



Welcome to Year R

Cottage Grove
Primary School &
Nursery



Parent Handbook

Telephone: 02392 341133

Email: admin@cottagegrove.co.uk

Address: Chivers Close, Southsea, PO5 1HG

Website



Social Media



Welcome to Cottage Grove

Dear Parents,

Dear New Parents and Carers,

On behalf of all the staff and children, I'd like to extend a very warm welcome to Cottage Grove Primary School and Nursery Unit! We are absolutely delighted that you have chosen our school for your child's educational journey.

Our school caters for children from the age of 3 to 11, and we sincerely hope that your child will be incredibly happy during their time with us. We are truly looking forward to working in close partnership with you to ensure their success.

At Cottage Grove, our primary aim is to help your child develop and learn to the very best of their ability. We believe that every child has unique talents and potential, and we are committed to nurturing these in a supportive and engaging environment.

We are incredibly proud of the strong relationships we have with our parents. We firmly believe that the partnership between home and school is absolutely vital if our children are to benefit fully from their primary years. Therefore, we wholeheartedly encourage you to come into school to talk to the staff or myself about any aspect of your child's development or any questions you may have. Your insights and collaboration are invaluable to us.

We are so excited to embark on this journey with you and your child.

Yours sincerely,

Mr Lee Branscombe Headteacher Cottage Grove Primary School



Meet the Team



Mrs Richards
EY Lead



Mrs Yeomans
Teacher



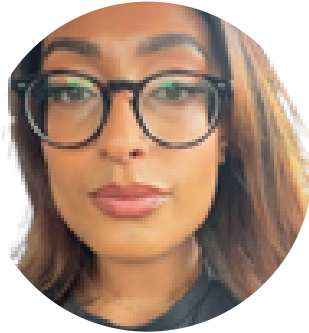
Miss Nineham
Teacher



Miss Simpson
Teacher



Mrs Fadleseed
Bilingual Asst.



Miss Begum
LSA



Ms Burgess
LSA



Mrs Street
Cover Supervisor



Miss Paunet
LSA



Recording Children's Learning

The adults in Reception observe the children throughout the day. Significant observations are recorded and then put into each child's individual learning journey.

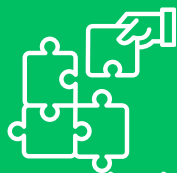
We use an application called Seesaw and will give login information when your child starts. We encourage you to be part of this and value your contributions.

Please log onto Seesaw regularly to see what your child has been doing in school and to share any learning they have been doing at home. We also use Seesaw to set the children's home learning activities and share information about school.

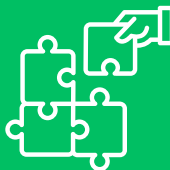
Our Curriculum

Learning happens both inside and outside the classroom. We provide many first hand experiences throughout the year and we have lots of opportunities to explore and find out. Children are encouraged to be independent, solve problems and make connections. We provide stimulating and fun activities that we hope will encourage children to engage fully in their learning.

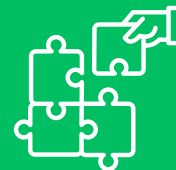
The Early Years Foundation Stage curriculum is a play based approach to learning. The areas covered are:



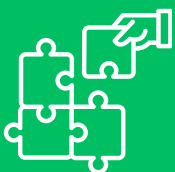
**Communication
and Language**



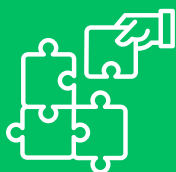
Literacy



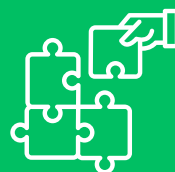
**Personal, Social
and Emotional
Development**



