

COLSTON BASSETT PREPARATORY SCHOOL

~ INDEPENDENT SCHOOL FOR CHILDREN AGED 4-11 YEARS ~



SCHOOL INFORMATION & CONTACT DETAILS

CONTACT INFORMATION

Full Postal Address <i>(Address for correspondence)</i>	Colston Bassett School Limited School Lane Colston Bassett Nottingham NG12 3FD
Registered Office	22-24 Harborough Road Kingsthorpe Northampton NN2 7AZ Registered in England (No. 6077784)
Telephone Number	Directors' Line: 01949 81118 Office Line: 01949 81955
Website	www.colstonbassettschool.com
Emails	General Enquiries: enquiry@colstonbassettschool.com Directors' Email: colstonbassettschool@live.co.uk Office Email: office@colstonbassettschool.com
Additional Contact Addresses <i>(For use during school holidays)</i>	<ol style="list-style-type: none"> Mr J and Mrs E Miller (Directors) Millfield Nursery School, Tythby Road, Cropwell Butler, Nottingham NG12 3AJ Telephone: 0115 9334085 Mr M Willmott (Director) The Old Farmhouse, Bunnison Lane, Colston Bassett, Nottingham NG12 3FF Telephone: 01949 81315

STAFF

Headteacher	Mrs R E O'Dell <i>BSc (Hons) PGCE</i> (KS2 Class Teacher / SENCO / Designated Person for Child Protection)
Teaching Staff	Mrs C Newcombe <i>BSc (Hons) QTS</i> (KS2 Class Teacher) Miss H Farmer <i>BA (Hons) PGCE</i> (KS1 Class Teacher) Mrs C Smith (Head of Early Years) Mr J Fairclough (PE) Mrs K Prince (Art) Ms A Gennard (French)
Support Staff	Mr A Miller (Office Manager) Miss A Hutchings (Teaching Assistant) Mrs R Bingham (Teaching Assistant) Miss C Pan Castro (Trainee Teaching Assistant)
Lunchtime Staff	Ms M Whittaker (Midday Supervisor) Mrs L Clifford (Midday Supervisor)
Visiting Tutors (Extra Curricular)	Mrs K Prince (Art) Mr T Williams (Chess) Mr J Fairclough (Multisports) Mr T Towers (Football) Miss S Glover (Dance) Mrs C Newcombe (Karate) Mrs M Oldfield (Music)

The following information is available for parents of pupils and prospective parents on request and a selection of school policies are on our school website:

- **Particulars of the curriculum offered by the school**
- **Particulars of policies relating to:**
 - Anti-Bullying and Anti-Harassment
 - Behaviour Management
 - Child Protection
 - Health and Safety Management
 - First Aid
- **Particulars of academic performance during the preceding school year, including the results of any public examinations**
- **Standard Terms and Conditions of the school**
- **Details of the number of complaints registered under the formal procedure during the preceding school year**
- **The number of staff employed by the school, including temporary staff and a summary of their qualifications where applicable**

The school will make arrangements to ensure that all parents of every registered pupil receive a copy of any full inspection report within 28 days of the final report being published.

All parents of every registered pupil will receive a twice yearly written report on the progress and attainment of their child in all the subject areas taught. In the spring term, an open morning is held at school when the children can show parents their work and give them a tour of the school.

The school has to advise parents of our late pick up policy:

If a parent is running late, please contact the school as soon as possible to advise the staff. If no contact is made by a late parent, the following procedure will apply:

- Contact will be attempted by telephone/mobile telephone to speak to the parent/carer concerned.
- If no contact is made, the emergency contacts on the child information sheet will be used to ensure that the child is collected by an authorised person.
- The child will remain in the care of school staff who will attempt to make contact with the parent/carer every ten minutes for a period of one hour after the end of the school day. If after that time the school is unable to make contact, ultimately we will contact the police and/or the Social Services to collect the child.
- The child will be kept at the school until collected by an authorised person.

Isolation periods for common childhood infections:

Chicken pox	Five days following the onset of the rash
Head Lice	None, but must be treated
Diarrhoea and vomiting	48 hours after diarrhoea and vomiting has stopped
Conjunctivitis	None, but must be treated
Impetigo	Until lesions are crusted over or healed
Body rash/spots	Need to be checked by a doctor to identify (some viral rashes can cause harm to a foetus during early pregnancy)

For all other infections, please check with the Headteacher.