



CROSFIELDS  
SCHOOL



# PARENT HANDBOOK 2025-26

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## Head's Welcome

For new parents, I am delighted to welcome you and your family to our School community. Starting at a new school, at any entry point, always elicits a mixture of emotions in parents and children. It can be a time of excitement and anticipation coupled with nervousness and uncertainty. However, I guarantee within weeks, your whole family will feel settled and we are here to support you every step of the way.

Crosfields pupils are stimulated, challenged and encouraged to participate in a wide range of academic enrichment, sport and activities on a daily basis to promote their personal journey through the School. Pupils undertake an inspiring and diverse curriculum which is not only academically rigorous, but also incorporates cross-curricular links to develop transferable skills and enhance learning across all subjects. It is designed to enrich intellectual curiosity and prepare pupils for academic success through the development of creativity, lateral thinking, and initiative.

In today's world, we know that simply preparing children for academic success alone is insufficient. We must place the same importance on social and emotional well-being as we do on academic outcomes. Crosfields is celebrated for its outstanding pastoral care, and as such, our dynamic well-being curriculum focuses on nurturing our school values of kindness, commitment, ambition and resilience.

Parental engagement is extremely important to us; we strongly believe that we must work together with parents to ensure that each individual becomes the best version of themselves. For both new and returning families, our Parent Handbook aims to provide all the information you need throughout the school year. It is accompanied by the Year Handbooks, which provide specific additional information relevant to your child moving up into a new year group or section of the school. Our Parents Association, the CPA, continues to grow and develop and we hope that you will consider attending meetings, coffee mornings and events over the course of the year.

Crosfields School is open-minded, forward looking and incredibly passionate about providing the very best all-round education for our pupils. I feel truly privileged to lead such an energetic and dynamic group of pupils and staff and I look forward to seeing you very soon.

Please do not hesitate to contact us if we can help in any way at all.

