



Starting School

Cotgrave Candleby Lane

2025-2026



School Contact Details:

The school office opening times are Monday to Friday 8:15am-4:00pm.

If you have any questions or queries, do not hesitate to contact us at school.

Address:

Cotgrave Candleby Lane School
Candleby Lane
Cotgrave
Nottinghamshire
NG12 3JG

Telephone:

0115 989 2284

Website:

<https://www.candlebylane.co.uk>

Email:

office@candlebylane.co.uk



Claire Lindsay
Head teacher



Iain Bly
Deputy head teacher

Welcome to CCLS!

This booklet has been created to help prepare you and your child for joining our school community. Here you will find information about our school and ideas for how to prepare for starting school in September. We are excited to welcome you and can't wait to get to know you and your child!

We recognise the importance of the relationship between school and families and want to work with you to enable your child to love learning and reach their full potential.

These are the adults who will be working with your child in September:



Laura Rooney
Class Teacher
EYFS Lead & Maths Lead



Dayna Eyre
Class Teacher
Early Reading Lead



Ulrike Demandt
F2 Teaching Assistant



Tracey Cain
F1 Teaching Assistant

General Information:

The School Day

The school day begins at 8:40am where children will be welcomed into the classroom by their teacher. We are operating a 'soft start' whereby you can drop your child off at the classroom door between 8:40 and 8:50am and pass on any key messages to the teacher. We do encourage children to be independent when they arrive and ask that parents say goodbye to children before they enter the classroom door. The door will be closed at 8:50am so that the register can be taken. If you arrive after 8:50am please take your child to the school reception to sign in. They will be marked as late as we do encourage punctuality.

The school day finishes at 3:20pm where you will collect your child from their classroom door.

The Autumn Term starts on Tuesday 2nd September 2025. A full list of school term dates is available on our school website or at the office.



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Attendance

It is really important that children attend school every day so that they can make good progress in their learning. If your child is ill and cannot attend school, please call the school office in the morning so that we can record their absence. Please call each morning of their absence to keep us informed. If your child becomes ill during the school day, a phone call will be made to you to come and collect them.

As a school, we take our safeguarding responsibilities very seriously. When children have been absent from school for 5 days, we will carry out a home visit to check in with you and make sure that all is okay. This is a school policy, but please rest assured that this is purely for us to make sure that everything is okay and that your child is safe and well.

We encourage you to arrange medical appointments outside of school hours but know this is not always possible. In this instance, please let the school office and your child's class teacher know in advance and you will be requested to provide the office with an appointment confirmation.

Our office team:



Stacey Johnson
Office Administrator



Dave Andrews
School Business Manager



Allison Clarke
Admin Assistant

School Uniform

Our school uniform consists of:

- A navy cardigan or jumper (plain or with the school logo)
- A white polo shirt (plain or with the school logo)
- Grey/ black trousers, skirt or pinafore
- Black school shoes or boots – no trainers
- Coat appropriate for the weather
- Grey/black shorts or a blue summer dress

It is important that children wear the correct clothing for PE sessions to keep them safe whilst active. Our PE kit consists of:

- White t-shirt
- Black shorts
- Black jumper and trousers for outdoor PE in the colder months
- Plimsolls for indoor PE
- Trainers for outdoor PE

Children will come to school in their PE kits on their designated PE days. Your child's class teacher will communicate with you when your child has PE at the beginning of the Autumn Term.

Children will also need to bring a book bag every day containing their school reading books and any letters that are sent home and returned completed.

Please ensure that ALL items of clothing and belongings are clearly labelled with your child's name. Any lost items without labels, will be sent to the 'Lost Property' box in the school reception.

Lunchtimes

Children in Foundation 2 are entitled to a free school meal each day. These are delicious, nutritious hot meals that are cooked daily on site in our school kitchen. There is a weekly menu that can be viewed on the school website so that you can discuss the options with your child. If you do not like the main choice on a particular day, there will be an alternative option available too. We can also provide alternatives for children who are vegetarian or have allergies or intolerances. You do not need to book school meals in advance. If you prefer, you are welcome to provide your child with a packed lunch. We ask that these are healthy foods – no fizzy drinks or sweets. We are also a nut free school.

Snack time

Each day children will be provided with a piece of fresh fruit for a morning snack. Up until their 5th birthday, children are entitled to a free carton of milk with their snack. When they turn 5, this must be paid for. You can apply for this online. Children will also need to bring a named water bottle to school each day as we encourage them to drink water throughout the day.



Preparing your child for school

How we prepare your child for school

At Candleby Lane, we understand how important the transition process is to help your child settle into school. We hope your child can attend the transition events that are taking place before the summer holiday. Details of these dates have been sent out already and are as follows:

- Thursday 26th June 1:30pm-2:30pm - Parents to stay with the children
- Thursday 3rd July 1:30pm-2:45pm - Children to stay without parents
- Thursday 10th July – 1:30pm-2.45pm - Children to stay without parents

We are currently talking with the children's pre-school settings to help us get to know the children a little better. We do a range of face-to-face, telephone and written communication with current settings in order for us to make the transition to Candleby Lane as smooth as possible.

