



INFORMATION FOR VOLUNTEERS AND VISITORS

Welcome to Cromford Church of England Primary School. We hope you enjoy your time with us. In order to aid this, we are providing some information that may be helpful.

GENERAL INFORMATION:

Our school has 51 pupils aged between 4 and 11. There are 2 classes: Class 1, which is made up of 27 children from Early Years Foundation Stage and Years 1 and 2. The class teacher is Miss Emma Marshall. The Teaching Assistants are Mrs Emma Holt and Mrs K Campion. Class 2 which is made up of 24 children from Years 3 to 6. The class teachers are Mrs Liz Foster (who is also the Headteacher) who teaches Monday, Tuesday and Wednesday, and Mrs Beaumont who teaches Thursday and Friday morning. A Higher Level Teaching Assistant, Mrs Louise Taylor and Mrs Jill Robinson also support the children.

Mrs Julie Hamilton is our school Office Manager with Mrs Nicola Paine working on Friday morning in the office.

THE SCHOOL DAY:

Children are allowed in the playground from 8.30am, as long as they are supervised by parents. The Class 2 teacher is on duty from 8.35am. School officially begins at 8.50am.

Assembly Times are:

Monday: 10.20 - 10.35am

Tuesday: 9.00 - 9.20am

Wednesday: 10.20 - 10.35am

Thursday: 10.20 - 10.35am

Friday: 2.50 - 3.10pm

PLAYTIME: 10.35 - 10.50am.

LUNCHTIME: 12.00 - 1.05pm.

AFTERNOON PLAYTIME: 2.30 - 2.45pm

END OF SCHOOL: 3.15pm.

IMPORTANT: SAFEGUARDING - We have a robust safeguarding procedure in school and it is important that as a visitor you are aware of them. Our Designated Safeguarding Lead (DSL) named person is Miss Emma Marshall, and if she is unavailable, Mrs Liz Foster. Please make sure you talk to them to familiarise yourself with our procedures. Our policy and procedures are displayed in the staffroom. Please take time to read it.

However, the most important thing to remember is that if you notice anything that you feel disturbed about, or a child discloses something to you; report it immediately to the named person, or any adult. They will then inform the correct personnel and activate our procedures. As soon as you are able, write down your concern or what has been disclosed.

We hope you enjoy your visit!