**Mrs Caroline Townshend**

Head



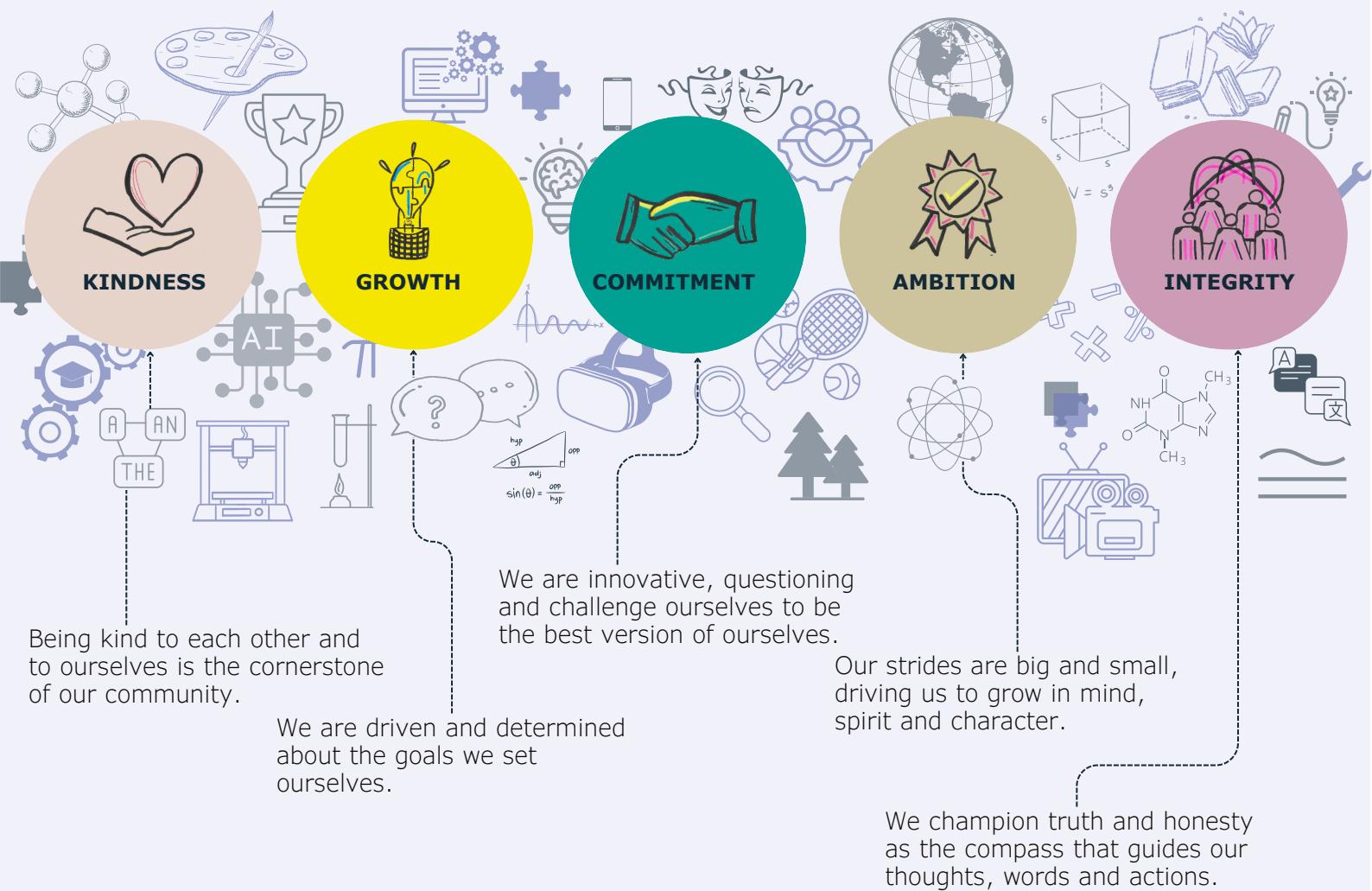
### Our Vision

For Crosfields pupils to flourish together in a community of real spirit so they may thrive with grace and intelligence in an ever-changing world.

### Our Mission

- To provide a broad, balanced and engaging curriculum which promotes a love of learning, independent thinking and enquiring minds.
- To promote personal and collective growth and wellbeing for every member of our community, alongside excellent pastoral care in a nurturing environment.
- To integrate technology meaningfully into all areas of school life to maximise learning, creativity, and skill development.
- To build enduring and mutually beneficial relationships within the school and local community.
- To champion the school values of kindness, commitment, ambition, growth and integrity in all areas of school life.

## VALUES WE CHAMPION



## 03 Term Dates

Academic Year 2025-26		
Autumn Term		
Begins	03 September	Nursery Half-Day (08:15- 12:30), term begins for Years 3, 7
	04 September	Nursery Full-Day, term begins for Reception, Years 1, 2, 4, 5, 6, 8, 9, 10 and 11
Half-Term	20 – 31 October (inclusive)	
Ends	12 December	Half-day
Spring Term		
Begins	6 January	Term begins for all year groups
Half-Term	16 – 20 February (inclusive)	
Ends	26 March	Full-day
Summer Term		
Begins	21 April	Term begins for all year groups
Early May Bank Holiday	4 May	
Half-Term	25 – 29 May (inclusive)	
Final teaching day of Term	8 July	
Speech Day	9 July	

Specific details and timings are shared in the Year Handbooks. Future term dates can be found on the school [website](#).



## ASPIRE - The Crosfields Learner Profile

At Crosfields, we want our pupils to ASPIRE to be the best version of themselves, both inside and outside the classroom. Pupils will be encouraged to adapt, persist, support, inquire, reflect and engage in all aspects of school life.

The word ASPIRE means to 'direct one's hopes or ambitions towards achieving something' and that sums up our approach to developing pupils at Crosfields. This learner profile will be embedded through the school in lessons, houses, and through displays. Our aim is to ensure pupils can build these character traits that will help them achieve while they are with us at school and to prepare them for exciting opportunities in their futures.



### ADAPT

Pupils are encouraged to develop their critical thinking, decision making, and research skills. They will be able to show leadership where appropriate.



### SUPPORT

Across all areas of the School pupils will be balanced, non-judgemental, and celebrate diversity. They will communicate, collaborate, and show teamwork.



### PERSIST

Regardless of whether things are going well or not, pupils will show perseverance, resilience, and determination.



### INQUIRE

Pupils should question and be curious, probing, and imaginative. They should be adventurous in their approach and be able to work well independently.



### REFLECT

Pupils should consider their strengths and weaknesses and work to develop their problem solving and metacognitive skills.



### ENGAGE

Explore, be enthusiastic, diligent, and involved in learning and all other areas.

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## School Contact Information

It is important that we have your most up-to-date contact information on your child's records. This helps us ensure you receive information in a timely manner. If you need to update your contact information, please email the school office at [office@crofields.com](mailto:office@crofields.com).

