



Croxby Primary School

Reminder Information

School Day Times

- Morning: Classroom doors open 8:45am, close 8:55am
- Late arrivals must enter via the main entrance and will receive a late mark
- Afternoon: Classroom doors open 3:15pm, close 3:25pm
- Collection after 3:35pm incurs a £7.50 late fee per child

School Uniform & PE

- Uniform details can be found on our website
- Branded items available from [Steady Schoolwear](#)
- Large supermarkets stock non branded items
- No sandshoes required; book bags optional
- Children should wear their Croxby PE kit to school on PE days
- Earrings (1 pair of studs) need to be removed or taped over at home, on PE days

Your child will need

- A bottle of water/juice - every day – no fizzy/energy drinks permitted
- A healthy morning snack (optional)
- Wellies or waterproof shoes and a waterproof coat to access all areas of OPAL Play in any weather.

Arbor – Parent Portal

Arbor is our MIS system. Parents/carers will use it for a range of things, for example

- Booking School Meals
- Booking Wraparound Care
- Booking and Paying for Trips
- Booking Clubs
- Updating your details e.g. phone number, address

School Meals

- All EYFS, Year 1 & Year 2 children receive universal free school meals
- Meals for other year groups are priced at £2.60 per day
- **All** meals must be booked via Arbor and can be booked in advance
- Bookings close on Arbor at 9.00am for that day
- Late bookings for that day: contact the office by 9:30am
- Your child can bring a packed lunch if they do not want a school meal.
- We **do not** operate a home lunch option
- No nuts, hot food, or hot liquids permitted in school

Free School Meals (Benefits-Based)

- Applying for free school meals helps the school receive extra funding:
- Apply via East Riding Council - [Free school meals \(eastriding.gov.uk\)](https://www.eastriding.gov.uk)
- Email your confirmation to office@croxbyprimary.co.uk

Wraparound Care

- Breakfast Club: £3.00 | 8:00–8:45am – Food served until 8.30am
- After School Club: £7.50 | 3:30–5:30pm
- Sessions **must** be booked and paid for in advance via Arbor
- **Places are very popular and numbers are limited**
- Tax-free childcare accepted – see website for details
- By accessing this provision, you agree to adhere to the terms and conditions of use, which can be found on our website

Attendance & Absence

Good attendance is an essential prerequisite to achieving high standards, and we will take every opportunity to promote the importance of attendance with learners and parents. We target 96% as 'good attendance' in our school.

- Absence reporting, medical appointments and leave requests must follow school policy
- No collections or returns during lunchtime (12:00pm–1:00pm)
- Full details are available on the website

Medical Information

- Medication will only be administered in line with school policy
- **Sun cream** is not permitted unless prescribed
- Visit our website for more information and to access online forms

Communication & Queries

- Child-related concerns (behaviour, learning, homework)
- **Initial contact is via office@croxbyprimary.co.uk**
- Please refer to the school website for administrative queries (meals, appointments, clubs etc)

General Information

- Your details can be updated via Arbor/email only, including updating collection lists
- It is a parent/carers responsibility to ensure all details we hold are correct
- Term dates, letters, and events are published on the website
- Lost property is located outside the main entrance, everyday
- Unnamed lost property items are cleared at the end of each half term
- Croxby School operates as a paperless and cashless school
- Children should not bring personal items from home into school.

Birthdays Treats

- Email the office to request class numbers
- Shop-bought items **only**, with ingredients list available
- Cakes should be precut and wrapped individually
- Homemade items will **not** be accepted
- Items containing nuts will not be accepted

Contacting the school

- The school office operates as a virtual office from 8.30am to 3.30pm, term time only.
- Communication is via email at office@croxbyprimary.co.uk and telephone.
- Please leave a **voicemail** if we are not available to take your call, and we will contact you as soon as we can.
- The school office is closed between 12.00pm and 1.00pm every day.

Homework

Homework is set on various online platforms, which learners also use within school. Password reminders can be requested via the office email

- Reading via Little Wandle (EYFS, KS1) Reading Plus (KS2)
- Spellings via Spelling Shed (KS1 and KS2)
- Math via TT Rockstars/Numbots (KS1 and KS2)
- Please visit our website for further information