

Welcome to

Cotmanhay Infant and Nursery School

2025-2026

We hope you find this information helpful.

There's even more on our fantastic website:

www.cotmanhay-infants.co.uk



Our School MOTTO: Celebrate, Inspire, Nurture and Succeed

Our School Mission Statement

CELEBRATE

We celebrate and praise every achievement, however big or small, every day for everybody in our school family.

INSPIRE

Passion, pride and expertise leads to all adults and children reaching their own goal.

NURTURE

We understand and meet the needs of every individual so they can build positive relationships and thrive in a safe and supportive environment.

SUCCEED

We work together so everyone can achieve and aspire to be the best they can be.



Our School Vision

We are **proud** of our school. We are proud of our children and adults. We want to **communicate** this to as many people as we can, in as many ways as we can.

We want to ensure our children and adults are proud of themselves and their **achievements**, to know they are **valued**.

We will do all we can to enable our children to understand the **importance and joy of learning** and encourage them to become **self-motivators** and **independent learners**.

We want the outside of our school to reflect the **inspirational, welcoming** and **caring** ethos found within its walls.

We will encourage our children to **explore, investigate** and **learn** using the **whole school environment and wider community**. We want them to understand what it means to live a **healthy life-style** and to have **aspirations** to be the best we can be.

We are proud of Cotmanhay Infant and Nursery School and we will continually and relentlessly strive for the best for all those in our school community.

PEOPLE YOU WILL MEET

There are lots of people that you will meet and see in our school.

Let's start with...



Miss Latchford
Headteacher



Mrs Lane
Attendance Welfare Officer



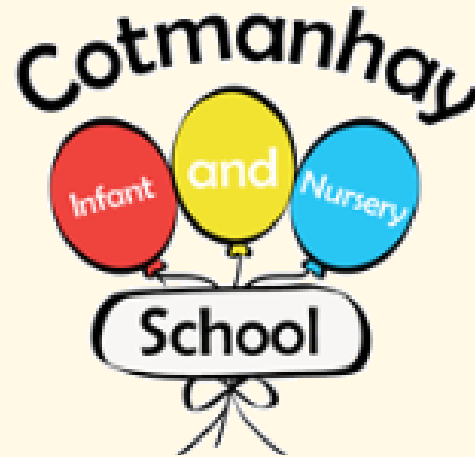
Miss Dawson
*Deputy Headteacher /
SENDCO*



Mrs Mathers
Family Support Worker

OUR GOLDEN RULES

- * **Do your best**
- * **Make good choices**
- * **Be kind**
- * **Tell the truth**



We have a positive behaviour policy.

We focus on making good choices

We do NOT tolerate bullying

We work closely with parents / carers

SAFEGUARDING

It is our legal and moral duty to do everything we can to keep children safe.

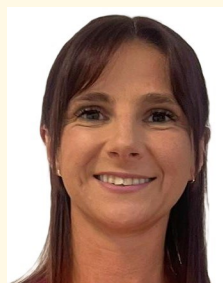
Keeping safe runs throughout the whole school day and all we do.

We teach children about being safe: personal, online, sun, road...

Attendance is a safeguarding issue.



We ask questions, speak to parents / carers, check on any marks, don't be offended, it's about keeping all children safe.



Mrs Mathers
Family Support Worker

Mrs Lane
Attendance Welfare Officer



We have safeguarding leads in school.

Have a look on our website: <https://www.cotmanhayinfants.co.uk/topic/safeguarding>



As a school we offer Early Help to any family that needs it.

We understand just how complicated family life can be. From time to time, there may be situations where you need some extra help and support and that's when you can come and speak to us.

There is so much we can do including advice, someone to listen to you, practical ideas, pointing you in the right direction to other agencies and lots more.



Mrs Mathers
Family Support Worker



Mrs Lane
Attendance Welfare Officer

There is lots more on our website:
[https://
www.cotmanhayinfants.co.uk/early
-help-offer/](https://www.cotmanhayinfants.co.uk/early-help-offer/)



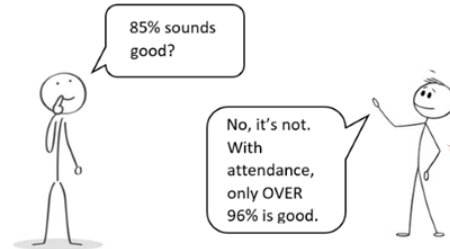
ATTENDANCE



Making sure children come to school everyday and on time is the parents / carers **legal duty** from the time they join Reception.

Have appointments out of school time.
Children are in school for 195 days a year. This leaves 170 days for appointments and holidays.

Being on time is crucial for children. It settles them and let's them know what is happening that day. Being late makes children embarrassed and they miss so much learning.



**IT'S THE
LAW!**

96 % is the magic number! If attendance drops below 96% then parents / carers will be invited to meetings, receive letters and may be fined.

Any time off in term time is **NOT** allowed (including holidays) and you may be fined by Derbyshire County Council.

SEND / INCLUSION

Our key message is that we strive relentlessly to provide the best deal for every child, whatever that may be.

We work together with families and outside agencies to achieve the best possible outcomes.



Miss Dawson is the SENDCO and Deputy Headteacher



BRITISH VALUES

Democracy

Everyone's ideas are important – in school we have a School Council that we vote for, we vote for favourite activities in Golden Time. In our country we vote in elections.