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## Parent Information

### The Crosfields App

The 'Crosfields School' app is available on Google Play and the Apple App Store, and is the main tool used for communication from the school. **We strongly encourage all parents and guardians to download and use the app regularly to stay fully up to date with school communication.**

The Crosfields app enables you to access a wealth of information including:

- A newsfeed celebrating all that happens across the school
- A notices section where posts contain important information
- The school calendar that can also be embedded in your preferred calendar platform
- A messaging tool enabling staff to send you direct messages regarding your child.
- A 'Hub' section that contains useful documents and links
- A pupil profile section containing specific information regarding your child e.g. their timetable.

Please note it is not currently possible for you to send direct messages to staff using the app. You can however send a message to 'School Office Mailbox', and this will be forwarded on to the relevant staff member for response.

You will be sent an email with instructions on how to enrol into the app when you join the school.

### The Crosfields Parent Portal

In addition to the Crosfields app, you also have access to the Crosfields Parent Portal.

The parent portal enables you to access additional information not available via the app including:

- Financial invoices and statements
- Your child's academic reports
- The school directory containing contact information for staff

The parent portal can be accessed by navigating to [www.crofields.com/parent-hub/](http://www.crofields.com/parent-hub/) in your preferred web browser or via the Crosfields app by navigating to the app's Hub section, selecting 'Quick links' followed by 'Parent Portal'.

You will be sent an email with instructions on how to activate your parent portal account when you join the school.

## **SOCS**

SOCS is the school's co-curricular management system that enables you to select from wide range of co-curricular activities provided by the school.

SOCS can be accessed by navigating to [www.socscms.com/login/2233/parent?](http://www.socscms.com/login/2233/parent?) in your preferred web browser or via the Crosfields app by navigating to the app's three line menu and selecting 'SOCS'.

You will first need to activate your SOCS account by navigating to [www.socscms.com/login/2233/parent?activate=1](http://www.socscms.com/login/2233/parent?activate=1) and entering the email address you registered with the school. You will then be sent a SOCS activation email with further information. Further information regarding SOCS can be found in the app's 'Hub' section under 'Parent Information'.

## **Support**

Please email [isams@crofields.com](mailto:isams@crofields.com) for support accessing any of the school's communication platforms.

## **School premises, security and visitors**

The School will take all practicable steps to ensure that premises are as secure as circumstances permit. This includes:

- Regular patrols around the campus by members of the Senior Leadership Team and support staff
- Visitor access control procedures
- CCTV at various points around the campus
- Perimeter fencing

All staff are identified by photo ID cards worn at all times during school related activities and duties. A Visitors' Log is maintained at the School Office. All visitors must sign in on arrival and sign out on departure and are escorted whilst on school premises by a member of staff. All visitors will be given a name badge with the title 'Visitor', which must be clearly displayed and worn at all times whilst on the premises.

## **Biometrics**

In the Aspire building, we have access control points and payment facilities in The Hatch Café (breakfast service) that uses a fingerprint scanner. We require both pupil and parent consent before we can set up accounts. This [form](#) is available on the Crosfields App under the Hub section and also sent out to parents of those pupils who are able to use the fingerprint facilities.

## **Leaving School independently at the end of the school day**

Senior pupils may leave school independently at the end of the school day. For pupils in Years 3 - 6 we require written permission from parents if you wish to allow your child to leave independently.

## **Signing in and out**

All pupils must sign in or out at the School Office if they arrive late or are leaving early for any reason.

