



**CROWN
STREET**
PRIMARY SCHOOL

**Pre-School Information
2025/2026**

*“Education on another level,
where possibilities are endless”*

Starting Pre-School

We hope that the following information is useful for you to prepare for your child starting Pre-School. Please read this in conjunction with the Starting Pre-School information available on our school website.

If you have any other questions, please contact admin@crownstreetsprimary.org.uk and we will do our best to help you.

Has your child got...

- Names on all their belongings?
- A named bag with a named spare set of clothes?
(*This may be due to wet weather play, water play or accidents*)
- A pair of wellies, waterproof jacket and trousers to remain in school?

Uniform

We ask that all children have a Crown Street Primary polo shirt with the logo. This will be worn every day and will allow children to engage in messy play without the risk of ruining their clothes from home. With their polo shirt we ask that children wear dark coloured skirt/dress/trousers/leggings/shorts or equivalent. If you would like to, you can also purchase a Crown Street School jumper or cardigan, or choose to wear a plain navy/dark blue V-neck jumper or cardigan without the logo. Please ensure all uniform is clearly labelled with their full name. Uniform can be purchased from Express Uniform www.expressuniform.co.uk or from Monkhouse www.monkhouse.com. There will be a chance to purchase uniform from a 'pop-up shop' during the Induction Morning in July.

Water Bottles

Each child will be given their own school water bottle, at a cost of £2.50, and this can be paid via our online portal. Children may only have water in their water bottles (no juice or cordial). Please can you personalise these at home with a name sticker or other sticker so that your child is able to recognise their own bottle at school. You are also able to purchase a new lid, for £1, if this needs replacing please contact the School Office.

Lunches and Snacks

At lunchtime we can provide a hot meal for your child, this is currently charged at £2.69 per day (*updated price for September 2025*). Our catering services are provided by Dolce and all our food is prepared fresh, on site every day. All meals will be ordered with your child in advance through the 'School Grid' system – full log in details of how to order lunches will be sent out by the start of September. Parents are able to provide a healthy packed lunch as an alternative to the Pre-School meal.

Please note that we are an **allergy aware** school and do not allow any items with nuts into school under any circumstances. We have children and adults in school who could have a fatal reaction to any contact with nuts, however small. Unhealthy snacks (sweets, chocolate and similar) are not permitted in lunch boxes.

Children will be provided with fruit and milk daily, as part of the free government schemes for schools. We encourage children to try the different types of fruit supplied as we promote healthy eating.

Early Years Pupil Premium Funding (EYPP)

You child's early years education provider could get additional funding to help with your child's education. This will be paid direct to your provider. You can apply for EYPP if your child is aged 3 or 4 and you get 15 hours free childcare. You must also get at least one of the following:

- Income Support
- income based Job Seekers Allowance
- income related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit only with an income of less than £16,190
- Universal Credit (provided your household income is less than £7,400 a year after tax and not including any benefits you get)

You may also get EYPP if your child is currently being looked after by a Local Authority in England or Wales, or if your child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

Please visit the '[Early Years Funding](#)' page on GOV.uk website to check if your child is eligible.

Behaviour





Our three School rules are:

We are respectful, We do our best, We make good choices

All children are taught that these rules are important when in Pre-School and we will discuss them on a daily basis and encourage the children to make good choices throughout the Pre-School day. On the few occasions when a problem does occur, a quiet word, or in more serious cases, a message home, is usually enough to resolve the issue. We also reserve the right to ask parents to visit school to discuss behaviour issues if their child is affecting the happiness or safety of other children. Our Behaviour Policy can be found on www.crownstreetprimary.org.uk

The House System

We operate a House System throughout the school and in September your child will be assigned to a house, which they will remain in throughout their time at Crown Street Primary School. House points are awarded for achievements in accordance with our 3 School Rules (see above) both in relation to pupils' work and how they show respect towards others.