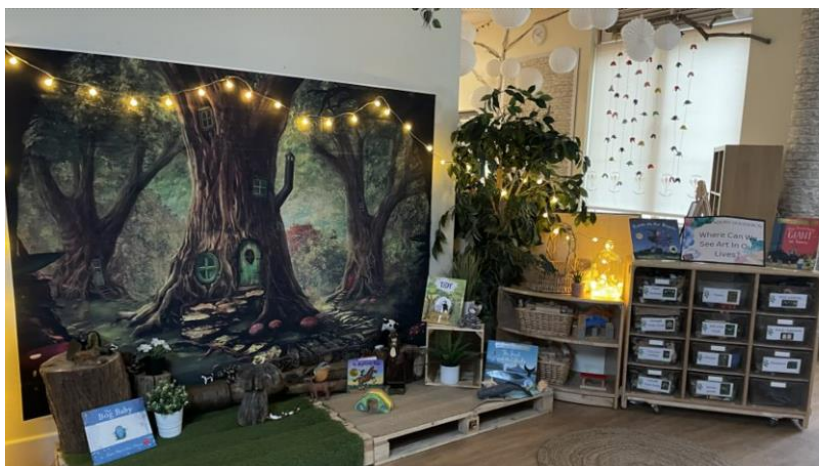
As we get to know children over the transition sessions and through conversations with nurseries and pre-school settings, we will place children into classes and allocate teachers. Details of your child's class and teacher will be sent home with the children on Thursday 10th July.

In September, we spend the first few weeks, observing and playing with your children to get to know them, their interests and strengths to help us guide them on their learning journey through the Foundation Stage.



How you can prepare your child for school

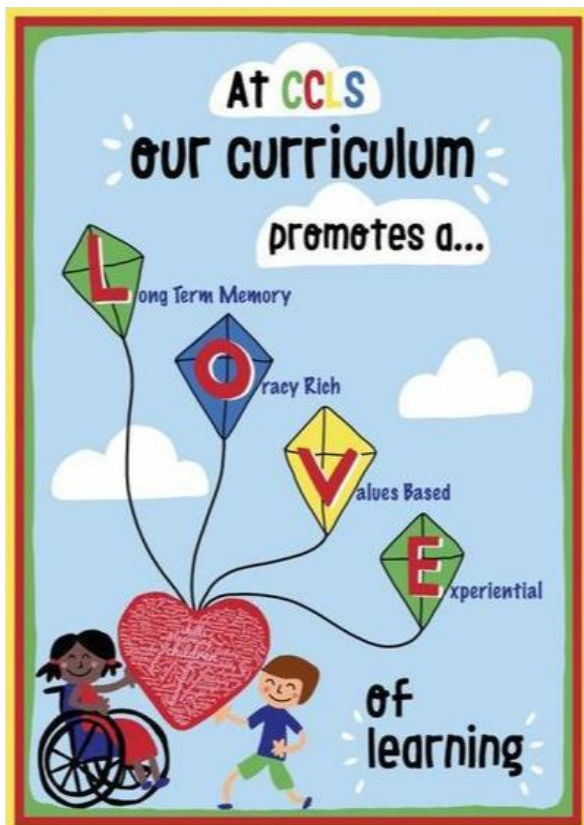
- Encourage your child to dress and undress independently including fastening buttons, coats and shoes.
- Read and enjoy books and other texts together. Make it a happy experience so that they develop a love of reading. Discuss the characters, pictures and storyline with your child.
- Encourage your child to tidy away – We say “choose it, use it and put it away!”
- Sing nursery rhymes and counting rhymes together. Learn some off by heart.
- Help your child to recognise their name. If they are ready to write it please use lower case letters except for the initial letter, which should be a capital.
- Play turn-taking games such as snakes and ladders; make sure your child knows how to win and lose as well.
- Ensure your child can manage using the toilet by themselves, including flushing the toilet and washing their hands afterwards.
- Talk about numbers and teach your child to count objects accurately; you could involve your child in helping around the house by counting out the bowls or spoons needed to lay the table, counting steps up and down the stairs, or looking at house numbers or numbers on cars or buses as you go for a walk.



Early Years at Candleby Lane

Every child deserves the best possible start in life. Children develop quickly in the early years and we understand the importance of harnessing every opportunity to ensure that all children have the secure foundation to reach their full potential. We know that children's experiences between birth to five have the greatest impact on their later life chances. For that reason, we are committed to ensuring that our provision provides children with a secure and happy environment in which to grow and flourish. We understand the value of high-quality learning opportunities and a supportive home life in developing young children's abilities and talents. Therefore, we are committed to developing strong partnerships with our families and the wider community.

We run an enquiry-based curriculum; each term we work hard to answer a question through a variety of learning opportunities. Each term, you will receive a 'Curriculum Newsletter' detailing all of the exciting things your child will be learning about that term.



Tapestry

We use an app called Tapestry to help us record some of the 'WOW moments' we see in school. We encourage you to upload any of the 'WOW moments' you see at home too – we love to keep up to date with what you get up to at home! Look out for information on how to sign up to this in your child's personalised pack of information.

Boom Read

We use an app called Boom Read as an online reading diary for children. This enables both school staff and parents/carers to log reading both in school and out of school. Your child will bring home a letter with their log in information at the start of the term. Your child's reading book will be changed on a set day each week, this will be communicated with you at the start of the term. However, we do ask that reading books come to school each day. Please ensure that you keep your child's reading book safe as they are costly to replace.

Communication

If you ever need to pass on any information to school, teachers and teaching assistants are always around during drop off and pick up times. Alternatively, you are welcome to email the school office (office@candlebylane.co.uk) or phone the school office on 0115 989 2284.

SEND Support

In Reception, we work closely with our school SENCo to help us ensure the appropriate provision is in place for all children. Staff in school will contact you if we have any concerns to enable us to work together to help support your child in the best way possible. If you have any concerns about your child or if you need to let us know about any needs your child may have, please do get in touch.

We are looking forward to an exciting school year and to getting to know your children and their families. Please do not hesitate to get in touch if you have any questions or worries.

