



CRANFORD

SCHOOL

EYFS Handbook 2024-25



CRANFORD
SCHOOL

Excellence in Independent Education

Please note: this handbook is correct at the time of going to print. However, policies and procedures may be subject to change. For the most up-to-date information, please check the school website.

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Welcome to Cranford

I would like to warmly welcome you and your son or daughter to our Early Years Foundation Stage. Whether they are joining us in Pre-School or in Reception, I am sure they will have a very enjoyable year as they embark upon their learning journey.

The parent-teacher partnership is extremely important to us in ensuring that your child has a happy and successful time during their school career. This handbook has been designed to help you keep abreast of the school's expectations, procedures and routines, enabling you to play a proactive part in your child's education.

The handbook aims to answer new parents' questions at the start of a new school year. However, if you have any further queries, your first point of contact is either your child's Key Person or Mrs Kay Raymond (Deputy of EYFS) or Mrs Cara Bennett (Assistant Head of Pre-Prep). Staff contact details are to be found later in this handbook.

Throughout the coming year, there will be plenty of opportunities for the children to share their work with you, as well as Parents' Evenings where you can discuss their progress with our staff. There are also a host of performances and events which you will be invited to attend over the course of the year.

We look forward to seeing your child's development as part of the Cranford community and wish them a wonderful year ahead.

With best wishes

A handwritten signature in black ink, appearing to read 'J. Raymond', with a stylized flourish at the end.

Dr James Raymond

Headmaster

School Aims, Values and Ethos

A Cranford education is a modern education, fit for the 21st Century, but firmly based on traditional values. In the Early Years Foundation Stages, we benefit from a wealth of knowledge and experience built up over 80 years of Early Years education at our school. It is a place where your child will feel secure in our nurturing environment where they are able to access new learning experiences that lay the foundations for a life time of learning.

Our Aims

We place the following aims at the heart of everything we do at Cranford:

- To ensure our pupils are happy, confident and motivated and that their self-belief, characterised by curiosity, resilience and a spirit of collaboration, inspires them to achieve at each stage of their individual learning journey.
- To maintain an environment where pupils aspire to achieve excellent progress across all aspects of the curriculum.
- To provide a broad and challenging curriculum which encompasses the traditional and the innovative, prioritises opportunities for enrichment and independent enquiry and establishes an enduring ethos for learning.
- To deliver teaching and learning at Cranford that is imaginative, vibrant and challenging, meeting the needs of all learners through a differentiated approach, demanding high expectations and a shared accountability for all.
- To provide a welcoming and nurturing community, which offers a dynamic, opportunity-rich education, firmly based on traditional values and which draws out the natural potential of each child.

Our Values

These aims are underpinned by the value system we use throughout the school. We have five core values:

- Happiness
- Confidence
- Motivation
- Challenge
- Generosity of Spirit

These values permeate all aspects of school life, from our teaching and learning, broad curriculum and strong pastoral care through to the respectful and supportive relationships pupils, staff and parents develop with each other.

Our Motto

The Cranford motto, Per Salicem Ad Alta, translating as 'Through the Willow to the Heights', uses the willow tree which sits at the heart of the school site to symbolise what a Cranford education is all about. It reflects our desire to motivate pupils to achieve in each and every aspect of their education. We encourage our pupils to have the happiness and confidence to challenge themselves and to seize the opportunities presented to them.

Our Community

In Cranford Early Years Foundation Stage, we believe that both adults and children have a right to feel safe, be respected and be listened to. We have high expectations of the entire school community. Mutual co-operation, respect for property, respect for our environment and above all, each other, are essential to our happiness and well-being.

In the busy and happy Pre-School and Reception environments, we encourage pupils to:

- **Respect** each other's time, space, opinions, feelings and property
- **Take pride** in their school and all they do
- **Show consideration** for others
- **Support** other members of our community

The EYFS Curriculum

Our Pre-School and Reception pupils follow The Early Years Foundation Stage (EYFS) which is a statutory framework for children aged 0-5 years. It is made up of seven areas of learning that are defined as Prime or Specific areas. The Prime areas of learning and development are fundamental, work together, and begin to develop in response to relationships and experiences. They continue to underpin learning throughout the EYFS.

Prime Areas:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

The specific areas grow from the Prime areas to provide contexts for learning. Specific areas include essential skills and knowledge for children to engage with and participate in society.

Specific Areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Part of the framework also focuses on the Characteristics of Effective Learning which looks at how the children are learning rather than what they are learning. The Characteristics of Effective Learning are divided into three areas –

- Playing and Exploring
- Active Learning
- Creating and Thinking Critically

We use our deep understanding of how children learn, to effectively deliver the Early Years Foundation Stage curriculum and ensure that children make great progress within all areas of their development. Our small class sizes, enable us to get to know your child very well and plan bespoke opportunities that ignite their interest and deepen their understanding and love of learning.

More information regarding the EYFS can be found at foundationyears.org.uk and education.gov.uk. Other providers of additional support to parents and their children's individual needs can be found on the Oxfordshire Special Educational Needs and Disability Local Offer webpage.

