIRATIONAL - We reach for the stars

COMPASSIONATE - We care about others

RESILIENT - We have a go and keep trying

INDEPENDENT - We can do it!

OPEN-MINDED - We try new things

HAPPY - We have a positive outlook

We hope that this booklet, in addition to our website, provides you with a comprehensive introduction to our values, expectations and how we organise the school day etc.

Cherry Tree School has a positive behaviour policy. We feel we are providing clear guidelines and boundaries to support each child in making the right decisions when choosing how they behave. We uphold the British Values of democracy, rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. Our Golden Rules represent our expected code of behaviour and are displayed around school for the children to see at all times.

Our Golden Rules

We are gentle

We are kind and helpful

We listen

We are honest

We work hard

We look after property

Please do not hesitate to contact us if you have any further questions; we are always happy to help.

Kind regards

Helen Graham

Head Teacher

Structure & Organisation

Cherry Tree is a community school, funded by Warrington Borough Council. We follow the National Curriculum and are inspected by Ofsted. As a maintained school, we follow local authority policies, including those on admissions, special educational needs and exclusions.

We have a Governing Board whose role is to oversee the management of Cherry Tree Primary School, hold the school to account for the quality of education it provides and the education standards it achieves, setting the strategic direction for the school, ensuring all statutory duties are met and overseeing the budget to ensure money is well spent. This is done in conjunction with the Head and other members of the Senior Leadership Team.

The School is managed by a Senior Leadership Team: Mrs Helen Graham, Head Teacher, who has overall responsibility for all aspects of the School (and who is the safeguarding lead), and Mrs Anita Bottomley, Deputy Head Teacher. In addition, Mr Phil Adams is the Special Educational Needs Co-ordinator (SENCO). A full list of the teaching staff at the Cherry Tree can be found on our website.

Term Dates 2020-2021

AUTUMN TERM 2020

Thursday, 3rd September - Friday, 23th October 2020
Half term break
Monday, 2nd November - Friday, 18th December 2020

SPRING TERM 2021

Monday, 4th January - Friday, 12th February 2021
Half term break
Monday, 22nd February - Thursday, 1st April 2021
Easter weekend is during the Easter Break:
Good Friday, 2nd April and Easter Monday, 5th April

SUMMER TERM 2021

Monday, 19th April - Friday, 28th May 2021
There will be a two week holiday at Whit in 2021
May Day Bank Holiday is Monday 3rd May
Monday, 14th June - Friday, 23rd July 2021

INSET DAYS FOR STAFF (closed for pupils)

- Tuesday, 1st September 2020
- Wednesday, 2nd September 2020
- Tuesday, 6th April 2021
- Wednesday, 7th April 2021
- Monday, 26th July 2021

NOTIFICATION OF EARLY CLOSURE (2.30 p.m.)

- Friday, 18th December 2020
- Thursday, 1st April 2021
- Friday, 23rd July 2021

Our School Day

Arrival and drop-off	8.50
Registration	9.00
Morning break (and fruit time)	10.15-10.30
Lunchtime	12.00-1.00
We have a School Assembly most days, including a praise assembly every Friday to celebrate successes from the week	2.00-2.15
Afternoon break	2.20-2.30
End of the school day	3.15 for Infants (Key Stage 1), 3.30 for Juniors (Key Stage 2)

Start of the School Day

You should bring your child to the school playground (or outside the Class F gate for Reception pupils) for 8.50am. Class teachers will come out to collect the class at this time. The doors are opened at 8.50am and locked at 9am. NB: Before 8.50am children are not the responsibility of school staff and should be supervised by parents/carers.

At Cherry Tree we encourage children to think for themselves and be independent, from the first day please allow your child to come in to the school building by themselves, where they will be given the support they need from the class teacher, teaching assistant, and our year 6 trained buddies.

Formal registration takes place at 9.00am when the school day begins. Please make sure that your child is on time in the morning as lessons begin promptly at 9.00am and late arrivals cause disruption to a lesson. If you arrive after 9.00am you will need to report to the School Office to ensure attendance is confirmed, and your child will be marked as late.

Please inform the school before 9.00am if your child is unwell, has an appointment or is late for some reason (we have an answerphone facility to allow you to report this to us); you will also need to let us know which meal option your child requires, or if they are bringing a packed lunch, if they are expected in before lunchtime (see ‘Attendance’ section).

End of the School Day

School finishes at 3.15pm for infants and 3.30pm for juniors. The school gates are opened to parents/carers at 3.15pm, and the Class F gate closes at 3.30pm to prevent disruption to classes and clubs.