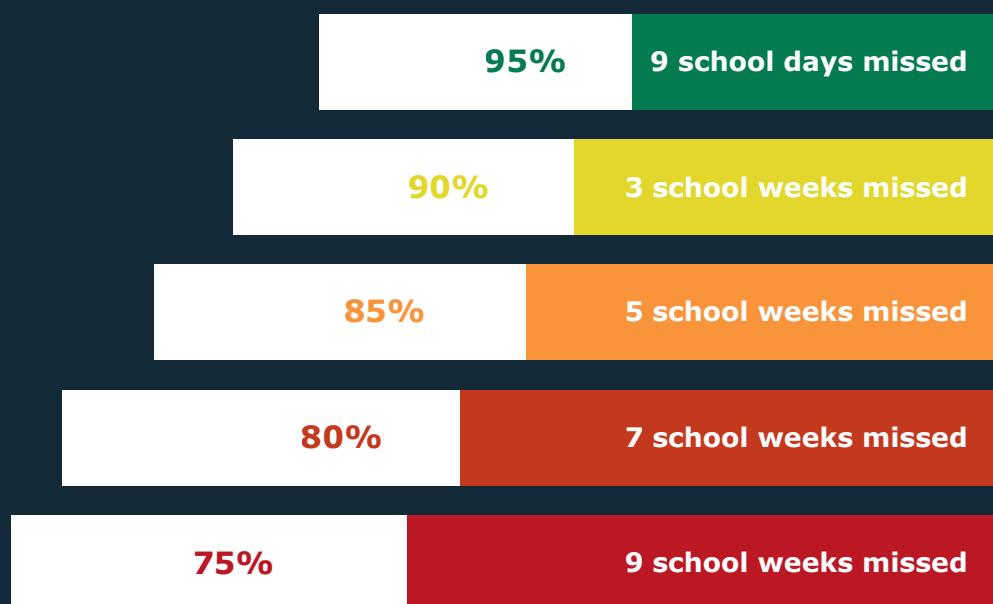
## **Leave of Absence**

Crosfields has high expectations in relation to absence, and pupils are expected to maintain a 95% minimum attendance. Where possible, medical and dental appointments should be made outside of school hours unless they are specialist hospital appointments or there is a medical/dental emergency. Furthermore, a child should only remain at home if feeling significantly ill (such as a high temperature) and we encourage pupils to attend school with low level ailments such as tiredness, runny noses, coughs or sore throats as they can be assessed by the school medical team throughout the school day. Holidays should always be booked for outside of the school term dates.

To request a planned absence, parents should fill out a Leave of Absence Form, via the school app, as far in advance as possible. Apart from exceptional circumstances, most leave requests for holidays will not be approved.

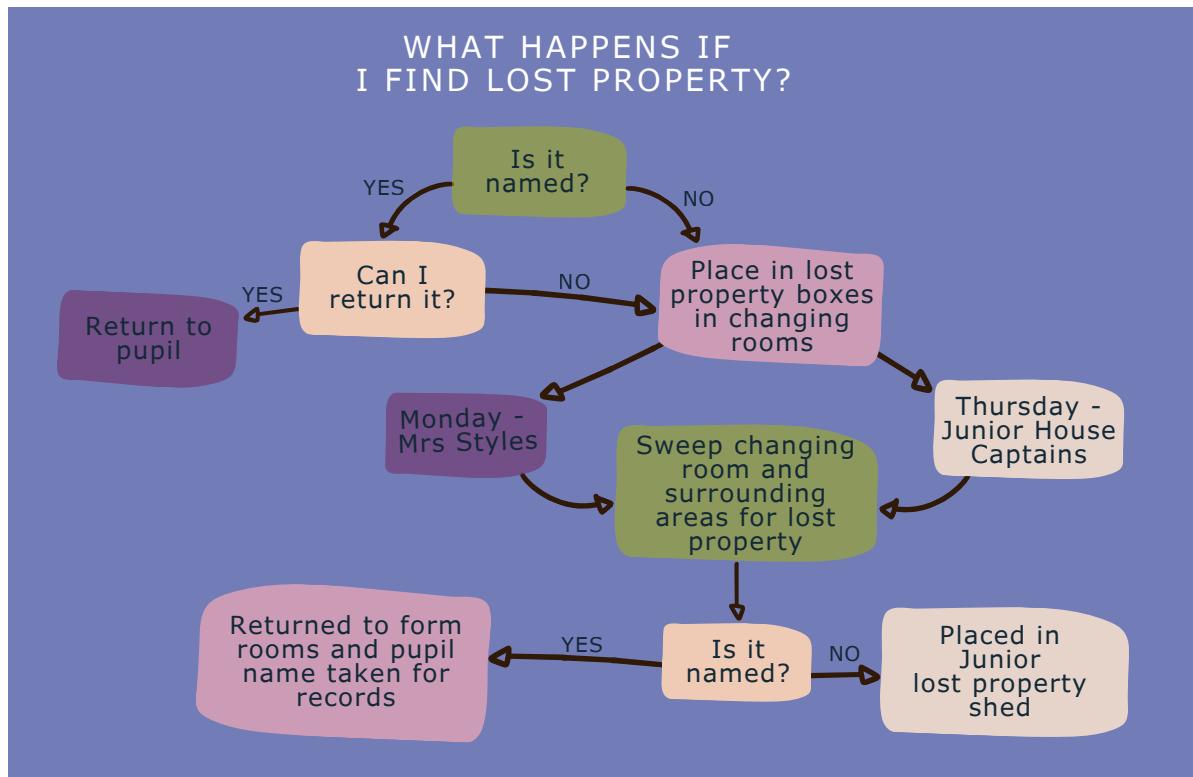
Attendance is monitored at several checkpoints over the year and letters offering support and guidance are sent out to the parents of pupils whose attendance levels are of concern.