 Altius	Altius is Latin for the Olympic quality 'higher'
 Citius	Citius is Latin for the Olympic quality 'faster' or 'swifter'
 Fortius	Fortius is Latin for the Olympic quality 'stronger'
 Magnus	Magnus is Latin for the qualities of 'great', 'mighty' or 'powerful'

Safety Before and After school

Before school and after school we request that parents wait in the designated spaces for drop-off and pick-up to ensure the safety of the children and to respect the local residents. The Pre-School gate will open at 8.45am for drop-off and again at 3.15pm for pick-up. Children will stay inside with an adult until their parent comes forward to collect them. To secure the site the gates are locked after drop off and we appreciate your cooperation in leaving the school grounds promptly to facilitate this.

Safeguarding

We are committed to the Safeguarding of our pupils. If you have any concerns, please contact the Head of School, Mrs Thompson, who is the Designated Safeguarding Lead (DSL), or the Deputy Designated Safeguarding Lead (DDSL), who is Miss Hopkins.

Pre-School Times

The Pre-School gate opens at 8.45 am. We encourage children to come into their classroom on their own as this provides a more settled start to the day. The Pre-School day runs from 8.45am – 3.15pm. We do offer Breakfast Club and After-School Club through our Kids Club Provision which is detailed further on in this booklet.

If you are dropping off or picking up early due to an appointment please let the School Office know. Please note that if you are late collecting your child you will be charged at a rate of £5 per 5 mins.

Absence due to illness

If your child is too ill to come to Pre-School, then please inform the School Office via telephone by 9.00am on the first day of absence and every day thereafter unless otherwise agreed. In the interests of safeguarding, if school has not received notification of a child's reason for absence, then every effort will be made to contact the family. Please ensure that your child returns to Pre-School as soon as they are fit enough to do so.

If your child has had a contagious illness e.g. a diarrhoea and/or vomiting bug, then the **48 hour** rule must be followed. This rule requires the child to remain absent from school for **48 hours** after the last episode of diarrhoea and/or vomiting. Please show consideration for the health of others and adhere to this rule in order to reduce the spread of germs and infection.

Absence due to holidays

If you are taking a term-time holiday, please inform the School Office of the dates that your child will be absent from school, so that we can mark it in the register for the Class Teacher.

Medical Matters

It is essential that the school is made aware of any medical issues whether they are minor or more serious and a care plan may be completed if required. It is important to share your child's medical history with us, if it is likely to affect their time in school.

Medication in school

If your child requires medication to be kept in Pre-School for a long term health condition, e.g. asthma, or requires a short course of medication, e.g. antibiotics, the relevant form can be obtained from the School Office. All medication must be named, given to and collected from the School Office by an adult. Long term medication must be collected at the end of the school year and cannot be kept in Pre-School over the summer holidays. Any medication left will be disposed of. Only prescribed medication can be administered in Pre-School.

Pastoral Care

From time-to-time we are made aware that a child is unhappy about something that is happening at home. Whilst not seeking to interfere in any way, we are pleased when parents and carers share their difficulties with the Pre-School Teacher. If the problem persists we can refer them to outside agencies who may be able to help.

First Aid

Minor grazes, bumps and bruises are dealt with by a qualified first aider. In some case, we will contact you to let you know what has happened in school, so it is essential the School Office has your most up to date contact details.

In the very rare case of a more serious accident, children will be sent to hospital and parents contacted to accompany them. An accident log is kept where any injuries are recorded.

If your child receives first aid for a bump on the head, the children will receive a bump band on their wrist and you will be informed of the incident.

If your child becomes unwell during the day, we will contact you immediately if we feel they are not well enough to remain in Pre-School, so that you can make arrangements to have them collected from school.

Items that should stay at home

Anything dangerous or valuable should NOT be brought into Pre-School. We discourage children from bringing toys in from home. Naturally, other children like to play with them and this can be stressful to the owner of the toy, especially if it is accidentally lost or broken. We do not allow the wearing of jewellery, earrings, necklaces, bracelets or rings, as they are dangerous when the children are playing or involved in PE, and they can be a temptation to other children if left around. We do not accept responsibility for accidents or losses, which may arise if parents/carers ignore this request.

