



Pride, Perseverance, Kindness, Respect

Cropwell Bishop Primary School

Welcome Pack 2025-2026



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Executive Head Teacher
Mrs Jenny Cook

Cropwell Bishop Primary School
Stockwell Lane
Cropwell Bishop
Nottingham
NG12 3BX

Tel: 0115 9892250
office@cropwellbishop.notts.sch.uk
www.cropwellbishop.notts.sch.uk

Pride, Perseverance, Kindness, Respect

Welcome to Cropwell Bishop Primary School

Cropwell Bishop Primary School is a successful school set in the heart of the community. We are partnered with Burton Joyce Primary School as The Acorn Federation which is part of Equals Trust.

Our school values of Pride, Perseverance, Kindness and Respect are at the centre of all we do. We nurture our young people to reflect these values by promoting co-operation and support for everyone in our community and developing respect and awareness of others and their needs. We have high expectations of each other and are proud of our high standards and achievements.

We aim to provide a wide range of engaging and stimulating learning experiences through which our children can flourish to the best of their abilities, gain a positive self-image and enable them to progress on a path as a happy and successful lifelong learner.

You will find all the information you need on the website. If there's anything else you need, please contact us. Our school's ethos and aims are in our 'Mission Statement', though I would strongly encourage you to visit our school, when possible, to fully appreciate our school strengths and unique 'family' feel. A warm invitation is extended to all parents and carers to attend any of the events arranged by the school and our wonderful PTA – Friends of the School.

We look forward to welcoming you to our school very soon.

Warm regards,

Jeremy Lee
Executive Head Teacher

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Staff

Head Teacher	Mr Jeremy Lee
Deputy Head Teacher	Mr Sam Nicholson

School Business Manager	Mrs Lisa Williams
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Office Administrator	Mrs Carly Robinson
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Please follow link below to see all the staff at Cropwell Bishop Primary School.

<https://www.cropwellbishop.notts.sch.uk/page/?title=Who%27s+Who&pid=12>

The School Day

For safety reasons, you are asked to ensure that children do not arrive before 8.45am. Please be aware that we cannot be responsible for your child if they have an accident on school premises before 8.45am or after 3.30pm. **School outdoor equipment is not to be used before or after school.**

Start of the day 8.50am

We would urge parents of all children to encourage their children to become independent by allowing them to come into the classroom unaccompanied.

Lining up

Class	Details
Reception	Key Stage 1 Playground
Y1	Key Stage 1 Playground
Y2	Key Stage 1 Playground
Y3	Key Stage 2 Playground
Y4	Key Stage 2 Playground
Y5	Key Stage 2 Playground
Y6	Key Stage 2 Playground

Access to school

- Via entrance on Stockwell Lane and also off the new estate.
- No vehicles to enter car park without prior permission, under any circumstances.

If it is wet at the start of the day

- Pupils will be admitted to classrooms 5 minutes earlier by staff.

If children are late at the start of the day

Please try to get your child to school promptly, it is very unsettling for them to arrive when school has already started. If late, parents will need to report to the school office with their child to register them.

Morning Break

10.30 – 10.45am

Lunch and playtime

12 noon – 1.00pm (Key Stage 1 – Lunch first then playtime)

12 noon – 1.00pm (Key Stage 2 – Playtime first then lunch)

End of the day 3.30pm

End of the day arrangements 3.30pm

Foundation Stage, Year 1 and Year 2 will be released from classrooms by school staff directly to their parent / carer.

Years 3 & 4 are dismissed from the main entrance gate directly to their parents / carers.

Years 5 & 6 are dismissed from classroom doors and will meet parents / carers near the school gates. They are all told that if their parents/carers are not there to collect them they must **return to the classroom or school office** to inform a teacher or member of staff.

Pupils in Year 5/6 are permitted to walk home if written permission has been given by the parent/carers.

Please ensure you collect the children **promptly** at 3.30pm and make sure your child's class teacher knows if someone else will be collecting them.