# ATTENDANCE LADDER



## Lost Property

Every effort is made to return lost items to pupils, and we strongly recommend that all items are labelled to provide the best chance of lost items returning to their owner. There is also a lost property store for the Pre-Prep and Juniors outside the Chestnuts building and a store for Seniors' lost property in the Performance Space.



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## Food

We have a dedicated team of chefs on-site who freshly prepare a range of healthy options. Lunch is included in the school fees, and we can accommodate most dietary requirements including a daily halal option. If your child has a particular dietary need, please notify the Medical Team at [medical@crofields.com](mailto:medical@crofields.com).

We offer a small morning snack, but you may prefer to provide your own. We encourage pupils to try different foods from around the world and make healthy choices. In response to Pupil Voice, we will be introducing a Tuck Shop for morning breaks for Senior pupils. This will offer a range of healthy options. Further details will follow ahead of the start of term. Please note that Crofields is an allergy aware school. Whilst we do not recommend nuts to be brought into school, we advise all pupils to continue to be vigilant with their dietary recommendations. Nursery and junior school pupils will wear allergy identification lanyards at break and mealtimes to ensure their dietary requirements are met.

Please see a menu example on our [school website](#) of what options you can look forward to. Details regarding Breakfast Club and snacks are available in the individual Year Handbooks.

## Holiday Club

Ultimate Activity Camps will be running their fantastic holiday day camps and Ultimate Tech Camps for all children of 4-14 years during October half term, Easter and summer holidays at Crosfields School. These are very popular with Crosfields children.

Their multi-activity programme offers over 40 activities and they have use of our wonderful indoor and outdoor facilities for all children to enjoy, stay active and make friends during the school holidays. Their 4-day tech programme is for the slightly older children of 8-14 years old who are aspiring technologists, they will get hands-on experience, and will discover, create, learn and ultimately have fun in engaging tech projects.

Full details, dates and latest offers can be found on their website, their standard hours are 08:30 until 17:15 and they offer extended hours of 08:00 until 18:00 at an extra cost per day. The camps are Ofsted registered and all staff are DBS cleared to ensure your children have fun in a safe environment.

It is possible to book for one day or a whole week, all childcare vouchers are accepted and bookings can be changed free of charge up to two weeks before your first day on camp.

For booking, more information and latest offers, please visit their [website](#) or call their friendly and helpful customer service team on 0330 111 7077.

ULTIMATE TECH  
ALSO HERE...

ULTIMATE ACTIVITY CAMPS

FRESH AIR FUN

FLEXIBLE BOOKINGS

INSPIRING CHILDREN EVERYDAY

OFSTED REGISTERED

PAY BY CHILD CARE VOUCHERS

GET SET FOR ULTIMATE HOLIDAY FUN!

Outstanding activity day camps for 4 to 14 year olds during the Easter, summer & October holidays at

**CROSFIELDS  
SCHOOL  
IN READING**

**ULTIMATEACTIVITY.CO.UK**

## 09 English as an Additional Language (EAL)

EAL lessons are available from our qualified specialist, Mrs Ruth Kanashiro. Following initial screening, group or 1:1 lessons are offered, depending on the level of need and number of children at a similar learning level. These are billed separately depending on the number and frequency of the lessons.

## 10 Digital Learning

Crosfields is committed to the use of digital technologies to enhance teaching and learning.

### **Learning Management Systems**

Pupils in Nursery to Year 2 use Seesaw to access digital learning content including prep in year levels where prep is set. Parents also have access to Seesaw and are encouraged to download the Seesaw App.

Pupils in Years 3 to 11 use Microsoft Teams. Each class is provided a dedicated team that the teacher uses to manage digital learning content, prep and communication with the class.

### **Digital Device Provision**

The school will standardise pupil devices to better facilitate digital learning in and out of school.

- Nursery to Year 3**

Pupils in Nursery to Year 3 have access to shared iPads provided by the school. Each pupil has a managed Apple ID to enable them to store their work and collaborate with their peers.

- Years 4 and 7**

Pupils in Year 4 and Year 7 will be issued with a one-to-one Microsoft Surface laptop for the purpose of learning.