Behaviour Policy

We feel that young children should be aware of their behaviour towards one another as part of their personal development. Our aim is to:

- Promote a feeling of community in the school and maintain a happy atmosphere
- Encourage respect for others
- Give a clear understanding of right and wrong through positive reinforcement
- Maintain a high standard of personal behaviour
- Instil a caring attitude towards property and the school environment

Golden Rules

In the EYFS and throughout the Junior School, children follow the 'Golden Rules':

1. Do be kind and helpful – don't hurt people's feelings, be polite
2. Do be gentle with your words and actions – don't hurt anyone or their feelings
3. Do listen to everyone – don't interrupt until it is your turn
4. Do work hard and try your best in everything you do at school – don't waste your or other people's time
5. Do be honest – don't cover up the truth
6. Do look after our property and our environment – don't waste or damage things

Our Pre-School

In our Pre-School class, we benefit from a wealth of knowledge and experience built up over 90 years of Early Years education. This experience, combined with a wonderful team of staff and superb facilities in the heart of our school grounds, provides the best possible start to your child's Early Years education. Our most recent ISI inspection rated our EYFS provision 'Outstanding' in every category.

Our philosophy is clear: we aim to develop happy, inquisitive individuals with a strong sense of self-belief, motivation and kindness. At our Pre-School, our caring staff members turn fun and play into valuable learning experiences. Emotional stability is key, allowing children to respond positively to challenges, to accept praise and recognition for their efforts and achievements and to feel a sense of belonging. Each child's contribution is greatly valued and we build on their prior learning to help them gain the confidence to tackle new challenges.

The fantastic indoor and outdoor environments enable a mix of child-initiated and adult-led activities and encourages physical and emotional play, both on an individual basis and with others.

Pre-School Structure

We welcome children from the term in which they turn three. By the September after their fourth birthday, children are ready to continue their Early Years education in our Reception classes. An excellent transition process exists that sees children from our Pre-School class becoming familiar with Reception surroundings and staff in advance of the move.

Starting Pre-School

Settling In

We understand that leaving your child for the first time at Pre-School can be hard for both you and your child. Each child is individual, and we will work very closely with you to ensure that your child's needs and expectations are met, and the transition is as smooth as possible. Attending the regular open events in advance of your child starting Pre-School will help to familiarise your child with the Pre-School environment, the staff and the other children they will be joining. During your child's first few sessions, we invite you into the Pre-School to spend some time with your child as they settle as well as to have the opportunity to ask any final questions. As the settling process for young children can vary considerably, your child's Key Person will discuss with you how you feel they settle most easily and an individual plan will be agreed.

Key Person

On joining our Pre-School, your child will be assigned a Key Person who will support them to develop secure attachments, promote independence and encourage them to access all seven areas of the Early Years Statutory Framework. The Key Person will also support your child in their transition from Pre-School to Reception.

Pre-School Class Routine

Pre-School offers care from 7.30am to 5.00pm. Children follow a specifically tailored curriculum during school hours, with a range of enrichment activities and after school care at the end of the day.

Sessions are flexible, but we recommend a minimum of three sessions per week to assist children in settling in and to ensure they have the opportunity to fully access all areas of the curriculum.

Time

7.30am-8.00am	Breakfast Club
8.00am-8.30am	Before School Care
8.30am-12.00pm	Morning Session
12.00pm-3.30pm	Afternoon Session (including lunch)
3.30pm-4.15pm	After School Activities
4.15pm-5.00pm	After School Care

Breakfast Club

Breakfast Club is available daily for all pupils from Pre-School to Year 6. Children can be dropped off at 7.30am and will be provided with breakfast. This session is chargeable and is subject to availability.

Regular bookings (e.g. for every Monday or every weekday) should be made by emailing:

clubs@cranfordschool.co.uk. Ad hoc bookings or further enquiries can be made via the School Office; however, children must be booked in 48 hours prior to the morning they require the service to ensure adequate staffing is available. At the end of the session, Pre-School children will be taken to the Pre-School classroom by a member of staff.

Before School Club

Before School Club for Pre-School pupils is available from 8.00am-8.30am. This session subject to availability. Booking is recommended to guarantee availability and can be made by emailing the school office. Ad hoc bookings can be taken; however, children must be booked in prior to the morning they require the service to ensure adequate staffing is available. For further details, please contact the School Office.

Snacks

Children sit together during morning snack time. The food provided includes a choice of milk or water, and a variety of healthy snacks. A snack is also provided at the end of a school session for any children attending after school activities and care.

Lunchtime

Our nutritious lunches and snacks are made each day by our excellent catering team and children are encouraged to try new tastes and textures.

Lunchtime is a key part of our school day. We eat lunch 'family dining' style at midday, with adults serving the children whilst modelling and encouraging good conversations. We value this time and see it as a key learning opportunity.

Weekly Menus can be found on the Parent Portal.

Teatime

A light, healthy tea is served around 4.30pm for those children staying for after-school care. This typically consists of items such as sandwiches and vegetable crudites.