If there are last minute changes, unexpected delays or if someone else is collecting your child, please telephone or email the school office as early as possible. Telephone number 0115 989 2250

office@cropwellbishop.notts.sch.uk

For the safety of everyone and to avoid congestion, we ask parents to park carefully and not near the zigzag lines at the entrance to school. Parents can also park in the Chequers car park, briefly, during drop off and pick up times. Please be considerate to our neighbours and do not park across their driveways or on the grass. For the safety of all the children please do not park on the footpaths.

If possible, please walk – it's much healthier.



Help From Our Parents

Parents are always welcome at Cropwell Bishop Primary School. The following are some of the ways you can help at school:

- Hearing children read.
- Playing language games.
- Playing number games.
- Cookery.
- Sewing.
- Craft/artwork.
- Mounting work.
- Giving talks to small groups to support topic work or RE.
- Offering a skill or talent e.g. art, dance, PE, music, computers, design and technology.
- Helping with transport to sports fixtures or special events.
- Library work.
- Making costumes, props and scenery.
- Swimming observation.



If you would like to help with any of these or have any other talents to share with us, we would be delighted to hear from you. Please contact your child's teacher or the school office.

All parent helpers are required to complete a DBS check. We hold a short meeting for volunteers to go through procedures and answer any questions you may have about volunteering in school. These must be completed before parents can help in school.



School Uniform

- Royal Blue logo sweatshirt, cardigan or hoodie.
- White or Royal Blue polo shirt or shirt.
- Grey pinafore dress/skirt/trousers/shorts (no canvas jeans or jogging trousers).
- Blue gingham dress.
- Black shoes (no logo and flat, no trainers).
- Boots/wellies if bad weather.
- Plain grey tights or grey/black/white socks.
- Warm/waterproof coat.
- School Royal Blue cap.

- No jewellery, No Earrings, No Smart Watches
- No nail varnish.

If your child has shoes with laces, please help them to learn to tie them.

All uniform and PE kit can be purchased and ordered from School Uniform Solutions using the following link or the link contained within the school website.

<https://www.schooluniformsolutions.com/brand/cropwell-bishop-primary-school/>



PE Kit

- Royal Blue or White t-shirt.
- Black or Blue shorts and tracksuit bottoms.
- Trainers (for outdoor use) or plimsolls.

Hair should be tied back for PE!



Please ensure your child's PE kit is in school every day, sometimes PE days are changed at short notice due to the weather or other events. PE kits can be left in school and will be sent home each half term.

PLEASE NAME ALL YOUR CHILD'S CLOTHES CLEARLY- PREFERABLY WITH NAME TAPES- INCLUDING THEIR COATS.

JEWELLERY

No jewellery, smart watches, earrings or nail polish.

Watches (excluding smart watches) and religious jewellery are permitted. Please discourage your child from bringing any valuable items, religious jewellery or watches to school.

Breakfast Club, After School Club and Holiday Club

Dear Parents and carers,

The Lime Trees Wrap around care provision.

The Lime Trees story is rooted in helping and supporting each individual family. Our aim is to deliver a service that we, as parents, would be proud to use. Putting parents and families first, we realise that flexibility of childcare is essential for meeting the needs of modern family life. We allow parents to manage the care of their children around their schedule and not the other way around.

We have close partnerships already with The Equals Trust, and we currently operate at 6 settings within their schools delivering an outstanding service at every point. Due to this we have grown to become one of the largest childcare providers in Nottinghamshire meeting the needs of local communities across 35 sites and received 'Outstanding' grades from Ofsted.

How to book.

We provide a flexible service where you can book the sessions that work best for you our online booking system located on our website www.thelimetrees.co.uk. You will need to register your child/children before you are able to make a booking. For more information on how to register, book your place, make a payment and general FAQ's please refer to the 'Parent Guide' or visit our website.

Times & Prices

	Breakfast Club	After School Club	Holiday Club	Holiday Club
Time	7:30am – Start of School	End of School – 6:00pm	5 Hours	7:30am – 6:00pm
Cost	£9.30	£12.80	£23.90	£42.60

*Parents will also be able to use childcare vouchers and the governments Tax Free Childcare scheme. *

How to find us.