The devices will be fully managed with security, software, filtering, monitoring and repairs all being organised by the School. They will be provided as a service, with both the device and all school related applications provided as part of the package. There is a cost to this service that is included under the heading of Digital Device Provision in the fee schedule.

- Years 5 and 6**

Pupils in Year 5 and Year 6 have access to shared Chromebooks provided by the school. Each pupil has a managed Google account and premium Microsoft 365 access to enable them to create and store content using a wide range of web-based applications.

- **Years 9 – 11**

Pupils in Years 9-11 must bring in an authorised device for the purpose of learning. The school provides these pupils with premium Microsoft 365 access and full Adobe Creative Cloud subscriptions to enable a wide range of applications to be used.

These devices are governed by the school's Bring Your Own Device (BYOD) programme and must meet the school's minimum requirements as described in the [Crosfields BYOD Minimum Requirements Document](#) that can also be found in the Crosfields App.

Detailed information about Crosfields expectations around the use of IT by pupils can be found in the [Crosfields IT Acceptable Use Policy for Pupils](#) that can also be found in the Crosfields App.



## Safeguarding and Child Protection

Keeping children safe from harm is the number one aim of any school and it is a legal responsibility. At Crosfields, we encourage everyone in the community to be vigilant and to ensure that any concerns are reported as soon as possible.

Should you have a safeguarding or child protection concern, contact the Designated Safeguarding Lead (DSL):

- Designated Safeguarding Lead (DSL) - Mr Daniel Stent on [danielstent@crofields.com](mailto:danielstent@crofields.com)
- Deputy Designated Safeguarding Lead (Juniors) - Mrs Emma Robson, on [emmarobson@crofields.com](mailto:emmarobson@crofields.com)
- Deputy Designated Safeguarding Lead (EYFS and Pre-Prep) - Mrs Janey McDowell, on [janeymcowell@crofields.com](mailto:janeymcowell@crofields.com)

If your concern is regarding a member of staff, reports should be made directly to Mrs Townshend or, in her absence, the Chair of Governors, both via the School Office on 01189871810.

Following the reporting of any safeguarding concern, the school will follow set processes which may include working with our external partners such as Thames Valley Police and Wokingham/Reading Children's Services. If you are ever unsure about reporting a concern, please know that we would much rather follow up forty false alarms, than miss the one child in danger.



## Parents' Evenings

At the start of the school year, there will be an opportunity to come into school and meet both the pastoral team and academic teachers. At these events, you will also meet your child's Form Tutor and their Subject Teachers.

Later in the school year, there will be a dedicated subject teacher's event that will be held either online or in person where you can discuss your child's progress and achievement. These appointments are bookable via School Cloud and the link can be accessed through the Crosfields App.

Pre-Prep and Juniors		Seniors	
Year Group	Time of Year	Year Group	Time of Year
Nursery	Spring 2 (in person)	Year 7	Autumn 2 (online)
Reception	Spring 2 (in person)	Year 8	Spring 2 (online)
Year 1	Spring 2 (in person)	Year 9	Spring 1 (online)
Year 2	Spring 2 (in person)	Year 10	Autumn 2 (in person) Summer 1 (in person)
Year 3	Autumn 1 Spring 1 (in person)	Year 11	Autumn 2 (in person) Spring 2 (in person)
Year 4	Autumn 1 (in person) Spring 1		
Year 5	Autumn 1 Spring 1 (in person)		
Year 6	Autumn 2 (in person) Spring 2		

## Learning Empowerment (LET)

The LET team is based in The Hub and consists of specialist teachers and assessors, qualified to Level 5 and Level 7. The Juniors team is led by our Special Educational Needs Coordinator (SENCo), Mrs Annemarie Higgins. She monitors the progress of pupils on our Special Educational Needs register and liaises with teachers to advise on the best approach to ensure progress is made. Mrs Higgins and her team can run screenings with pupils to identify needs and signposts to external professionals when appropriate. When an additional need has been identified, additional classroom assistance, targeted group interventions and specific 1:1 interventions are phased in, following an 'assess-plan-do-review' process.

Advice regarding exam access arrangement (e.g., extra time, readers, scribes etc.) is also provided. Learning empowerment is considered part of the curriculum and there is no additional cost.