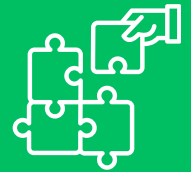
Mathematics



**Physical
Development**



**Expressive Arts
and Design**

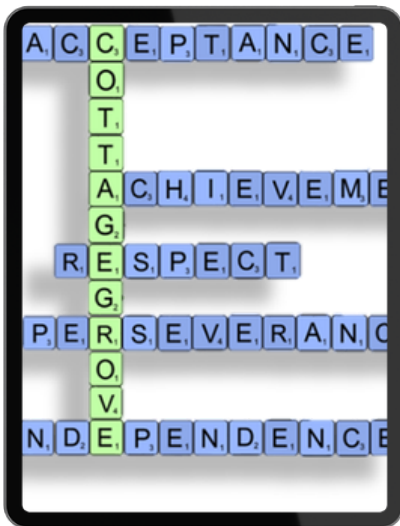


**Understanding the
World**



At Cottage Grove, we have a strong inclusive ethos across the school, centred around our vision of "Success for All." We strive to meet the needs of every individual though building strong and effective relationships built on trust and mutual respect.

School Hours & Drop-Off/Pick-Up Policy



01 Gates Open
8:40am

02 Register Closes
8:55am

03 Lunch Time
12:00 – 12:45

04 Home Time
3:15

05 Pick-Up Authorisation
Only listed guardians may pick up a child.

School Office

The school office is open from 8.00am – 4.30pm. The office staff can help with queries regarding school dinners, medicines, copies of letters, important dates, etc. All payments for snack and trips must be made via Arbor

Pupil Collection

If you are unable to collect your child and need them to be collected by a friend or family member please phone the office or tell a member of the Reception team. We value your child's safety and will not let them go with people we do not know.

MOMENTS MATTER, ATTENDANCE COUNTS.

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their school experience.

Attendance Expectations

Please make sure your child attends school every day. We want them to learn as much as they can and build good habits for the future.

We may need parents to engage in a Personal Attendance Plan should attendance be a concern and become a barrier to the children's progress

If a child arrives after 9:30 AM without prior notice, their absence will be recorded as unauthorised.

What to do if your child is unwell

Do I need to keep my child off school?					
HSC Public Health Agency					
Chicken Pox Until all spots have crusted over	Conjunctivitis No need to stay off but school or nursery should be informed	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever No need to stay off but school or nursery should be informed	Hand, foot & mouth No need to stay off but school or nursery should be informed	Impetigo Until lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies Until after first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek No need to stay off but school or nursery should be informed	Whooping Cough 48 Hours after commencing antibiotics
Flu Until recovered	Head Lice No need to stay off but school or nursery should be informed	Threadworms No need to stay off but school or nursery should be informed	Tonsillitis No need to stay off but school or nursery should be informed		

Reporting Absences

Parents must report their child absent every day they are off school. This can be done by;

- Studybugs
- Telephone
- Email

Studybugs 



Medication Policy

If your child needs any prescribed medicine during the school day, please bring this to the school office.

If your child needs regular medication, like an inhaler, please bring it in at the beginning of term so it can be kept in the classroom.

No medication (including cough drops) should be left in a child's backpack

Allergy & Food Safety Policy

Cottage Grove School is a nut-aware school (no peanuts, tree nuts, or nut-based products).

Parents must disclose food allergies or dietary restrictions during as early as possible.

EpiPens and inhalers must be provided by parents if needed and a care plan created

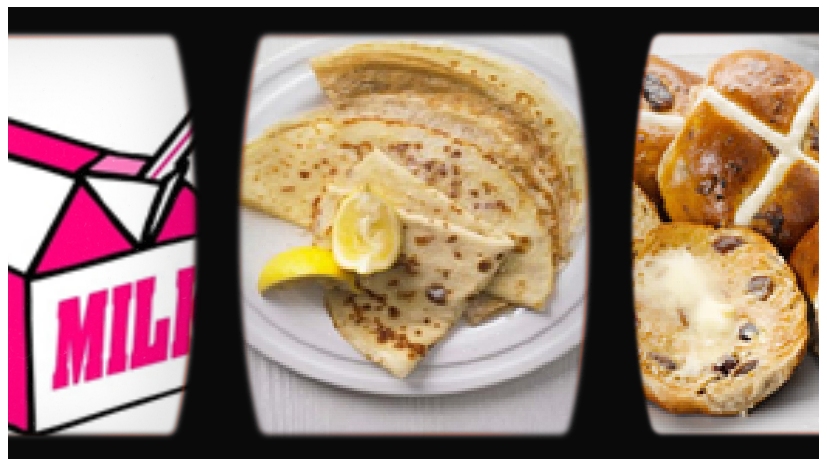
Key staff are trained in EpiPen administration and allergy response.

