



CROSFIELDS  
SCHOOL



# YEAR 4 HANDBOOK

## 2025-26



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- A young boy with dark hair is running towards the camera on a dirt path in a wooded area. He is wearing a dark blue school uniform jacket with a small logo on the left chest, a white shirt, and a grey tie. He is also wearing dark blue rain pants and bright red rubber boots. The background is a soft-focus forest with trees and foliage.
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# WELCOME

## to Academic Year 2025-26

**Mrs Emma Robson**

Head of Juniors

 [emmarobson@crosfields.com](mailto:emmarobson@crosfields.com)

Welcome to the Crosfields Juniors which encompasses Years 3, 4, 5 and 6. In my role as Head of Juniors, I lead the team of dedicated pastoral and academic staff and together we look forward to overseeing your child flourish as they journey through the School.

Transition from one year group to the next is aided by our warm, friendly team, to which the children know they belong. Each child is nurtured and encouraged to give of their best, whether it is in the classroom, on the sports field or through the myriad of other opportunities they have for their personal development and all-round growth.

With a plethora of opportunities both inside and outside the classroom, we fully utilise our incredible facilities across our 40-acre site to passionately deliver an academic and holistic curriculum. State-of-the-art sports facilities and specialist teaching rooms for Art, DT, Science, Drama and Computing provide our pupils with stimulating and innovative environments.

Establishing an open partnership with parents is of upmost importance to us and we are committed to providing outstanding communication. Form teachers have a special responsibility for the welfare of each individual child, and this is complimented in each year group by the Head of Year.

As children moving through the Juniors, lessons are increasingly taught by subject specialists who are passionate, inspirational and experts in their field.

Every pupil is academically challenged and prepared for each step ahead in their learning journey. Our provision is enriched with a specialist enrichment programme, residential trips, and co-curricular activities, allowing our pupils every opportunity to find their individual talents.

I look forward to working with your children as they continue to grow into independent and confident learners, realising their full potential in a happy, friendly environment.



## Ms Sally Dawson-Couper

Director of Studies

✉ [sallydawsoncouper@crofields.com](mailto:sallydawsoncouper@crofields.com)

In my role as Director of Studies, I am responsible for the oversight and coordination of the school's academic framework, encompassing the organisation of reports, parents' evenings, and the construction of the timetable. In collaboration with Mrs Robson and the wider academic staff, I am committed to ensuring that you are regularly and comprehensively informed about your child's academic progress throughout their time at Crosfields.



## Mrs Melanie Hills

Head of Year 4

✉ [melanie.a.hills@crofields.com](mailto:melanie.a.hills@crofields.com)

As Head of Year 4, and a member of the Year 4 team, I will be working closely with Mrs Robson, and the other relevant staff to ensure that your child is always happy and doing their best during their time with us. I have worked in Year 4 for the last 5 years as a form teacher, Head of House and now look forward to supporting Year 4 as the Head of Year.

This handbook will provide you with essential information and guidance to enable a successful start to the year in September for both you and your child.

The form teacher is the first port of contact and will usually be the most suitable person to support you with any day-to-day enquiries, although if you feel you require further support with regards to your child, then please do not hesitate to contact me.







## SCHOOL BEGINNING AND END OF DAY TIMINGS

Year Group	Year 4
Before 08:30	Breakfast Club from 07:30 - 08:15
Beginning of Day	08:30
Drop off	08:15
Car park	South Car Park
End of day	16:00
Pick up	16:00
Car park	South Car Park
Notes	After school snack: 16:00-16:30; Prep 16:30-17:30
After 16:00	Co-curricular collection 17:30 from the Junior Dining Hall Pupils must sign out with the teacher leading the activity.
Car park	South Car Park

Pupils in Year 4 who are going 'straight home' must sign out from the Reception playground (next to the ATP) between 16:00-16:15. Pupils staying past 16:15 must be collected from the Dining Hall. If your child is being collected by someone other than you, we must be notified via phone or email.

