



# Welcome to Cherry Trees School

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Laura Slinn – Executive Head Teacher

David Murphy – Head of School and DDSL



Alison Higgs – Assistant Head Teacher

Hayley McGee – Administration





Mandy Bytheway: School Bursar



Sandra Thompson: School Nurse  
Julie Hollins: School Nurse

# Important Information

- School starts Thursday September 8th 2022
- Autumn Half Term October 24th – 28<sup>th</sup> October
- Break up for Xmas holiday Friday Dec 16<sup>th</sup>
- School Telephone number – 01902 894484
- School website – [www.cherrytrees.staffs.sch.uk](http://www.cherrytrees.staffs.sch.uk)



# The School Day

- We are still using staggered starts and collection times at school in September.
- If you bring your child to school please do not arrive before 9.15 am. We ask that you drop off your child at their designated entrance. Any letters etc. must be handed in to staff on the gate – or hand in at the office, please don't put correspondence in your child's bag.
- It gets very busy at the start and end of the day when the buses are unloading so please be aware of children, wheelchairs, buggies etc. as you leave.
- All children will be given a reading book folder and a log in letter for our school app – please use this to keep in touch with the classroom staff.
- Any urgent queries please phone the school office and ask for one of the Senior Leadership Team and one of them will get back to you as soon as possible.
- Alternatively you can email us [office@cherrytrees.staffs.sch.uk](mailto:office@cherrytrees.staffs.sch.uk)

- When school finishes. If you are collecting your child please arrive promptly, but no earlier than 3.15pm and wait at the designated entrance and your child will be brought to you.
- If your child has been given a seat on the school transport you will be notified of pick up/drop off times, drivers and escort name etc. by Staffordshire County Council. This will usually be towards the end of August. They can be contacted on 01785 278213.
- Letters and correspondence should come to school via the Escort – please use a sealed envelope if it is private and confidential.
- If your child is ill and unable to attend school or has a medical appointment please ring the school office, as soon as possible and give Hayley brief details of the illness. You will be contacted if we have not received a message from you.
- If you are unable to collect your child from school you must inform us as to who will be collecting them. You will be asked to provide a password.
- We will not send a child home with a substitute parent if you have not informed us beforehand.
- We have to operate the County policy on refusing leave for holidays during school time. If you can provide evidence of extenuating circumstances or need for respite we will **CONSIDER** your request.

# Primary School Uniform

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- Dark green sweatshirt or cardigan
- Grey trousers or skirt
- Green Polo Shirt
- Black shoes
- Summer dress (Green Check)



# P.E Kit

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- Black shorts
  - Green T shirt
  - Black pumps/trainers
  
  - Swimming Costume/ trunks
  - Towel
  - Swim nappies where needed
- (Goggles are provided by school)



Uniform can be purchased from school or non logoed items can be purchased from your local supermarket.

Please contact the office on 01902 894484

You can find the full price list and order form on our school website:  
[www.cherrytrees.staffs.sch.uk](http://www.cherrytrees.staffs.sch.uk)



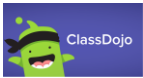
# Communication



Phone: 01902 894484



Website: [www.cherrytrees.staffs.sch.uk](http://www.cherrytrees.staffs.sch.uk)



Class DoJo: You will be given a log in and this is your direct link to class

# Dinner Time

Dinnertime is a teaching session and we concentrate on teaching table manners, using cutlery and crockery appropriately and trying new tastes & textures.

Dinner money is £2.35 per day, payable via our online payment method.

All Key Stage 1 and Early Years pupils are entitled to a Free School Meal but you must register for this.

Hayely in the school office will register you if you fill in the application form.

Please register as it brings extra money into school – all information is confidential.

Your child may have sandwiches or a cooked dinner.

# Social Media

- Please do not ask members of staff to be “friends” – this is not permitted by School Safeguarding Policies.
- If your children are using these sites please be responsible and monitor their usage – many issues that start online often end up in school and can cause a lot of distress to pupils and staff:- we are vigilant of child on child abuse.
- Please do not post pictures of other children on Facebook as many parents do not give permission for this.
- If you have an issue with something that has happened at School please contact us directly and we will try to sort it out – please do not use Social Media to air any grievances.
- We also have a website whereby you can find information and pictures of events going on in school.
- [www.cherrytrees.staffs.sch.uk](http://www.cherrytrees.staffs.sch.uk) and click through the menu headers.

# Safeguarding

- It is everyone's responsibility to keep our children safe and free from harm.
- At Cherry Trees School we take this responsibility very seriously and always follow Government and Local Authority guidelines.
- We always work closely with other statutory agencies such as health providers and Social Services to ensure continuity of care.
- The Designated Safeguarding Officer is currently David Murphy, but from September Nicola will be our DSL - but please speak to any member of staff if you have concerns about your child at school.
- If your child has an accident at home please inform either David, the school nurse or the class teacher as soon as possible, as we will have to investigate any unexplained or unusual marks and bruises etc.
- There is information on the parents board and website about what to do if you think a child is not safe.

# Finally

We hope that your child will be happy and settled at Cherry Trees School and that parents feel valued and welcome at school.

By working together we can provide the best possible opportunities for your child to enable them to thrive and succeed to their full potential.