Pick-up time

When you arrive to pick up your child, please park in the allocated parking bays and make your way around to the Pre-School garden. Please use the intercom system at the Pre-School gate and your child will then be brought out to meet you and dismissed into your care. Pre-School staff will communicate any news from the session or any concerns that have arisen, before the child departs following a goodbye handshake.

What to bring

- A set of spare clothes in a draw string bag (all named)
- A named coat
- A named water bottle
- Named Wellington boots
- Named legionnaire hat

PE & Music

Pre-School children are visited each week by a member of the PE department and Junior School Music teacher for fun and interactive sessions.

Swimming

From the age of three, children have the opportunity to swim in small, structured classes with our highly experienced Level 2 ASA Swimming coach. These weekly lessons are at an additional cost and take part within the school day in our purpose-built teaching pool, all year round. Developing water skills from an early age helps children grow in confidence both in and out of the water, while improving co-ordination and self-awareness. These lessons will also help develop their stroke development and learn essential life saving skills. This is the first part of their learning journey at Cranford in becoming an independent swimmer. As children move into Reception, they have regular swimming lessons as part of the curriculum. To book swimming sessions at Pre-School, please contact cbennett@cranfordschool.co.uk

Forest School

Forest Schools were first developed in Scandinavia in the 1950s, operating on the principle that children of all ages benefit from the learning opportunities presented by an outdoor environment. Forest School is now widely recognised as a valuable way for children to experience a full and enhanced curriculum outdoors. It has proved such a success at Cranford that we have now extended it throughout our Junior School.

Through regular weekly Forest School sessions, children develop:

- Innate motivation and a positive attitude to learning
- Personal confidence and self-esteem
- Improved language, communication and social skills
- The ability to identify and manage some of their own risks
- A wider range of physical skills
- A greater understanding of natural and man-made environments

At Cranford we recognise the benefits that spending quality time outdoors has for children of all ages. Our weekly Forest School sessions are the most valuable way for children to experience a full and enhanced curriculum outdoors. Children are encouraged to explore and play through specifically designed activities aimed to encourage their interest in the natural world. Activities might include bug hunting, mud painting or den building.

Our Forest School sessions focus on play, exploration and supported risk-taking. Both problem-solving and self-discovery are important features of our Forest School sessions. We encourage children to learn through hands-on experiential learning which helps to develop their confidence and self-esteem. Activities such as sharing tools and participating in play help teach the children to work together as a group, which strengthens their communication skills and social bonds.

Forest School sessions take place in all weathers, so children need to be suitably dressed. Please ensure you send them to Pre-School equipped with a named waterproof coat, wellington boots, splash suit, hat and gloves.

Pre-School Uniform List

Pre-School Sweatshirt	Navy
Pre-School Polo Shirt	Sky
Splashsuit	Navy
Legionnaire Hat	Sky

* Children are required to wear a sunhat, either a school hat or their own. The school hat is mandatory on entering Reception.

Our uniform supplier is the online provider, School Blazer Ltd - www.schoolblazer.co.uk

Pre-School children wear the uniform detailed above, along with their own clothing on their lower half. Please ensure they can manage to remove these independently for toileting etc.

Children also require a named pair of Wellington boots, a warm coat and a spare set of clothes in case of accidents. All items of clothing and footwear must be named. We ask that children wear secure shoes with velcro fastenings to increase their independence.

Absences

Please ensure you email or phone the School Office on 01491 651218 by 8:45am on any day that your son or daughter has an unscheduled absence. It is important that you confirm their absence on each day that they are away from school. As we are required to receive notice of absence in writing, please note that if you initially inform the school by phone, you will then need to follow this up with an email or letter.

To request a planned absence, such as for a medical appointment, please email the School Office as soon as possible. Requests for other exceptional absences should be directed in writing to Dr Raymond at least two weeks in advance.

Illness

If your child has a sickness and / or diarrhoea bug, they should not return to school until a clear 48 hours have passed since the last time they experienced a bout of either symptom.

Children who have been off school with high temperatures should not return to school until their temperature has been normal for at least 24 hours without the use of paracetamol or similar medicines.

For guidance on other infectious conditions and returning to school, please consult the Whole School First Aid and Medical Policy on our website. Please also ensure you inform the school if your child is absent due to an infectious disease by emailing

office@cranfordschool.co.uk

Matron, Medication & Illness

We have an experienced Matron on site five days a week, who is able to support pupils in the event of an illness. She staffs our sick bay, assessing those children who present themselves with injuries and managing medicine on the behalf of pupils. She also provides a valuable extension of our pastoral provision for any children who need an understanding ear. All EYFS staff are also Paediatric First Aid trained.

It is particularly important, that a child experiencing any illness should remain home from school in order to prevent further transmission.

We respectfully request that you note the following important points:

- If a child has a sickness and diarrhoea bug, they should not return to school until a clear 48 hours have passed since the last time the child experienced a bout of one or both symptoms.
- If a child has needed to take Calpol or any analgesia early in the morning in order to prepare them for a day at school or Pre-School, he or she is not considered well enough to be attending that day. This is especially important as medication could be masking a high temperature which could be linked to a contagious illness.
- In the case of impetigo, they should not return to school until the lesions have crusted over and he/she has had at least 24 hours on antibiotics.
- Pupils with chicken pox should not return to school until all the chicken pox scabs have dried or crusted over.
- Children with other infectious diseases (such as scabies, hand, foot and mouth etc.) should not return to school until their GP gives them the all clear.
- Parents are asked to inform the school if their child is away from school with any of the above or a similar illness.