If your child is going home with another adult, then please inform your child's form teacher or the school office.







## AFTER SCHOOL CARE

We offer Long Stay to help parents. If your child is not signed up for an activity through our co-curricular programme, they will either go into the Junior Dining Hall where they are able to do their Prep or a quiet activity such as reading or drawing. Your child will need to inform their Form teacher in the morning at registration to be added to the list. If your plans change during the day, please inform the School Office on 0118 9871810 so our lists can be updated, and your child informed of the change of plans.

Long Stay care is free of charge for pupils in Year 3 and above.



## BREAKFAST CLUB

Our Breakfast Club runs daily from 07:30 to 08:15, with the last serving at 08:00. This is a supervised session in which children are offered a selection of hot and cold items. Breakfast is charged at £5.15 per day and will be added to fee invoices at the end of the term.

If you plan to use Breakfast Club on a regular basis, you can book via [SOCS](#) booking system. Breakfast Club also welcomes casual diners and you may drop your child off in the Dining Room any day without prior booking. Breakfast Club will commence on the first day of term.

### Snack

During the morning, pupils are provided with a wholesome snack, which might include a rice cake or a piece of fruit.

Whilst it is not encouraged, pupils are permitted to bring a healthy snack from home, provided it contains **STRICTLY NO NUTS**. Chocolate, crisps and sweets are not permitted.

Additionally, pupils should bring a labelled water bottle, already filled, to school each day.





## PASTORAL CARE

Our pastoral ethos has the pupil front and centre, whilst also helping them see that they are part of something bigger than any one individual can ever be.

We create an environment in which we can combine support and safety with allowing our pupils to experience life as it is going to be – imperfect. We want them to be challenged, we want them to step outside their comfort zone, we want them to experience winning, and we need them to experience losing. All children at some point will find these moments difficult to navigate. We want our pupils to feel heard and as such will always look to empower them to express how they are feeling.

Our school values are discussed during Collects (assemblies), PSHE and in conversations around the school. This helps instil our ethos into our pupils and ensures our community thrives. Wellbeing is not a stand-alone activity within Juniors - it is part of everything we do.





## **How is pastoral care implemented within Juniors?**

Our pastoral structure is very much aimed at giving support and clarity to both pupils and parents as to who is there to help in any given situation. Each year group is led by one of our incredible team of Heads of Year. These Heads of Year oversee your child's personal journey throughout the year and as such will have the time to forge strong and trusting relationships with parents and children alike.

Heads of Year are supported by form teachers, who are your child's 'constant'; their everyday person who they can go to about the littlest thing, and whom they can check in with most regularly. Your child's form teacher helps the pupils see themselves as part of a small team whilst also celebrating their own personal achievements and interests. From a parental point of view, the form teacher is usually the first port of contact to support you with any day-to-day enquiries.

We also have an amazing team of non-teaching staff who are very much part of your child's support network. Everyone has your child's best interest at heart and works tirelessly to create a comfortable, safe, enjoyable environment.

Gold standard pastoral care does not occur because of structure, but a consistent foundation does help people thrive. We have great staff in our community, and we have them placed strategically to allow them to support your children to an exceptionally high standard.





## ARRANGING MEETINGS WITH STAFF

We request that parents wanting to arrange a meeting with teachers please email the relevant member of staff in the first instance, requesting the meeting. The member of staff will respond within 24 hours (not including weekends) and suggest suitable times to meet. On the day of the meeting parents will need to sign in a main reception, where the relevant teacher will come and meet them. If a concern is urgent, we request that the parents notify a Pastoral Lead on duty during 08:00 - 08:15 at drop off who will then be able to create actions as necessary.

We politely ask that unless a meeting has been arranged, parents do not come up to classrooms, especially in the morning, as form teachers are required at these times to support their classes. There is opportunity for more informal 'check ins' at the end of the day everyday at 16:00 in the Reception playground at 'straight home' sign out.