We share a snack every morning which includes fruit and milk supplied by the local authority. We also supplement this with other foods throughout the year, particularly during important celebrations such as Christmas, Easter, Chinese New Year, Eid and Pancake Day. This helps encourage children to experience different foods.



Parental Contribution

To help us to supplement snack times and cooking activities throughout the year we ask if parents could make a contribution of £5 per term or £15 at the beginning of the year. This is payable via Arbor.



Our uniform ensures that children have a sense of belonging while being able to participate in all areas of the curriculum.

We have "PE Ready" days which means that the children come in to school in their uniform rather than get changed at school.

If you require help with uniform, please speak with a member of staff.



School Uniform & PE Kit

School Uniform

- Grey or black trousers, skirt, pinafore dress or tailored shorts
- White polo shirt
- Green school sweatshirt or cardigan with the Cottage Grove logo
- Black, white or grey plain socks
- Plain black shoes with no heel (Please note: boots and open-toed sandals are not acceptable). Velcro shoes would be preferable.

PE Kit

For PE children need black shorts/ black or navy joggers and a coloured PE t-shirt. Children will be given a team colour for this t shirt. If they have a sibling in the school already, they will be in the same team colour as them.

School Logo

Uniform with the Cottage Grove logo on can be order online to be delivered to your home or to school.

<https://www.brigade.uk.com/parents/school/CO1920DS/>

Extra Clothing Requirement

Please also make sure your child has a hooded coat in school every day as much of our learning happens outside.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.



Breakfast

Please make sure your child has something to eat and drink before they come to school so that they are ready to learn. Being hungry can affect children's ability to concentrate.



School Dinners

Currently, a hot meal is free for all children in years R to 2. These are ordered via the Arbor app. We would be very grateful if you could help your child choose their meals before they come to school to ensure they select something that they like!

Arbor

Packed Lunch

Your child may bring in a packed lunch in a named box or bag. Please pack your child a healthy packed lunch to suit their appetite. Please remember that the children only have a limited amount of time in which to eat their lunch, so only pack what they will eat. Any uneaten food will be put back in their lunchbox for them to bring home so that you are aware of what they have eaten.

Please don't...

Please do not send food containing nuts, peanut butter, or any nut products to school. We may have children with life-threatening allergies. No fizzy drinks, glass bottles, chocolate or sweets are to be brought to school.





Working Together for the benefit of your child

We have regular parent sessions that provide the opportunity for you to come into school and work with your child. It is also a chance for us to update you on what we have been learning in school and how you could help at home. We also hold termly parent's evenings to discuss your child's progress.

Once your child has begun to recognise letters during phonic sessions we will start to send reading books and key words home. Please try to spend 5-10 minutes reading and practising the key words every day. We will also set weekly homework on Seesaw.

Top Tips:

- Make sure you turn off the TV to avoid any distractions
- Talk about what is happening in the story and pictures
- Share other books and stories with your child, including those in your home language
- A 5 year old child who is talked to regularly has experienced 32 million more words than a child who hasn't had that experience

We ask that each child has a book bag to put their reading card and library book in. Letters and other items will also be put into your child's book bag so please check them regularly. Book bags can be bought online.

<https://www.brigade.uk.com/parents/school/CO1920DS/>