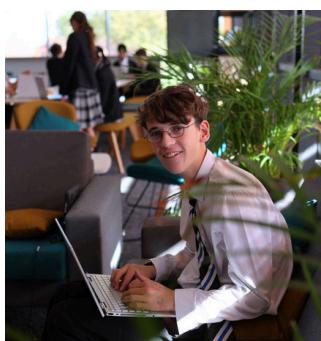
The Seniors team is led by our Special Educational Needs Coordinator (SENCo), Mrs Ianthe King-Taylor. She monitors the progress of pupils on our Special Educational Needs register and liaises with teachers to advise on the best approach to ensure progress is made by all. Mrs King-Taylor is a qualified assessor in specific learning difficulties and can run screenings and assessments with pupils to identify needs and signposts to external professionals when appropriate. When an additional need has been identified, additional classroom assistance, targeted group interventions and specific 1:1 interventions are phased in following an 'assess-plan-do-review' process. Mrs King-Taylor assesses for and grants access arrangement (e.g. extra time, readers, scribes etc.) in line with guidance from the Joint Council for Qualifications and individual exam boards. Learning empowerment is considered part of the curriculum and there is no additional cost.



Prep serves a variety of purposes, including developing core skills, reinforcing learning, and the development of independent study skills and research methods. Alongside Prep, we encourage pupils to read. Reading is an essential skill and an important source of knowledge and pleasure. Our aim is to nurture this. From Year 3, we follow the Accelerated Reader Programme to help encourage and monitor pupils' reading. This continues into the Senior years, where we also encourage pupils to read further and wider on subject specific texts. We share a 'Take it Further' booklet to provide pupils with suggested resources they can access to enhance and extend their learning.

There may well be occasions when Prep cannot be done for very valid reasons; in this instance we suggest the pupil, or a parent, contacts the subject teacher or form teacher prior to the lesson to let them know. Pupils will be asked to complete the work later.

Below are example Prep timetables for Pre-Prep, Years 3 to 6 and Years 7 to 11 showing duration and allocation of subjects. A personalised timetable for each set will be allocated in the Autumn Term.



### Pre-Prep Timetable Example

Nursery	Books for shared reading with parents  Suggested shared activities related to topic
Reception	Daily reading activities  Optional maths activities
Year 1	English - Daily reading  Maths - Numbots (online - 2/3 times a week)  Homework menu – weekly activity linked to different curriculum areas
Year 2	English - Daily reading  Maths TT Rockstars (from October half term)  Ocarina – weekly (from the spring term)  Homework menu - weekly activity linked to different curriculum areas

Juniors' Prep Timetable Example					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Year 3 and 4 – up to 20 minutes each subject</b>					
Daily Reading/Timetables/ukelele or ocarina practice					
Year 3		Maths	English	Spelling	
Year 4	Science	English	Spelling	Maths	
<b>Year 5 – up to 20 minutes each subject</b>					
Year 5	English	Maths	English	Science	Maths
Daily reading					
Occasionally, project-based work will be set by other subjects					
Occasionally, pupils will be asked by subject teachers to enter competitions					
<b>Year 6 – up to 30 minutes each subject</b>					
Year 6	Maths	English	Maths	English	Science
Daily reading					
Occasionally, project-based work will be set by other subjects					
Occasionally, pupils will be asked by subject teachers to enter competitions					

Seniors' Prep Timetable Example					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Year 7 – up to 30 minutes each subject</b>					
Year 7	Maths French RS*	History Spanish Classics*	English Computing*	Maths Science	English Geography
<b>Year 8 – up to 35 minutes each subject</b>					
Year 8	English French DT*	Maths Spanish Art*	Geography History RS*	English Computing*	Maths Science Classics*
<b>Year 9 – up to 40 minutes each subject</b>					
Year 9	Science Geography Art*	Maths French History	English Spanish RS*	Science Maths DT*	English Spanish French Computing*
<b>Year 10 – up to 45 minutes each subject</b>					
Year 10	Science Option B Option C	Maths Option A Option D	Science English Option C	Maths Option B	English Option A Option D
<b>Year 11 – up to 45 minutes each subject</b>					
Year 11	Science Option B Option C	Maths Option A	Science English Option C	Maths Option B Option D	English Option A Option D
*Subjects may not be set weekly					

## 15 Enrichment Activities

Enrichment is a key element of the Crosfields educational philosophy. It is our aim that the programme of embedded activities from Year 3-11, plus residential trips, are designed to supplement and enhance the development of the individual pupil. In Year 3-6, there is a dedicated enrichment slot built into the school timetable. Pupils take part in wide range of activities, each designed to develop the pupils in at least one of the following areas:

- Personal skills: leadership, communication skills, performance, creativity, decision-making, co-operation, time management and organisational skills
- Stress relief and relaxation/improved health and wellbeing
- Improved social skills
- Increased self-esteem

## 16 Co-Curricular Programme

The school has over 100 separate activity sessions running each week, which parents and pupils can access, and sign up to, via the SOCS platform, prior to the term's activities starting. The expectation is that the pupils will then attend their chosen activities for the entire term.