## WHAT TO BRING TO SCHOOL

### **Black Crosfields rucksack**

This should be brought to school every day, along with your child's reading book and yellow reading record, as well as their school planner.

### **Water bottles**

Pupils should bring a filled, named water bottle to school each day.

### **PE/Games bags**

Bags should be brought to school each Monday and will be sent home after school on a Thursday so that pupils can wear kit for Friday fixtures. Trainers will remain in school Monday to Thursday for lessons and breaktimes.

### **Swimming kit**

Swimming kit should only be brought into school on the days it is needed for lessons.

### **Forest School clothes**

Pupils will have Forest School sessions throughout the year, with Mrs Hills. This is done on a class rotation. All pupils will be provided with Crosfields waterproof jackets and trousers for these sessions but should also have their school tracksuits to provide extra warmth in the winter. They will also need a pair of wellington boots that will stay in school.

For Year 4, pupils will be provided with all necessary classroom equipment apart from named headphones, which they should bring into school at the start of the year. It would be helpful if these could be left in school.





## HOMEWORK

Pupils are expected to be reading at home and practise times tables every night. They can change books at breaktime and some mornings in the school Library.

Each week pupils will be given one Maths and one English homework, as well as practising their times tables.



## RESIDENTIAL TRIP

During the Summer Term, pupils will go on a residential trip. They will enjoy an action-packed adventure and will stay away for two nights. This is at Ufton Court, an old manor house, set in beautiful grounds. The trip is linked to the topic we cover on Tudors in our History lessons. The children will experience living in the Tudor times, taking part in activities such as archery, crime and punishment, photo-mapping, tudor battles and banquets! This experience will give the pupils an opportunity to work together in teams and being independent.



## HOUSE SYSTEM

Your child will be allocated to one of our four 'Houses' in Year 3. The Houses are named: **Lake**, **Marlborough**, **Park** and **School**. These Houses form the platform for much of school life, from competitions, both academic and sporting, fundraising and performances.

### Meet the Crosfield Juniors House Team

**Mr Ben Keepax**

**Lake House Lead**



[benkeepax@crosfields.com](mailto:benkeepax@crosfields.com)

I am pleased to introduce myself as the Lake House Lead at Crosfields School. With a passion for school life and a commitment to being an excellent role model for the children, I bring energy, enthusiasm, and approachability to this role. The house system at Crosfields is at the heart of our community, fostering a strong sense of belonging and encouraging community spirit. I am genuinely excited to work with your child and contribute to their growth and development within our vibrant school community.





**Mrs Angela Quinn**  
**Marlborough House Lead**

✉ [angelaquinn@crofields.com](mailto:angelaquinn@crofields.com)

I am delighted to be House Lead for Marlborough. The house system at Crosfields is so important in empowering each child with a sense of belonging and community. I am committed to ensuring that our House is a place where we can all have fun while learning and growing together. I look forward to getting to know all of the children and working collaboratively to make our House the best it can be.

**Mrs Elizabeth Ganpatsingh**  
**Park House Lead**

✉ [elizabethganpatsingh@crofields.com](mailto:elizabethganpatsingh@crofields.com)

I'm thrilled to be stepping into the role of House Lead for Park. I believe that the house system is fantastic for building a strong sense of community across the Junior year groups and I'm especially keen to see the older members of our House setting a great example for the younger pupils. I'm looking forward to cheering on Park in the interhouse competitions and the bake-offs!



**Mr Ben Wills**  
**School House Lead**

✉ [benwills@crofields.com](mailto:benwills@crofields.com)



I am excited to be starting as the House Lead for School. I have a passion for sports, personal development, and new challenges. I look forward to bringing this passion to the role and helping to foster it in the pupils of School House. The house system at Crosfields is a crucial part of creating a strong, positive environment for all pupils. I truly believe the house system plays a key role in ensuring students enjoy their time at school. I am eager to contribute to a positive culture that creates lasting memories.