The clubs will be located in the Nursery within the school site.

Keep in touch & stay up to date.

If you have any immediate questions, please refer to our website or 'Parent Guide' alternatively you can contact us on 0115 9313 562 or email hello@thelimetrees.co.uk.

For up-to-date news and promotions follow us on Facebook and Instagram, just search for The Lime Trees.

Yours Faithfully

Gareth Degenhart

Lunch Time

At Cropwell Bishop Primary School, the children have a choice of staying for a school meal or bringing in a packed lunch. Meals are served by cafeteria system.

School meals are cooked on the premises with a varied and balanced menu through the week. The menus are on a 3-week rota and can be found on the school website.



Meals are charged at £3.15 per meal, £15.75 per week. Children in Reception, Year 1 and Year 2 are entitled to a daily Universal Infant Free school meal (UIFSM). Prices subject to change in September 2025.

Packed lunches may be brought from home, but we ask parents to maintain a good, healthy, nutritional base to these. We do not allow the children to bring hot food in flasks nor fizzy drinks.

Grapes must be cut into halves (lengthways) or quarters as they can cause a child to choke. Please also avoid pottery or glass containers because of the obvious breakage issue.

We also have a **NO NUTS** policy in school, of any kind. We have members of the school community with serious nut allergies.

Special diets and allergies

We aim to ensure all pupils have access to healthy school dinners, regardless of any special requirements.

If your child's diet does not suit our menus due to any food allergies or intolerances, religious or ethical beliefs, please let us know so we can make alternative arrangements.

Please complete a form EC46 and return it to the school office. The EC46 is available using the link below or a paper copy is available from school office upon request.

<https://www.cropwellbishop.notts.sch.uk/site/data/files/users/admissions/95AF3130418920CD2B0B3605C8B953F4.pdf>

Any EC46 form for special diets for allergies and intolerances must be accompanied and supported by medical documentation from the child's GP or other medical professional.

Claiming for Free school meals

We want to make sure that as many eligible pupils as possible are claiming their free school meals - even if your child is currently receiving a Universal Infant Free school meal (UIFSM). Registering for income/benefit-related free school meals will enable your school to claim their 'pupil premium allocation'. Pupil premium is additional funding that can help support your child in school. More information about pupil premium can be found on the school website via this link.

<https://www.cropwellbishop.notts.sch.uk/page/?title=Pupil+Premium&pid=13>

Qualifying benefits for Free School Meals

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods)
- Income Support.
- Income-based Jobseeker's Allowance (JSA).
- Income-related Employment and Support Allowance (ESA).
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190 in the 2024-25 tax year.
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit).

Registering for Free school meals

Registering for free school meals can be done online via the Citizens Portal.

[Citizen Portal - Logon \(nottscc.gov.uk\)](https://nottscc.gov.uk)

The information you will need to register includes:

- Personal details (including national insurance number and date of birth) for the parent/carer.
- The child's full details including their date of birth and the school they attend.

Parents unable to apply online should contact Nottinghamshire County Council on 0300 500 80 80
More information regarding Free school meals can be found at:

[Free school meals and milk | Nottinghamshire County Council](#)

Milk and Fruit

Free milk is provided for all children under the age of 5 and for those children receiving free school meals.

Milk can also be provided for all children at cost of around £18 per term, this is paid, by parents / carers, directly to Cool Milk.

All children who wish to have milk in school must be registered on the Cool Milk website:

[Order school milk for your child | Cool Milk](#)

Registration and payments must be made by Tuesday evening to receive milk the following week.

Fruit is provided free of charge for all Reception, Year 1 and Year 2 children. One Piece of fruit or veg is available each day for example an apple, banana, pear, tomato or carrot.

KS2 children may bring a piece of fresh fruit or veg to school for break time. No other forms of snack are permitted.



Payments to school

School operates a cashless payment system. All payments for school meals, trips and other events are made via our school system, Arbor.

Details on how to make payments will be issued to you when your child starts at school.

All School meals must be paid for in advance. The current cost is £3.15 per meal, £15.75 per week. Price is subject to change in September 2025. Trips and other events will be added to the payments area when applicable.

