



# COLSTON BASSETT PREPARATORY SCHOOL

~ INDEPENDENT SCHOOL FOR CHILDREN AGED 4-11 YEARS ~

## School Information & Contact Details

Full Postal Address: <i>(also Address for Correspondence)</i>	<b>Colston Bassett School Limited</b> <b>School Lane</b> <b>Colston Bassett</b> <b>Nottingham</b> <b>NG12 3FD</b>
School Telephone: Directors' Line:	<b>01949 81118</b> <b>0115 9336700</b>
Registered in England: Registered Office:	<b>No. 6077784</b> <b>51 Lincoln's Inn Fields, London WC2A 3NA</b>
School Website: Email Address:	<b>www.colstonbassettschool.com</b> <b>info@colstonbassettschool.com</b>
Headteacher:	<b>Mrs J. Hunt</b> <i>Cert. Ed.</i>
Teaching Staff:	<b>Mrs M. Heafford</b> <i>Years 1 &amp; 2</i> <b>Mrs R. O'Dell</b> <i>BSc (Hons) in Human Biology/Postgraduate Certificate in Biology and Integrated Science Education</i> <b>Mrs C. Smith</b> <i>Reception</i> <b>Miss A. Gennard</b> <i>French</i> <b>Mrs J. Cowell</b> <i>Teaching Assistant</i>
Extra Curricular Staff:	<b>Mrs Z. Cocker</b> <i>Violin Teacher</i> <b>Miss M. Widdison</b> <i>Ballet Teacher</i> <b>Mrs K. Dennis</b> <i>Art Teacher</i> <b>Mr T. Williams</b> <i>Chess Teacher</i>
Directors:	<b>Mrs L. Miller</b> <b>Mr J. Miller</b> <b>Mr M. Willmott</b>
Additional Contact Addresses and Telephone Numbers (for use during School Holidays):	
<b>1) Mr J. and Mrs L. Miller</b> <i>(Directors)</i> <b>Millfield Nursery School</b> <b>Tythby Road</b> <b>Cropwell Butler</b> <b>Nottingham</b> <b>NG12 3AJ</b> <b>Tel: 0115 9334085</b>	<b>2) Mr M. Willmott</b> <i>(Director)</i> <b>The Old Farmhouse</b> <b>Bunnison Lane</b> <b>Colston Bassett</b> <b>Nottingham</b> <b>NG12 3FF</b> <b>Tel: 01949 81315</b>

The following information is available for parents of pupils and for 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:**
  - **Bullying**
  - **Child Protection**
  - **Health and Safety**
- **Particulars of academic performance during the preceding school year, including the results of any public examinations**
- **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**

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 termly written report on the progress and attainment of their child in all the subject areas taught.

#### **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 teaching 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:**

<b>Chicken Pox</b>	Five days following the onset of the rash
<b>Head Lice</b>	Until the first treatment has been completed
<b>Diarrhoea and Vomiting</b>	48 hours after diarrhoea and vomiting has stopped
<b>Conjunctivitis</b>	Until the symptoms have cleared with treatment
<b>Impetigo</b>	Until lesions are crusted over or healed
<b>Body Rash/Spots</b>	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.*