## CURRICULUM

Specialist teaching is provided in French, Music, Games, Computing, PE, Swimming and Art/DT for Year 4. There is Enrichment opportunities in the timetable, which allows pupils to take part in activities such as Forest School, cookery, performance poetry and a class performance.

Our curriculum is designed to develop a child's love of learning within the subjects that they are taught. Subject specialists and our Curriculum Leads ensure this enthusiasm for the subject carries through from the content taught to the trips and competitions children take part in. Our curriculum allows for a real focus on the individual, with small class sizes, regular teacher feedback and access to specialist teaching. Giving all pupils an opportunity to shine is hugely important to us and activities such as class performances allow small groups of children to perform in front of a theatre audience and gain great confidence in doing so. This is one example among others; soloist's concerts, school council, orchestras, choirs, sports teams and academic awards all contribute to success in areas of interest to the child.



## SCHOOL ASSESSMENTS

All subjects are tested throughout the year in a variety of ways. Our assessment programme includes online testing that requires no preparation, as well as in-class written assessments which take place in the Autumn, Spring and Summer Term to assess the pupils and provide them with regular feedback.



## LIBRARY (JUNIORS)

At Crosfields, we believe reading for pleasure really matters. We know that children who enjoy reading and read regularly do better at school and are happier, healthier, and more socially aware. We also know how important it is that they find the 'right' book – a book they want to read and have chosen themselves. That is why we have produced guides from which Year 3 to Year 6 can choose and we have reading challenges both in term time and during the holidays.

From Year 3 to Year 6 we encourage pupils to read widely and often through the Accelerated Reader scheme with the incentive of becoming a Word Count Millionaire. We celebrate reading champions every half term, for recognition of effort and determination to improve reading skills.

As part of a weekly designated library lesson, children can make use of our well-resourced library. The Librarian, Mrs Emma Booth, is on hand to offer advice if a pupil doesn't know what to read. There are staff recommendations, and peer to peer recommendations. We have author and illustrator visits to inspire pupils to create their own stories. Visiting authors help to empower children to read for pleasure and be more creative in their writing.

During morning and lunch breaks the library is open to all children in Years 3 – 6 and offers a welcoming and comfortable place to read books or catch up on current affairs through newspapers and magazines.



# CREATIVE SUBJECTS

## **Music and Drama**

Wherever you stand in Crosfields you will always be able to hear music. We have a thriving music department offering instrumental groups, and a Year 3 and 4 choir with a range of performance opportunities throughout the year. All the pupils receive two music lessons a week, taught by a specialist music teacher, and they learn a musical instrument as part of the curriculum.



We offer a range of opportunities throughout the academic year for pupils to perform, from class plays, Junior production and assemblies, to concerts and school events, pupils are encouraged to immerse themselves in music and drama and are offered many opportunities to showcase their talents throughout the year.

For those children interested in additional instrumental lessons, we have a strong team of music teachers, teaching a variety of instruments. The lessons are 30 minutes and take place in the main music school.





## CO-CURRICULAR

We run an exciting co-curricular programme which offers a range of activities for pupils to take part in. The programme is delivered by both teachers and external providers. Hence, there is a mixture of paid-for activities and sessions which are offered at no cost. Parents are asked to book these online with their child. We recommend that pupils should have no more than one after-school activity on any given day.

Some sessions do have a maximum number of places available. If a session is oversubscribed, the activity may either be run on rotation or children picked through a ballot for the available places.

If you have any further questions, please refer to Co-Curricular information in The Hub section of the school app.

### **When can I book?**

A notice will be sent via the school app listing all the activities available and when the sign-up window opens. This happens about 2 weeks before the start of term in September, and at the end of the Autumn Term and Spring Term. Parents new to Crosfields will receive their login to the [SOCS](#) website during the first week of term, but will be able to register for activities through Admissions.







## SPORT AT CROSFIELDS

When Crosfields' pupils reach Year 4, they continue to experience opportunities to play weekly fixtures against other schools. In Year 4, external matches for the major games happen on Friday afternoons and we play each sport as Co-Ed teams. The major sports we play fixtures in are football, hockey, rugby, netball and cricket.