For guidance on other infectious conditions and returning to school, please consult the Whole School First Aid and Medical Policy on our website. Please also ensure you inform the school if your child is absent due to an infectious disease.

Our Reception Classes

Cranford is a happy, thriving school which welcomes boys and girls as rising five year olds into our Reception classes. Following a year of transition opportunities, children enjoy a seamless move to Reception, with a sense of both familiarity and excitement. Learning is fun at Cranford and our EYFS staff, together with specialist teachers, engage with pupils to positively encourage self-confidence, independence, curiosity and a sense of responsibility, laying the best possible foundation for positive learning in the future.

First Day

On the first day of term, please park in the allocated parking bays nearest the main school building and make your way through the double iron gates to the Reception classrooms. Reception staff will be available to answer any questions you may have as well as give your child any support they may need when saying goodbye.

What to bring

Reception children should bring their Cranford book bag, clearly named on top, along with their PE kit in a drawstring bag, wellington boots, splashsuit and legionnaire's cap, depending on the weather.

Daily Routine

Time

7.30am-8.00am	Breakfast Club
8.00am-8.50am	Before School Care
8:50am – 9.10am	Registration & assembly
9:10am – 10:50am	Curriculum time
10:50am – 11:10am	Break time
11:10am – 12:00pm	Curriculum time
12:00pm – 1:15pm	Lunch and play time
1:15pm – 3:10pm	Curriculum time
3:15pm	Home time

Breakfast Club

Breakfast Club is available daily for all pupils from Pre-School to Year 6. Children can be dropped off at the front of the school at 7:30am and will be provided with breakfast. This session is chargeable and is subject to availability. Regular bookings (e.g. for every Monday or every weekday) should be made by emailing clubs@cranfordschool.co.uk. Ad hoc bookings or further enquiries can be made via the School Office; however, children must be booked in 48 hours prior to the morning they require the service to ensure adequate staffing is available in Before School Club.

Before School Club is open from 8:00am for pupils in Pre-School and Reception. Booking is required and can be made by emailing: clubs@cranfordschool.co.uk. For further details, please contact the School Office.

Morning Drop-Off

After the first day of term, the Reception staff wait at the front of the Sixth Form block at 8.50am each morning. Parents are asked to drive along the front of the school and drop their child to the Reception staff, without the need to park.

At peak hours, the car park operates a one-way system. If you should visit the school site at any other times during the day, you may find the exit driveway gated off. In this instance, please leave via Willow Court Lane. Our speed limit is 5mph; please ensure you observe this limit while on site and that you approach our zebra crossing with caution. No responsibility can be taken for any damage sustained to your car while on the school's premises. However, should an incident occur, we would encourage you to report it to the school office, logging time, date and registration number.

Late arrivals

Should you find yourself running late in the morning, please take your child to the main school office to sign in and they will then be escorted to their classroom.

Pick up times

Reception children are to be collected at 3.15pm. Should you find yourself running unavoidably late and it is safe to do so, please call the School Office as soon as possible on 01491 651218.

Please provide the class teacher with the names and photo of anyone else who may be collecting your child on a regular basis. In one-off cases, please inform the teacher in the morning and, if possible, provide a photo or give a password.

Snack time

Children sit together during morning snack time. The food provided includes a choice of milk or water, and a variety of healthy snacks.

Lunchtime

Our nutritious lunches and snacks are made each day by our excellent catering team and children are encouraged to try new tastes and textures. Lunchtime is a key part of our school day. We eat lunch 'family dining' style at midday, with adults serving the children whilst modelling and encouraging good conversations. We value this time and see it as a key learning opportunity. Our weekly menus are available on the Parent Portal.

Teatime

A light, healthy tea is served around 4.30pm for those children staying for after-school care. This typically consists of items such as sandwiches and vegetable crudites.

After School Care

After School care runs until 5.00pm. Please book in advance via the School Office. Ad hoc sessions are available however cannot be guaranteed.

Clubs & Enrichment

We are very proud of the superb breadth of extra-curricular provision available here at Cranford. Full details of our Clubs provision will be sent to you separately. Please ensure you sign up for those your son or daughter is interested in.

Sport

Every student at Cranford is encouraged to make sport and physical activity part of their daily routine and to reach their full potential, build and sustain a life-long love of physical activity.

In Reception, children are taught by our specialist PE staff to develop skills starting with invasion games and building up to a range of sports, including football, hockey, tennis, cricket and athletics. Building on the skills developed in Pre-School, Reception pupils have regular curriculum swimming lessons and have the opportunity to take part in after school swimming clubs. If you have any queries about Sport at Cranford, please contact our Director of Sport, Mrs Sear- ssear@cranfordschool.co.uk

Forest School

Forest Schools were first developed in Scandinavia in the 1950s, operating on the principle that children of all ages benefit from the learning opportunities presented by an outdoor environment. Forest School is now widely recognised as a valuable way for children to experience a full and enhanced curriculum outdoors. It has proved such a success at Cranford that we have now extended it throughout our Junior School.