Attendance

School attendance is a priority for our school and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Above 97%:	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can leading to best possible start in their secondary education.
95%:	95%. Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.
90%:	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
85%:	85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
80%:	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

Absences

If your child is absent from school, please contact the school office of the first day of absence and every subsequent day before 9.15am. Our telephone system gives you the option to leave a message to report your child's absence; please leave your child's name, class and reason for absence.

Cropwell Bishop Primary School 0115 989 2250 office@cropwellbishop.notts.sch.uk

If your child is absent from school without notice, the school will text/telephone/email the parent/carers on every day of absence if the school have not been notified.

Children returning to school after illness should clearly be fit to do so and free from infection. If your child suffers from a bout of sickness or diarrhoea then you should keep your child off school for a minimum of 48 hours after the last episode.

Holidays During School Time

New government regulations state that 'head teachers may not grant any leave of absence during term time unless there are "exceptional circumstances"'. As a consequence, holidays taken during school time will be recorded as unauthorised and may lead to a fine. These regulations have come into place because of the negative impact non-attendance has on the progress and learning of children.

It is strongly advised that holidays are only taken during school holiday times, thereby ensuring the minimum disturbance to your child's education. Please find link to our school holiday dates below.

<https://www.cropwellbishop.notts.sch.uk/page/?title=School+Holiday+Dates&pid=43>

If you do find it necessary to request an absence during term time, it will continue to be necessary to complete a leave of absence form. These are available online, using the link below, on the school website. The request will be considered in line with the government's guidelines.

Link to the online Request for Absence from Learning (holiday form). Please complete the form giving the recommended 4 weeks' notice, whenever possible.

<https://forms.office.com/e/cEighbPUb2>

School Closures

On very rare occasions the school may be unexpectedly closed due to very severe weather or internal problems (e.g. flooding, no heating). Parents will be contacted by text/email - please ensure we have your up to date mobile numbers and email addresses.

If severe weather occurs overnight, please do not telephone school, but listen to Radio Nottingham or Capital FM. All school closures are broadcast at regular intervals when we have unexpected weather conditions. Closures will also be posted on the home page of the school website.

[Cropwell Bishop Primary School - Home](#)

If the weather deteriorates during the school day, and you are concerned about travelling, you may collect your child from school early, but they will not be allowed to make their way home unaccompanied. Please phone or email the school office in advance for safeguarding purposes.

Medicines

The school is unable to administer any medicines unless they are prescribed by a doctor.

If your child needs to receive medication during the school day, the medicine should be taken to the school office in the original container and a medicine administration permission form should be completed giving written details regarding dosage, time etc. Medicine forms can be found on the school website using the following link. Paper copies are available on request from the school office.

<https://www.cropwellbishop.notts.sch.uk/attachments/download.asp?file=1662&type=pdf>

It is then the responsibility of the child to go to the office at the appropriate time for their medication to be administered, it is not the responsibility of staff to ensure that medicines are taken and they are not to be held accountable. However, parents should make every effort to administer medication at lunchtime themselves. Doses can and should be altered so that no lunchtime dose is necessary if possible.

Children who use inhalers will have them stored in the classroom however we ask for an asthma consent form to be completed. It is parents' responsibility to ensure that school have an in-date inhaler for your child, labelled clearly with their name, class and dosage. It is also parents' responsibility to check the inhaler on a regular basis to make sure it is not out-of-date and that it has not run out. In the event of your child being given the emergency salbutamol inhaler, you will be informed by a letter home detailing why the inhaler was given.

Asthma medication consent form

<https://www.cropwellbishop.notts.sch.uk/attachments/download.asp?file=1658&type=pdf>

Please also complete the School Asthma Card using the link below:

<https://www.cropwellbishop.notts.sch.uk/attachments/download.asp?file=1659&type=pdf>



Cropwell Bishop Friends of School



Dear Parents and Carers,

We are writing to welcome you to the Cropwell Bishop Friends of School (FOS). FOS is an integral part of school life, running fundraising events throughout the year with the money raised being spent on vital school resources that really make a difference to your child's education.