Children are never dismissed as an entire class, the class teacher or teaching assistant will send your child out to you when they see you waiting. Class F parents should wait by the green fence outside the Class F play area, all other parents should wait in the main playground. (NB: If there are toys in the play area, all, please prevent younger children from playing on them as the school cannot take responsibility for any personal injury that may occur.)

Other Important Information

Children should be closely supervised by parents whilst they are on our school site. Children are not permitted to ride scooters and bikes on the playground.

Parents should not enter the classrooms without a member of staff and need to sign in at the School Office. If you have an urgent message for the teacher please speak to the member of staff on duty before school or contact the School Office.

You need to inform us if someone different will be collecting your child from school. In this case please let us know in the morning when you drop your child off, or send a written note to the teacher. You may also notify us via the school office, preferably before 2.45pm.

Parents may not use the staff carpark for drop off and pick up – the car park is for staff use only from 8.00am to 5.00pm. Please note that our road is busy. Please park carefully, do not block driveways or pavements, and please do not park on the yellow zigzags outside school.

Out of School Club (OSC) & Childcare Provision

Cherry Tree Out of School Club (OSC) provides good quality, affordable childcare in the school hall before and after school on school days, offering varied activities in a safe environment and snacks. The OSC is run separately to school and on a non-profit making basis. Please be aware there are a limited number of places. The Club is registered with Ofsted and complies with the requirements of the Children Act 1989. For further details contact the Club Supervisors, Sue Bolger or Yvonne Hopewell; Out of School Club: 07760 188831 or email cherrytreeosc@gmail.com

There are also a number of childminders who drop off and collect children from school. Further details can be found from Warrington Families Information Service: 01925 443131 / website: warrington.fsd.org.uk

Extra-Curricular Clubs

We provide a wide range of extra-curricular activities each term. Some are run by staff at the school for a nominal charge, others charge a greater fee as they are run by outside providers. Details are sent out each term. Booking for clubs is done online via ParentPay. You will need to have registered to use ParentPay – please speak to School Office for your login details if you are not yet registered.

We are always looking for parents to contribute to extra-curricular activities, please speak to the School Office if you are interested in running or helping with an after-school activity.

Holiday Camps

Cherry Tree now offers multi-sports and activity holiday camps run by Cherry Tree Primary School staff. The camps include games, sports, outside play and craft activities, and are available for children in Class F (Reception) to Year 6. The cost is currently £22 per day.

Our School Uniform

The easiest and fastest way to order uniform is online via the Cherry Tree store on the Touchline website: <http://www.touchline-embroidery.net/cherry-tree-primary/>
You can view and order all of our uniform. Items may be collected at the store in Warrington, delivered to your home, or delivered free of charge directly to school.
Delivery is normally within one to two weeks.

SCHOOL UNIFORM

Green polo t-shirt with Cherry Tree logo
Green sweatshirt or cardigan with Cherry Tree logo
Grey trousers, skirt, pinafore or shorts
Green gingham dress in the summer
Black, white or grey socks
Black shoes
Sturdy, flat sandals can be worn in the summer

PE KIT

White t-shirt with or without Cherry Tree logo
Red shorts
White ankle socks
Trainers
Grey hoodie with school logo - child's initials can also be embroidered onto the hoodie
Dark coloured track suit bottoms - for during the winter months
For our younger children, please enclose spare underwear in case of accidents.

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY LABELLED WITH YOUR CHILD'S NAME

Please note

- Hair which is shoulder length or longer should be tied back. Hair accessories should be minimal and in school colours (no large bows or headbands).
- No jewellery is to be worn, including earrings (other than very small studs).
- All children need a warm coat in the winter as we play outside every day until it is raining heavily.
- Nail varnish should not be worn in school.

Summer Dress Code

Sandals are permitted but should be sensible and safe, allowing the children to participate in all activities; they should be smart in a plain appropriate colour with a strap/fastening around the ankle and no heels.

We ask children to stay in shaded areas or even indoors on very hot days. Children are encouraged to wear a sunhat outside; please ensure this is clearly labelled. Sunscreens should be applied in the morning before school and we recommend one of the once-a-day varieties since regulations prevent teachers from applying sunscreen on your behalf. Children are permitted and encouraged to apply their own sunscreen during school hours – it must come in to school in a labelled bag. Plastic sunglasses are permitted.

Lunchtime & Snacks

All children in Reception, Year 1 and Year 2 are entitled to a free school meal. We assume that all children wish to take up this entitlement unless you inform us in writing. Our lunchtime arrangements are flexible; on a daily basis you can choose to send a packed lunch with your child or for them to have a meal from the kitchen.