Through regular weekly Forest School sessions, children develop:

- Innate motivation and a positive attitude to learning
- Personal confidence and self-esteem
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- The ability to identify and manage some of their own risks
- A wider range of physical skills
- A greater understanding of natural and man-made environments

At Cranford we recognise the benefits that spending quality time outdoors has for children of all ages. Our weekly Forest School sessions are the most valuable way for children to experience a full and enhanced curriculum outdoors. Children are encouraged to explore and play through specifically designed activities aimed to encourage their interest in the natural world. Activities might include bug hunting, mud painting or den building.

Our Forest School sessions focus on play, exploration and supported risk-taking. Both problem-solving and self-discovery are important features of our Forest School sessions. We encourage children to learn through hands-on experiential learning which helps to develop their confidence and self-esteem. Activities such as sharing tools and participating in play help teach the children to work together as a group, which strengthens their communication skills and social bonds.

Forest School sessions take place in all weathers, so children need to be suitably dressed. Please ensure you send them to school equipped with a named waterproof coat, wellington boots, splash suit, hat and gloves.

The House System

There are four Houses at Cranford:

- St Christopher (Green)
- St Nicholas (Blue)
- St George (Red)
- St Francis (Yellow)

House members are split across the years and your child will be allocated to a House when they start at Cranford.

House Captains are chosen from pupils at the top end of the Junior School. They act as a figurehead to the other children in their house, encouraging them and inspiring them along the way. The House System plays an important role in our pastoral provision here at Cranford and provides a valued opportunity to bring pupils together across the year groups in a shared spirit of belonging and support.

Included on the uniform list is a House t-shirt which should be purchased in the colours of your child's House once it has been allocated.

Reception Uniform List

You will find a full list of the correct uniform here and on the school website. All uniform below is compulsory unless stated otherwise.

Girls		Boys	
	Colour		Colour
Blazer (<i>Optional</i>)	Navy	Blazer (<i>Optional</i>)	Navy
Stormproof coat	Navy	Stormproof coat	Navy
Blue Blouses (long or short sleeved)	Sky	Blue Shirts (long or short sleeved)	Sky
Cardigan	Navy	Jumper (Pullover)	Navy
Pinafore	Tartan	Pull-up Trousers (Gabardine)	Navy
Summer Dress	Stripes	Shorts (Gabardine)	Navy
Fleece Hat, Scarf & Gloves (<i>Optional</i>)	Navy	School Tie – Elasticated	Stripes
Legionnaire Cap	Sky	Fleece Hat, Scarf & Gloves (<i>Optional</i>)	Navy
Splash Suit	Navy	Legionnaire Cap	Sky
Knee High Socks / Tights (Winter)	Navy	Splash Suit	Navy
Ankle Socks (Summer)	White	Ankle Socks	Navy
Shoes with Velcro/Buckles (no laces)	Black	Shoes with Velcro (no laces)	Black
Hair Scrunchies (<i>Optional</i>)	Stripe	Book Bag	Navy
Book Bag	Navy		
Sportswear		Sportswear	
PE Polo Shirt	Navy	PE Polo Shirt	Navy
PE Sweatshirt	Navy	PE Sweatshirt	Navy
PE Shorts	Navy	PE Shorts	Navy
Jogging Bottoms	Navy	Jogging Bottoms	Navy
House T-shirt – House colour	tbc	House T-shirt – House colour	tbc
Socks	White	Socks	White
Linen PE Bag	Navy	Linen PE Bag	Navy
Swimming Costume	Navy	Swim Shorts	Navy
Swimming Hat	Orange	Swimming Hat	Navy
Towel	Any	Towel	Any
Trainers	Any	Trainers	Any
Indoor Pumps/Plimsoles (Black)		Indoor Pumps/Plimsoles (Black)	
Swimming Goggles	Any	Swimming Goggles	Any

Our uniform supplier is the online provider, School Blazer Ltd - www.schoolblazer.co.uk

General EYFS Information

Communications

At Cranford, we understand the importance of maintaining clear and consistent communication between staff and parents. To keep you informed, a weekly Headmaster's Newsletter will be sent electronically, providing updates on the past week and key dates for the upcoming week. This newsletter includes links to all relevant letters and notices for your child's year group. Additionally, parents can access the parent communications page on the parent portal, where you can view previously released letters (filtered by release date and year group) and past editions of the Headmaster's Newsletter. Please note that urgent letters may be issued outside the regular newsletter schedule.

You will also receive a weekly newsletter from your child's Key Person via Microsoft Teams, which will update you on classroom activities and what to expect in the coming week. Your child's login details will be provided at the start of term.

Your main point of contact will be your child's designated key person.