Lost Property

Please ensure **all** belongings are labelled. Please use sticker, sewn in labels or indelible pen to mark all clothes and belongings especially smaller items such as ties, socks, shoes, hats, gloves and scarves.

Home/Pre-School Communication

Most information will be communicated through the parent portal 'My Child At School' (MCAS). This portal will allow you to check and amend details we hold for you at school, and will also allow messaging into school. We will also be using it to send messages to you. More information about this online platform will be shared with you ahead of September.

If you would like to speak to your child's Pre-School Teacher please feel free to mention this at drop off or pick up to arrange a mutually convenient time for a meeting. Alternatively please call or email the School Office to arrange an appointment.

A school newsletter is issued weekly which includes whole school highlights that have taken place as well as information about upcoming events. Please read this to stay informed about what is happening in School.

The Starting Pre-School page and Pre-School Year Group page of our website www.crownstreetprimary.org.uk is another vital source of information.

In addition, please follow our main school accounts on our social media channels – [Facebook](#) and [Instagram](#) to find out what has been going on in school with updates throughout the week. Each year group will also have their own Instagram account. If you do use social media, you may still see all the posts from your child's year groups and the school by visiting the relevant year group page on www.crownstreetprimary.org.uk

Some parents/carers set up groups on social media to communicate with each other. Please note that these are not administered by the School and should not be seen as a substitute for our official communications.

Tapestry

All children attending Crown Street Pre-School will have access to a personal online Learning Journal on 'Tapestry' which records observations, photos and comments in line with the Early Learning Goals outlined in the Early Years Foundation Stage Curriculum. Use of Tapestry enables us to build up a record of each child's learning and achievements during their time with us. You will have password protected access to your child's online Learning Journal and we encourage you to contribute to it by uploading photos, videos and comments of their learning development and experiences at home. You are also able to comment on observations made by school staff. Your child's Learning Journal and parent account will be set up in the first few weeks of term. More information will be shared ahead of September.

Curriculum Overviews and Bookshelves

Our Curriculum overviews outlining the curriculum learning objectives and activities throughout the year are available on www.crownstreetprimary.org.uk on each relevant year groups page.

Each term we have a Pre-School Bookshelf which consists of carefully chosen books to inspire and engage our children. Each week our activities are planned around our special book for that week. More information about these books can be found on the Pre-School Year Group page on www.crownstreetprimary.org.uk

Educational Visits

Your child may be taken on a number of Educational Visits during the year which link with their theme in school. If you have any difficulty financially with the cost of these visits, please contact the Head of School or your child's Class Teacher.

Performances

Throughout the school year, we will be scheduling a variety of performances to which you will be invited in to watch. This will include our Winter Performance, Spring Performance and a Class Assembly in the Summer Term. Dates to these special occasions will be shared with you in advance.

Kids Club Provision - Before and After School Club

We offer Kids Club Provision before and after school. Our Breakfast Club runs from 7.30am – 8.45am and our After-School Club runs from 3.15pm – 5.30pm. Pre-School Kids Club places will be limited and are offered separately as part of our admissions arrangements, this is due to the statutory ratios required for this age-group. Further information about our Kids Club can be found on the [Kids Club](#) page on our school website.



PTA Meetings (Parent Teacher's Association)

New parents are automatically members of the PTA and are welcome to apply to become committee members. More information about the PTA will be released in due course as the school year begins.

Parent Council

Every class has a Parent Councillor who represents the views and opinions of their class at meetings with the Head of School. If you are interested in becoming a Parent Councillor, please speak with your child's class teacher.

Dogs

Dogs are not allowed on the school grounds and must be kept away from any children who may be allergic to, or afraid of, dogs.

Birthdays

We kindly ask that you do not bring sweet treats into school if it is your child's birthday. It would be very much appreciated if you choose a book for our school library instead. Any 'Birthday Books' will be marked with an individualised book sticker.

Questions or Concerns?

If you have any questions or concerns about your child, then please contact your child's Pre-School Teacher in the first instance. We are here for you and your child and will do all we can to reassure you or resolve your concerns.

Finally, thank you for choosing Crown Street Pre-School.

We are looking forward to getting to know you and your child.