Children in Year 3 onwards can purchase meals for £2.40, but may be entitled to free school meals if their parents/carers are in receipt of certain benefits. **Payments for school meals are now made online via ParentPay.com** (we are no longer able to take cash payments). You will only be able to register once your child has actually started at the school. If you are not yet registered for ParentPay please speak to the School Office for your login details. Once you do pay for school meals, it is vital that you keep your ParentPay account in credit; the Office can advise on setting up ways to help you to do this.

The school menu options run on a 3-week rotation basis, with bread and salad available every day. The menu changes twice a year and is available on our website. Children order their meals at registration time in the mornings. If you wish to choose the main item for your child whilst they are in Reception class, please write the item you would like your child to have for lunch, together with your child's name, on a slip of paper.

Our dinner ladies monitor whether school meals have been eaten. They also encourage children to eat as much of their meal as possible, and also to eat their main course before their pudding! They will make the class teacher aware if they have any concerns.

Further information on meals, payments and the latest menu are available on our website.

Packed Lunches

If you choose to send a packed lunch for your child, it is not for us to dictate what you choose to give your children for lunch however we are a healthy school, so we would encourage you to choose healthy items for your child's lunch. We ask you, for safety reasons, not to send your children with flasks containing hot food/drinks. **We do not allow glass bottles, tins or fizzy drinks. We have children who have severe allergies and therefore we are a nut free school, so no items must be sent to school containing nuts, including Nutella, Snickers etc.**

Pupil Premium

All pupils whose parents receive Income Support or Income Based Job Seeker's Allowance qualify for Pupil Premium. Pupil Premium is an additional sum of money which the school can claim and use for the provision of additional resources/support for eligible children to boost their learning. These funds can be used to help pay for items such as school trips, clubs and uniform, and for the provision of free school meals. If you feel you may be eligible, please see the information under 'School Meals' on our website or speak to the office.

Snacks

At Cherry Tree School, we allow snacks and drinks at breaktime, however we have a strict **'fruit and water ONLY'** policy: snacks and drinks other than fruit/vegetables or water are not allowed. Children in Reception, Class 1 and Class 2 are provided with a free piece of fruit at morning break.

Water

Children are encouraged to drink water during the day, please provide your child with a named, clear water bottle with a sports cap. We have a supply of water bottles in school priced £1.50. Please **DO NOT** put water bottles in book bags to avoid damage to reading books. They can be filled at school to avoid any spillages. For health and safety reasons, please take water bottles home daily for washing.

Administrative Matters

Attendance

Once your child starts school, his/her attendance should be regular and punctual. In the event of your child being unwell during the school day, we will telephone you. Emergency contact numbers must be listed on your child's registration form, and we need more than one person recorded as a point of contact. **Please inform us immediately of any changes to these details.** If your child suffers from an acute illness or has to be admitted to hospital please let us know.

Local authority regulations require us to contact parents if their child's attendance should fall below 95%, to establish the reason for this and to ascertain whether you require any support. Late arrivals are also recorded and monitored. We are also required to notify the local authority if a child's whereabouts are unknown at registration. Please inform school promptly (before 9.00am). See '*Start of the School Day*' section for more details.

Holidays during term time

The attendance at Cherry Tree is well above average and parents make every effort to ensure that their children are in school. Holidays during term time are unauthorised except for exceptional circumstances. In case of expected absence a 'leave of absence request form' must be filled in and handed to school reception. This form can be downloaded from our website or collected from the school office.

Lost property

Lost property is stored in school. Children are able to check for missing items, and parents are welcome to look for items in the lost property at the end of the school day (please enter school via the School Office). Items that are not clearly named are periodically sorted and given to charity.

School trips

Educational visits and trips are an integral and valuable part of any pupil's learning; and as such are promoted and included as part of our school year. Although the PTA helps to fund some of our activities, we are unable to offer the majority of our trips without parental contributions. Trip payments are made on **ParentPay**. Every time we contact you about paying towards a trip you will be sent a text and email reminder of your unique password to allow you to log into or set up an account.

What to bring to school

ALL PUPILS SHOULD BRING A NAMED WATER BOTTLE WHICH CAN BE REFILLED AT SCHOOL AS REQUIRED

For Early Years and Key Stage 1 pupils, they should bring a bag with their homework book, reading record book and reading book. They will also need to keep their PE kit in school (it is sent home for washing at the end of each half term).

For KS2, children should bring their homework books, spelling books, reading and reading record books. They may bring a fruit/vegetable snack for break times. There is no requirement to bring pencils etc, but older children may wish bring a pencil case containing: an ink pen containing black ink (a Berol pen can be used); pencils, pencil sharpener and rubber; range of coloured pencils; a glue stick; a ruler.