Drop-off and Pick-up times offer the opportunity to share relevant information between home and school. If you require a longer discussion, staff are always available to arrange an appointment on an ad-hoc basis either in person or via video call. Staff also welcome regular email correspondence, for example to celebrate your child's achievements outside of school and will always aim to reply at their earliest convenience. Please also note that you are welcome to view your child's profile during a school visit or at a time to suit you.

In addition, regular EYFS Coffee Mornings provide another opportunity to meet with staff informally.

Parent Portal

The Parent Portal is an online area where parents can access a range of useful information on sports fixtures, PTA messages and information, archived letters and emails, useful documents and lunch menus. The portal is accessed via the "parent login" link on the top corner of the school website.

Before your son or daughter starts school you will be provided with the login details for accessing the portal. This is also available to view via the how-to guide below.



How to guide to the Parent Portal

To access the Parent Portal:

- Visit <https://www.cranfordschool.co.uk/parent-portal>
- You will be prompted to enter your username and password as follows:

Username: Cranfordparent
Password: Cranford1931



ONE OF THE UK'S LEADING INDEPENDENT SMALL SCHOOLS

Cranford is situated on the Oxfordshire and Berkshire border in the heart of Moulsoford village. We offer a vibrant education to boys and girls aged 3-18. Rated 'Excellent' in all categories, our co-educational school specialises in academic achievement, outstanding pastoral care and extra-curricular opportunities for all.

What's inside the Parent Portal?

- Within the Parent Portal you'll be able to access the following:

School information

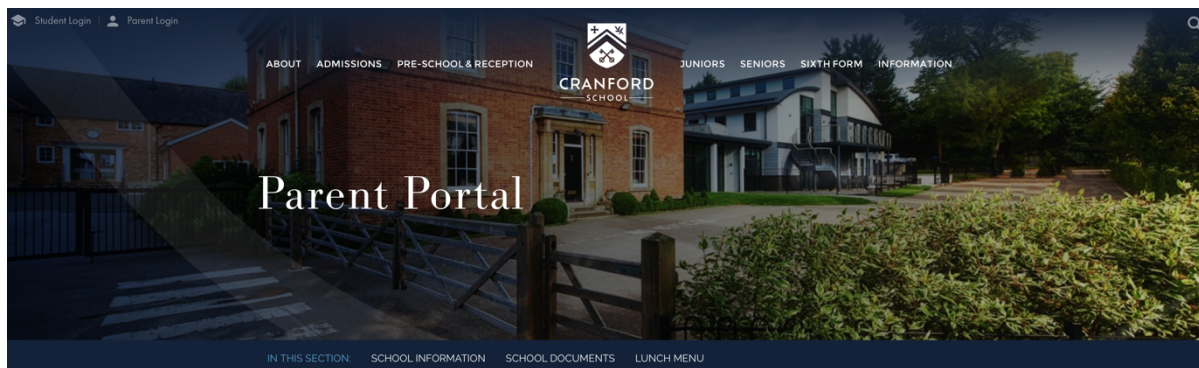
- **Parent Communications** – access to whole school and year specific parent communications via the Parent Communications Page
- **Key Dates** – A full list of key dates via the School Calendar
- **Clubs & Activities** – your child's club timetable in Evolve
- **Sports Fixtures** – a full list of Teams Fixtures and Results including where and when they will be taking place via SOCS.
- **Parents' Evening Booking System**
- **School Handbooks**
- **PTA Information** – a full list of all the PTA Year Group Representatives and their contact details.

School Documents:

- **School Policies**
- **Healthcare Information**
- **School Fee Refund Scheme**

Lunch Menus

- **All menus used throughout the term** (on a rotational basis)



SCHOOL INFORMATION

Parent Communications:

For access to whole school and year specific parent communications please click on the link below:

Parent Communications	click here
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Please note that some letters require a response to give parental permission e.g. school trips. Please click on the link in the letter to confirm your response.

Key Dates

For a full list of key dates please see the School Calendar below:

School Calendar	click here
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Clubs, Clinics & Regular Activities

For our extra-curricular Clubs and Activities 2022-2023 Brochure please [click here](#). To view information about your child's clubs and activities, please click on the link below.

View your child's Club Timetable in Evolve	click here
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How to guide to the Parent Communications Page:

What is the Parent Communications Page?

- The Parent Communications Page contains all of the whole school and year specific parent communications from the school and is designed to help streamline the number of emails parents receive.

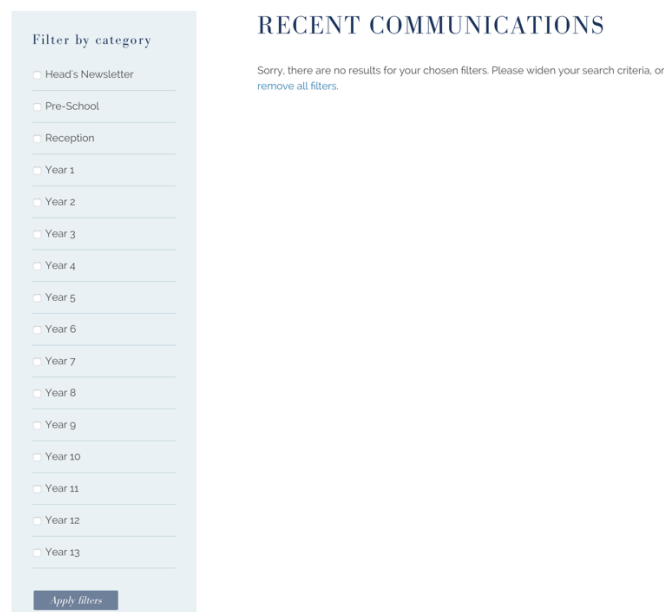
How will I receive information from the school in the future?