Parents are invited to watch all fixtures, whether they are home or away. Please ensure you look at [SOCS](#) for all the fixture details, the dates will also be on the school calendar.

Autumn 1	Football
Autumn 2	Hockey
Spring 1	Tag Rugby
Spring 2	Netball
Summer Term	Cricket



The aim, wherever possible, is to provide a fully inclusive match day program, in which all pupils participate. However, due to the number of teams available at other schools, this is not always possible, and when required, squad rotation does occur to enable participation. The higher-ability teams are chosen on merit and pupils earn selection for higher teams through progress, effort, and performance.

Swimming fixtures are also continued in Year 4 and occur on Thursday afternoons with swimming squads running before school. There are also limited external competitive opportunities in cross-country, basketball, badminton, tennis, and athletics.

Each week Year 4 pupils will have an hours PE lesson, an hour's swimming lesson, a 90-minute games lesson, and a games afternoon where we play fixtures.



## UNIFORM

Our school uniforms are supplied by Stevensons. You can find the specific uniform you need using their new search feature. You can also set up an account by creating a profile and adding your child's information.

We also have a school shop on site, which is open each week during term time on a Wednesday. The shop coordinator can be contacted by telephoning the main school office. The on site school shop stocks second-hand items and is open each Wednesday during term time between 15:30 and 16:30. However, if you are looking for a specific item and cannot attend during this time, please email [shop@crofields.com](mailto:shop@crofields.com) and one of the dedicated team will have a look for you.



For all items purchased through the school shop, the proceeds go directly to the bursary fund and we ask for donations for any selected items.

In order to maximise teaching time on specific days, pupils arrive and/or leave school in Crosfields' PE/Games kit. Please click [here](#) for more details.

The items with an asterisk are branded and must be purchased from our nominated partner, Stevensons or the school shop. Other items may be purchased unbranded. **New parents** should buy the items as listed below. **Current parents** do not need to buy new items, but as your child grows out of clothes and you replace them, please replace with new garments as detailed below. Trainers can be any colour, although please stay away from garish colours and ensure a non-marking sole. Please can football boots have a Velcro strap, unless the pupil knows how to tie shoelaces. Football boots are worn for cross-country, football and rugby.



The items with an asterisk are branded and must be purchased from our nominated partner, Stevensons or the school shop. Other items may be purchased unbranded.

## Summer and Winter Uniform



\*V neck jumper



\*Coat



Plain black school shoes, closed toe



\*Rucksack



\*Uniform blazer



Charcoal straight leg trousers



Charcoal ankle socks worn with trousers



Short sleeved shirt



\*Crosfields tie



\*Skirt  
(worn second half of Autumn term and all Spring term)



Short sleeved white blouse french collar



Black knee high socks or plain black tights



\*Knitted hat

## Summer Uniform

(worn first half of the Autumn term and all of the Summer term)



\*Summer dress



Bermuda charcoal shorts



Turn over socks  
Must be white



Long socks

## Swimming Kit



Plain white swim cap  
(boys and girls)



Swimming goggles  
(optional but recommended)



Plain black girls swimming costume  
or Crosfields branded swim suit



Plain black boys jammers or  
Crosfields branded jammers



Any towel



## PE and Games Kit



\*Midlayer



\*Games/PE top



\*PE track top



\*Games skirt  
(girls)



\*Games shorts  
(boys)



\*PE shorts  
(girls and boys)



White sport socks



\*Sport  
socks



\*PE track  
pants



Trainers with  
non-marking sole



Velcro football  
boots



Hat or plain black  
(no sports logos)

## Forest School



Wellington boots, any colour permitted (as part of Enrichment Activities)

## Art Overall



Art overall

## Optional items



Base layer or plain black



Performance leggings or plain black

## Additional Items



Shin pads



Mouth guards (for Hockey and Rugby season)

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