Illness & Medical Issues

If you have to keep your child away from school because of illness, please telephone the school and leave a message explaining the reason for absence before registration (9.00am) if possible.

If your child is ill in school we will contact you to inform you if it is serious enough for them to be sent home. If they have bumped their head we send a slip home in their book bag for you, and if it is serious we will contact you immediately. Please ensure your emergency contact details are always kept up to date.

Sickness & Diarrhoea

The Warrington Guidelines for Infection Control and Communicable Disease advise us to exclude pupils who have symptoms of diarrhoea and/or sickness from school until they are symptom free for 48 hours. If they return to school too soon, they are often not fit to be here and are likely to pass the illness on to someone else.

Asthma

If your child has asthma please complete the asthma form and return it to school. If your child requires an inhaler, this should be clearly labelled and handed in to school during the first week of term. Inhalers are kept in class and administered by the pupils as necessary.

Head Lice

Head lice are common among young children and their families. Within most schools, at any one time, there will be a small number of children infected with head lice. Please check your child regularly using a nit comb (available from the local chemist) to help us prevent an outbreak – we suggest 'Once a week, take a peek'. If you find evidence of head lice, please treat your child before returning them to school.

Medical Appointments

Please try to arrange doctor and dentist appointments outside of the school day. If your child is required to have a medical appointment during school hours, please advise us by email or send a written letter into the School Office, before the appointment date.

Medicines & Lotions in School

Parents should be aware that there is no contractual obligation for staff to administer medication. Parents who are able to visit school to give medication to their own child are asked to do so. We would appreciate it if you could ascertain from your doctor whether prescribed medication can be taken outside the school day. We do however recognise that there are occasions when your child is fit and able to attend school, providing they are able to have a dose of a prescribed medicine during the school day.

Any medicine required during the school day must be prescribed by a doctor. It must have a clear label on it from the chemist, stating the dosage required, and be in date. It must also be accompanied by a school medication form (available from the website or school office), clearly stating that you wish the medicine be administered. We have forms for short term medication and ongoing medication (for example, if your child suffers from allergies). The medicine, spoon and accompanying letter should be delivered to and collected from the school office by an adult for safe storage.

Throat sweets are not allowed in school. Children with sore throats are encouraged to drink plenty of water. When the weather becomes very cold, we will allow the children to bring lip balm into school but it must stay in their coat pocket and only be administered during play times. When the weather warms up, please apply suncream before school and send your child with a hat; if you do not apply all day suncream, your child will need to reapply it themselves, and it will need to be sent in their bookbags in a clearly named container.

Communication & Information

PLEASE ENSURE BOOK BAGS ARE CHECKED FOR CORRESPONDENCE ON A DAILY BASIS.

Our Website

www.cherrytreeschool.co.uk is a valuable resource for parents. It should be your first port of call for almost all school information.

Newsletters

Newsletters are emailed out to you at least once each half term from Mrs Graham. These provide important information for parents, list upcoming school and PTA events and celebrate pupil achievements. Other information related to school and class activities is sent home as and when they occur. These are sent via **ParentApp**. You will be given a link to set this up once your child starts school.

Messages & Emails

We use **ParentApp** to keep parents up to date with important information, to allow you to access trip/club/parents' evening bookings, and to send reminders of forthcoming school events. We also use this to send, event flyers, school dates and other information that we consider may be useful to parents. It is important that you keep your contact details up to date to ensure school is able to contact you in this way. If you find you are not receiving messages for any reason, please contact the School Office to check your details are correct.

Where to get more information

Our School Office team are here to help you if you need any more information or are not sure who you need to speak to.

The main school forms and other useful information are available in the main entrance area, and on the school website.

Parents' Evenings & Reports

Each year we offer a number of opportunities to meet with your child's teacher (although we are very open to informal/formal meetings being arranged at other times if you have matters you wish discuss with the teacher):

- **Start of the academic year** - 'Meet the teacher' evening. This is an opportunity for parents to meet their child's new teacher, and to find out about the programme of study and other activities your child will be involved in during the academic year.

- **October/November** - A short one-to-one parent/teacher meeting to update you on your child's progress.
- **March/April** - A slightly longer one-to-one parents' evening.
- **Summer Term** - School reports are sent home at the end of the Summer term.

Please note, our parents' evening appointments are now allocated via an **online booking system**. You will be contacted via your mobile telephone number to book your slot. Please be aware that certain time slots are taken up very quickly, so please log on as soon as possible if you need a particular time. If you are unable to access the online system, please contact the school office who will be able to help you book in.