Information about the events we normally run, the money raised and how you can help are detailed below. We will send out termly newsletters with details of all our fundraising activities!

Fundraising Activities!

The FOS run several fundraising activities throughout the year, examples include:

School Discos (In general once a term)
Stilton Stumble (Joint venture with the Scouts)
Pub Quiz
Summer Bonanza
Christmas Artwork Sales
Children's Entertainment Club
Other activities (second hand uniform sales, ice cream sales)
The Co-Op Local Community Fund

Examples of Previous FOS Spending

The money raised by FOS is ploughed back into the school, funding a variety of activities and enabling the purchase of vital resources and equipment. Examples of previous spending include:

Reading books and school workbooks
Interactive Screen in the Hall
Outside Classroom & Outdoor Play Equipment
Wildlife Garden
Games Bench
Sports Team Jackets
Cooking Equipment
Sports Equipment & Table Tennis Tables
Ducklings & Waterproof Suits for Class R

Would you like to join or support FOS?

The success of the FOS events is dependent upon the participation of the children and the vital help of parents. You do not need to be a member of FOS to help at an event, any contribution you can make to FOS is greatly appreciated. We would obviously be delighted to welcome new members to FOS. Please approach any of the FOS members for a chat or email FOS at cbishopfos@gmail.com.



Friends of School – FOS
Cropwell Bishop primary school





Dear parent/carers,

Welcome to Cropwell Bishop Primary School, which is a member of **Equals Trust**. We hope you and your child will be very happy with us and that we will be able to work together to achieve the best we possible can for you.

Equals Trust is a multi-academy trust comprising 12 primary schools in the Rushcliffe and Gedling areas. Being geographically close means that the schools can work together on developing good practice, sharing ideas and school improvement priorities. It also means we can provide excellent cost-effective services for the schools through joint commissioning. The Leadership Group of Head Teachers organise school improvement and is involved in the strategic direction of the Trust. This is unique to **Equals Trust** and means that decision making is consulted on at all levels, with school leaders, local governing bodies and their communities maintaining their school's ethos and unique identity. They also have a wider perspective through mutual accountability and a strong collaborative approach. This enables everyone to have ownership of the strategic direction of **Equals Trust** and a strong sense of belonging. We hope you will enjoy being part of the **Equals Trust** family.

Everyone involved with **Equals Trust** believes passionately that collaborative working raises educational standards and improves life chances for the children within the trust partnership. Teaching and Learning are at the centre of all we do, providing an exciting curriculum and enrichment opportunities that challenge and excite them; for example each of our schools is part of a British Council global education project 'Stories of a lifetime' linking and exchanging with schools in Tanzania. We share expertise and great practice, providing professional development and the resources to achieve this; for example through joint curriculum INSET days.

The schools work on curriculum development together, but they retain the essence of what is distinctive to their school and local community. We strongly believe in providing a wide range of enrichment activities to the children in our care in addition to a national curriculum to ensure that children make the best possible progress and social development. Through our EQT Improvement Planning process we are always looking for innovative ways to enhance our pupils' experiences; for example an e-safety project that produces a regular e-magazine, a maths hub with Southwell Minster Teaching School and an iPad maths project organised by our Distinguished Apple Educator. We hope your child will be involved in our inter-trust activities including storytelling, football, Boccia and frisbee competitions and a whole Trust singing extravaganza at the Albert Hall.

Our Governance Structure ensures there is support and accountability in all areas at all levels. This includes Local Governing Bodies and Head Teachers at a local school level through to overall Board Level and ultimately the Members who ensure the principles of our philosophy are the basis for all decisions. As parents you will be asked for your views on your school and consulted on areas of your child's education. On occasion we will also ask for your support in shaping the direction of **Equals Trust**.

We hope this has given you some insight into **Equals Trust** and the exciting advantages for your school of being a member. Please see our website : www.equalstrust.org for any further information or contact our office in Keyworth.

Best Regards

Phil Palmer
(CEO)

Peter Foale
(Chair of the Board)



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