- To streamline the amount of emails parents receive on a weekly basis, you will now receive all whole-school and year group specific letters on Fridays via the Head's Weekly News email. These will appear as links at the bottom of the email, categorised by year group and which will take you to the Parent Communications Page to view the relevant letters.
- Please be aware that any letters intended for specific individuals or small groups within a year group will continue to be sent via email as before.

To access the Parent Communications Page:

There are two ways to access letters in the Parent Communications Page:

1. **Through the links in the Head's Weekly News email** (this takes you to a specific letter in the Parent Communications Page)
2. **Through the Parent Portal on the top left of the school website where it says "parent login"** (Once on the portal, click on the Parent Communications button)



How to use the Parent Communications Page:

Filtering letters:

- You can filter letters by year group, date or both.

Filtering by year group:

- If you'd like to view the letters for a particular year group, please tick the year group you'd like to view (and the date if you'd like to narrow it down further) and then press "apply filters".
- If you have more than one child and would like to view multiple year groups at once, tick all the year groups you'd like to view and then "apply filters".



Filter by category

- ☐ Head's Newsletter
- ☐ Pre-School
- ☐ Reception
- ☐ Year 1
- ☐ Year 2
- ☐ Year 3
- ☐ Year 4
- ☐ Year 5
- ☐ Year 6
- ☐ Year 7
- ☐ Year 8
- ☒ Year 9
- ☐ Year 10
- ☐ Year 11
- ☐ Year 12
- ☐ Year 13

Apply filters

YEAR 9

- [Pre-season Sports Training \(Yrs 3 to 13\) - Friday 1 September, 2023](#)
- [Reading Canoe Club Summer Camps 2023 \(age 10 to 16\)](#)
- [Senior School Prize Giving - 14 September 2023](#)
- [Parent Terms and Conditions](#)
- [LAMDA Lessons](#)
- [Wallingford Rowing 2023](#)
- [Confirmation of Club Places for 2023/4](#)
- [Cranford Gala Concert collection arrangements](#)
- [Chais flyer](#)
- [Cranford Gala Music Concert](#)
- [Schoolblazer flyer July 2023](#)
- [Pupil Information Update Form 2023/4](#)
- [Clubs Booking Guide 2023-4](#)
- [Years 7 to 13 Club Timetable 2023-4](#)
- [Clubs and Enrichment Programme 2023-4](#)
- [Didcot Rugby Club Flyer - June 2023](#)
- [Enrichment Days - Tuesday 4 to Thursday 6 July, 2023](#)
- [Senior Sports Day - Thursday 22 June, 2023](#)

Filtering by date:

- You can also filter your letters by date in which you received the letter.
- To do this, select the date you would like to view (and the year group if you'd like to narrow it down further) and then click "apply filters".

Parents' & Teachers' Association

The Cranford Parents' & Teachers' Association is comprised of a group of committed parents. The committee organise opportunities for parents to meet socially and raise funds to pay for the extra resources which enhance the all-round educational experience of pupils at school. This is achieved through a selection of exciting events for both parents and children held throughout the school year.

The team of parents who make up the committee meet twice a term to discuss fundraising ideas, events, and spending plans. Once a year in September they hold an AGM to present how much they have raised, the allocation of funds and any changes to the committee. Everyone is very welcome to attend.

In addition, each year group in the school has two Form Reps who act as a conduit for information and ideas between the year groups and the committee, as well as co-ordinating assistance with events. Many also choose to put together individual social events for year group parents. You will be contacted by your Form rep shortly before or after the start of term.

If you are new to Cranford, please make contact with your Form Reps before the start of term to share your details and ensure you are included on the distribution list for your child's form.

Parents' Evenings & Reports

Cranford recognises the importance of having the chance to meet and discuss your child's progress. Parents' Evenings are a forum designed to give you the opportunity to discuss your son or daughter's progress with their Key Person. You will be notified of the dates of parent evenings in due course. You will also receive a mid-year review and end of year report to keep you updated with your child's progress and the next steps in their development.

If you have any specific concerns about your child, please do raise them with us as they occur, rather than waiting for Parents' Evening, by contacting their Key Person.

Policies and Procedures

Key policies are available for parents to access via the school website;

<https://www.cranfordschool.co.uk/information/policies>

Safeguarding

Cranford is committed to safeguarding and promoting the welfare of children. All pupils have the right to be protected from all types of harm and abuse. The school's 'Safeguarding and Child Protection Policy' forms a fundamental part of our approach to providing excellent pastoral care to all pupils, including young people who may be over the age of 18 years.