If you have any query regarding your child, please arrange to see the class teacher - preferably at the end, rather than at the start of the school day. Alternatively, notes to the teacher which are not urgent, can be sent into school in an envelope, addressed to the class teacher.

You are also welcome to make an appointment to see Mrs Graham, the Head Teacher who will try to answer any questions you may have. In an emergency if you wish to speak to a member of staff during the school day, please do not hesitate to contact school on 01925 755885.

Parent Forum

Parent Forum meetings take place once a term. The Parent Forum is a meeting where Cherry Tree parents and carers come together in an open discussion about a matter or concerns relevant to the interests of the whole school. All parents and carers with a child attending Cherry Tree Primary School are automatically a member of our Parent Forum.

Whether parents are able to attend in person or not, we have tried to ensure there are many ways that the views of all parents can be represented or issues raised. Comments or thoughts can be emailed to Mrs Graham at cherrytree_primary_head@warrington.gov.uk, sent into school in an envelope, or sent to the Chair of the Parent Forum (see website). Contact details will be sent out via the Newsletter when the termly meeting is advertised.

Supporting your school

PTA (Parent Teacher Association)

As a parent of a child at Cherry Tree you are automatically a member of our PTA. It is great fun and very rewarding to be involved in something that will directly benefit your child, and it also gives you a great insight into the inner workings of the school.

The Cherry Tree PTA is very active and supportive. It has two main aims:

- to organise social and educational events which build relationships
- to organise activities which raise funds for the school which are used directly for the benefit of the children

The PTA work throughout the year to raise funds for the school which benefit all the children. Funds raised from recent events have helped to fund projects including whole school music lessons, science equipment, new class tablets, and transport costs for trips.

The events are also great for building relationships between parents, the school and the local community. Recent activities include: Alice in Wonderland Open Garden, Family Disco, Easter Bingo, Junior Fun Night, Summer Ball, Family Barbecue, Ladies' Pamper Night, Quiz Night, and our Christmas Fair.

Parents are welcome and encouraged to come along to any PTA meeting, and we are always looking for help (even for just half an hour!) at our events. A committee of staff and parents is elected at the Annual General Meeting in the Autumn term. Regular information about the PTA activities and events is included in the school newsletters, sent by text, email, and as separate flyers.

Fundraising

The school has many different fundraising events, and it is particularly busy in the run up to Christmas. If you have any questions, or if you would like to suggest or help with an idea, please speak to a member of staff.

FREE MONEY! One super simple way you can help us raise funds is by registering for [Easyfundraising.org.uk](https://www.easyfundraising.org.uk). The school receives a donation every time you click through their website to do your online shopping. Go to [Easyfundraising.org.uk](https://www.easyfundraising.org.uk) to get started, or ask in school if you would like more information.

Another way to provide additional support to the school is by way of direct donation to the school fund. If you would like to make a donation to help the school with the quality of its education for the students, either as a one-off or as a regular donation, please contact the School Office or see the website (under Parent/PTA). Payments are made via our PTA, which allows us to claim Gift Aid in addition to your donation.

Parent volunteers

Some of our parents choose to come in to school on a regular basis to support lessons in class. For example, parents might work with a small group on a numeracy, literacy or art activity, parents might support children in the ICT suite or parents might listen to readers. If you are interested in supporting the curriculum on a regular basis, please let your child's teacher know. Parent helpers are invited to volunteer in classes other than their own child's too. We also occasionally ask parents to help out on school trips and to transport their children to sporting activities.

Starting School Checklist

We have put together a checklist to help you prepare for your child's start at Cherry Tree Primary School:

What to do now?

- ☐ Order school uniform via Touchline
- ☐ Complete consent forms and contact details forms and return to School Office
- ☐ Complete asthma form and return to School Office, if required
- ☐ Some 'Top Tips' to help your child before they start school:
 - ★ Make sure your child is able to go to the toilet independently
 - ★ If your child is unable to dress and undress on their own, begin to teach them this important skill
 - ★ Talk to your child about personal hygiene, i.e. washing their hands properly after using the toilet

Before the first day of school

- ☐ Clearly label all items that will be taken to school
- ☐ Complete the application form for Pupil Premium, if applicable

First day of school

- ☐ Uniform (clearly labelled)
- ☐ Book bag (clearly labelled)
- ☐ Water bottle (clearly labelled)
- ☐ PE Kit (clearly labelled) – with spare underwear
- ☐ Register for [ParentPay.com](https://www.parentpay.com) – using login details provided by school