The rule of law

It is important to know what is right and wrong – in school we have Golden Rules, classroom rules and assembly rules. In our country we have laws that the police make sure we keep.

Individual liberty

We are allowed to say what we believe – in our school our opinions are important.

Mutual respect

Treat other people how you want to be treated – in our school we treat each other fairly, we know that if we are kind then people will be kind to us.

Tolerance of those of different faiths and beliefs

Everyone is different and that's ok – in our school some people believe in God and some people don't and that's ok.

LEARNING



How do you know
what your child is
learning?

Half termly class
newsletter

Parents' / Carers'
Consultations

Class Dojo

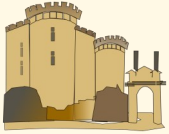
Open mornings,
workshops, talks..

Individual targets
sent home

Meetings with
SENDCO

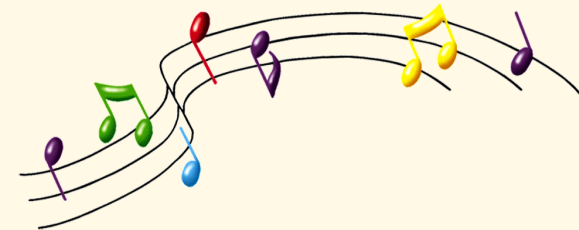
JUST ASK!

The curriculum area on our
website has up to date
learning information.
[https://
www.cotmanhayinfants.co.
uk/curriculum/](https://www.cotmanhayinfants.co.uk/curriculum/)



ENRICHMENT

- ☺ We have a great curriculum that means children learn so much (you can look on our website for more information).
- ☺ To make learning even more powerful we add enrichment activities.
- ☺ This might be having visitors, going on trips, having workshops.
- ☺ These will make our learning come alive!



SCHOOL UNIFORM

BLACK SHOES / TRAINERS

GREY / BLACK TROUSERS

GREY / BLACK SHORTS

GREY / BLACK SKIRT

RED GINGHAM DRESS

RED JUMPER / CARDIGAN

WHITE POLO SHIRT

- Please avoid playsuits!
- Always get shoes with Velcro!
- Put your child's name in everything!



PE KIT

- Red PE t-shirt (you will receive a free one each year)
- Black joggers/leggings/shorts
- Plain trainers
- School jumper/cardigan **NO HOODIES**

Wear PE kit to school on PE days

Don't forget to put names in everything!!

<https://www.cotmanhayinfants.co.uk/our-school-uniform/>

Iron on logos for sale £1.50

Pre-loved uniform always available. Dojo Miss Dawson.

SCHOOL UNIFORM

A little reminder
about taping over
earrings on PE
days



Children need ears taped for PE because it is a safety precaution to prevent injury from jewellery, which can get caught on equipment or other players, leading to earlobe tears or other damage.



A little reminder that it is a rule in all schools that children should not wear hooped earrings. Studs can be worn.

PIC•COLLAGE



LUNCH TIMES

- ◆ Every child in Infant School is entitled to a free school meal every day.
- ◆ Derbyshire County Council provide ours. They are cooked on site by the amazing catering team.
- ◆ Children are supported at lunchtime by the catering team, our Sports Leader, the midday supervisors and school staff.
- ◆ We always let you know if your child eats less than half of their meal.
- ◆ Children can bring their own packed lunch but we ask that it is healthy and balanced and that the bag is named.

[https://
www.cotmanhayinfant
s.co.uk/school-meals/](https://www.cotmanhayinfant.s.co.uk/school-meals/)



SNACK



All children in Infant School get piece of fruit every day.

In Nursery we provide extra healthy snacks and ask for a weekly donation of 50p to support this.

WATER



Fresh drinking water is always available in each classroom. NO water bottles are needed.

BEGINNING AND END OF THE DAY

ROBINS:

**NURSERY PLAY-
GROUND**

8:45 - 3:10

WALLABIES:

**FRONT PLAYGROUND
(Ramp end)**

8:45 - 3:15

RACCOONS:

**FRONT PLAYGROUND
(Ramp end)**

8:45 - 3:15

TIGERS:

**THROUGH THE RED
GATES (Nursery pas-
sage)**

8:45 - 3:15

WHALES:

**FRONT PLAYGROUND
(Ramp end)**

8:45 - 3:15

TAWNY OWLS:

**FRONT PLAYGROUND
(Ramp end)**

8:45 - 3:15

WOODPECKERS:

**FRONT PLAYGROUND
(Ramp end)**

8:45 - 3:15

We must know
who is collecting.

You must be on
time.

Children must
stay with parents.

Miss Latchford
and Miss Dawson
are always around
at the beginning
and end of the
day.

We have fantastic relationships with our families 😊

All school staff are respectful to children and families at all times.

All parent / carers / visitors to school must be respectful in return.

Any form of abuse will not be tolerated including verbal.



It is **not** ok to raise your voice, shout, gesture or use inappropriate language.

We have a mutual respect form that parents / carers sign when your child starts with us.

If needed, we will ask for a parent / carer behaviour contract to be signed and returned.

As a last step we may ask parent / carers to stay off site (ban). This rarely happens.



Phone us:
0115
9302064

Visit our website:
www.cotmanhayinfants.co.uk

Message us on Class Dojo

Email us: info@cotmanhay-inf.derbyshire.sch.uk

Address:
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Ilkeston, Derbyshire,
DE7 8RR