Insurance

Pupils' personal property is not covered by the school's insurance. The school cannot accept responsibility for loss or damage to a pupil's property on the school premises or on school visits.

Changes in Circumstance

Parents should notify the school in writing of any relevant changes in circumstances. These include change of address, details of court orders, family ill health, financial difficulties or change in family circumstance. These will be treated in confidence. We are committed to working closely with parents in their child's interests and to providing appropriate levels of pastoral care.

Comments and Complaints Procedures

We are keen to provide parents and pupils with high standards of service and would like to hear your comments, suggestions or complaints so that improvements can be made. If your complaint is not resolved to your satisfaction through the appropriate channels within the school, you should complain in writing to the Headmaster as soon as possible. He will then investigate the complaint and respond within seven school days. The complaint will be dealt with in accordance with the school's publicised procedure, a copy of which can be obtained from the school website. Advice on who to contact in the first instance with problems is given in the Pastoral Care section of this handbook.

Details of fees, absence, withdrawal, continuity of education, welfare, court orders and data protection are included in the Terms and Conditions given to all parents.

Information about the complaints procedure can be found here [Complaints Procedure](#)

While we would always encourage you to come directly to us with any concerns, should you wish to speak to our Chair of Governors, please email Stuart Wallis at governors@cranfordschool.co.uk

If you want to tell Ofsted anything about your child's childcare, you can write to them at:
enquiries@ofsted.gov.uk

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

If you have a concern or complaint, you can ring: 0300 123 1231

Term Dates

Autumn Term 2024

INSET days	Tuesday 3 September
Term starts	Wednesday 4 September
Half Term	Monday 21 October – Friday 1 November
Term ends	Friday 13 December

Spring Term 2025

INSET days	Monday 6 January & Friday 28 March
Term starts	Tuesday 7 January
Half Term	Monday 17 February – Friday 21 February
Term ends	Thursday 27 March

Summer Term 2025

Term starts	Wednesday 23 April
INSET Day	Friday 23 May
Half Term	Monday 26 May – Friday 30 May
Term ends	Friday 4 July

Please note the school is closed to pupils on INSET days.

Staff Contact Details

Headmaster	Dr James Raymond (jraymond@cranfordschool.co.uk)
Deputy Head (Safeguarding Lead)	Mrs Kath Heard (kheard@cranfordschool.co.uk)
Deputy Head (Academic)	Miss Rachel Hudson (rhudson@cranfordschool.co.uk)
Deputy Head	Miss Hayley Stanley (hstanley@cranfordschool.co.uk)
Assistant Head (Pastoral)	Mrs Amberley Diamond (adiamond@cranfordhouse.net)
Assistant Head (Head of Pre-Prep)	Mrs Cara Bennett (cbennett@cranfordschool.co.uk)
Director of Studies	Miss Hannah Culver (hculver@cranfordschool.co.uk)
Head of Maths	Mrs Jo Morris (jmorris@cranfordschool.co.uk)
Deputy Head of EYFS	Mrs Kay Raymond (kraymond@cranfordschool.co.uk)
Deputy Head of KS1	Mrs Jo Atkinson (jatkinson@cranfordschool.co.uk)
Deputy Head LKS2	Miss Rebecca Carpenter (rcarpenter@cranfordschool.co.uk)
Deputy Head UKS2	Mr Guy Vickers–Jones (gvickersjones@cranfordschool.co.uk)

Please click [here](#) for a full list of Cranford Staff



CRANFORD

— SCHOOL —

Cranford - Contact Information 2024 / 2025

Moulsford, Wallingford, Oxfordshire, OX10 9HT 01491 651218
office@cranfordschool.co.uk www.cranfordschool.co.uk

Headmaster

Dr James Raymond

jraymond@cranfordschool.co.uk
01491 651218

Senior Assistant Head DSL

Mrs Kath Heard

kheard@cranfordschool.co.uk
01491 651218

Deputy Head (Trips and Calendar)

Miss Hayley Stanley

hstanley@cranfordschool.co.uk
01491 651218

Deputy Head

(Junior Academic & Whole School SenCo)

Miss Rachel Hudson

rhudson@cranfordschool.co.uk
01491 651218

Assistant Head (Junior Pastoral)

Mrs Amberley Diamond

adiamond@cranfordschool.co.uk
01491 651218

Chair of Governors

Mr Stuart Wallis

c/o Cranford School

governors@cranfordschool.co.uk
01491 651218

Director of Admissions

Mrs Katie French

kfrench@cranfordschool.co.uk
01491 659872

Assistant Head

(Director of Music and Head of Co-Curricular)

Mrs Jane Powell

jkpowell@cranfordschool.co.uk
01491 651218

Assistant Head Pre-Prep

Mrs Cara Bennett

cbennett@cranfordschool.co.uk
01491 651218

See the school website for policies and further information including the School Aims and Ethos.
At Cranford, School Governors, Staff and Parents have a shared commitment to safeguarding
and to promoting the welfare of all pupils.



CRANFORD

SCHOOL

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