We have collated a list of FAQs for you to review [here](#).

Examples of activities on offer in Pre-Prep include sports, art, choir, swimming, construction and dance. Examples of activities on offer in Juniors are mindfulness, golf, chess, STEM, LAMDA, choir, dance, film club and many more. Should there be an occasional clash with school fixtures and co-curricular activities, representing the school takes priority. There are day trips throughout the year for every year group in Pre-Prep and Year 2 will go on a residential trip for one night.

In addition, all year groups will go on a residential trip, ranging from 2-5 days. Past examples of this have included Calshot, PGL, Ufton Court and Bush Craft and are a key part of enrichment in the Juniors.



## YEARS 7-11 Embedded Curriculum

Pupils in Years 7-11 enjoy a specific co-curricular programme that forms part of their core school day, providing them with the opportunity to participate in a number of activities different from the rest of their timetable and which stimulates them in different ways. The programme has four strands of life skills, finance, creativity, and projects that contribute to their personal development, self-confidence and the education of the whole child. The aim is to prepare pupils for the future and to ensure they have the skills and competencies needed to succeed in life. Some of the activities include:

- Public speaking
- Podcasting
- Youth politics and debating
- Entrepreneurship
- Personal finance
- Movie making
- Metacognition
- Research Skills
- Presentation skills

## YEARS 9 to 11

With over 100 activities on offer throughout the school, Senior pupils have a wide range to choose from including:

- Duke of Edinburgh
- Model United Nations (M.U.N.)
- Interact
- Outdoor pursuits: training and participation in an adventure race/s over the year
- World Challenge at Years 9 to 11
- School Newspaper



At Crosfields we are lucky to have a nursing team on site during school hours. Our respective treatment rooms are comfortable and fully equipped to provide medical care. We are experienced in caring for children who may have a range of complex medical needs, or for everyday childhood illnesses. Pupils can access the nurses at any time if they feel unwell, are injured, or may just feel a little uncertain and need reassurance.

The nursing team can administer prescribed medication or over the counter medicine for conditions such as headaches or hay fever, with parental permission. If your child has been prescribed medicine that needs to be taken during the school day, please send this to school in the original labelled packet with a completed Consent Form. This should be handed to the nurse who will administer it in accordance with the instructions.

For over-the-counter medicines, parental consent will have been given at the point of entry to school. The nursing team will always contact parents if a pupil requires medication prior to midday, to gain consent.

We see many pupils each day who may not be feeling their best, but often, with some support and encouragement, may be well enough to remain in school. Unfortunately, this may not always be appropriate, and if your child is not well enough to attend lessons, has a fever, gastrointestinal upset, rash, or has had a significant injury, a member of our nursing team may contact you and advise you to collect your child from school.

If your child is unfit to attend school, please inform the School Office and nurses stating what the medical issue is and the anticipated length of absence. We request that no child attends school if they have had a high temperature or gastrointestinal upset within the past 48 hours. Please refer to our Healthcare policy for further details.

The nursing team rely on developing a good rapport with children and their families and noting any medical needs that exist. If your child has a change to their medical condition, please remember to update the team by emailing [medical@crofields.com](mailto:medical@crofields.com).

We encourage both parents and children to contact us to discuss any medical concerns, whether large or small, and we will be more than happy to help.

### **Allergy Awareness Products**

To purchase hip bags and other items to do with allergy awareness, please visit [www.kidsaware.co.uk](http://www.kidsaware.co.uk)

## 18 Fees

Invoices are distributed by the finance team on the last day of each term by email. If you are new to the school, your first invoice will be received during the holidays. Payment is by bank transfer; bank details are included on the invoice. Fees are invoiced in advance, and extra charges (co-curricular activities mainly) are invoiced in arrears. We do not currently offer payment via direct debit in-house, but this payment option is available through School Fee Plan.

Crosfields School accepts payment for some activities via a registered Childcare Voucher scheme and the HMRC Tax-Free Childcare scheme, within the HMRC guidelines. We offer 15 hours free childcare, via Wokingham Borough Council, until the end of the first term following the child's fifth birthday.

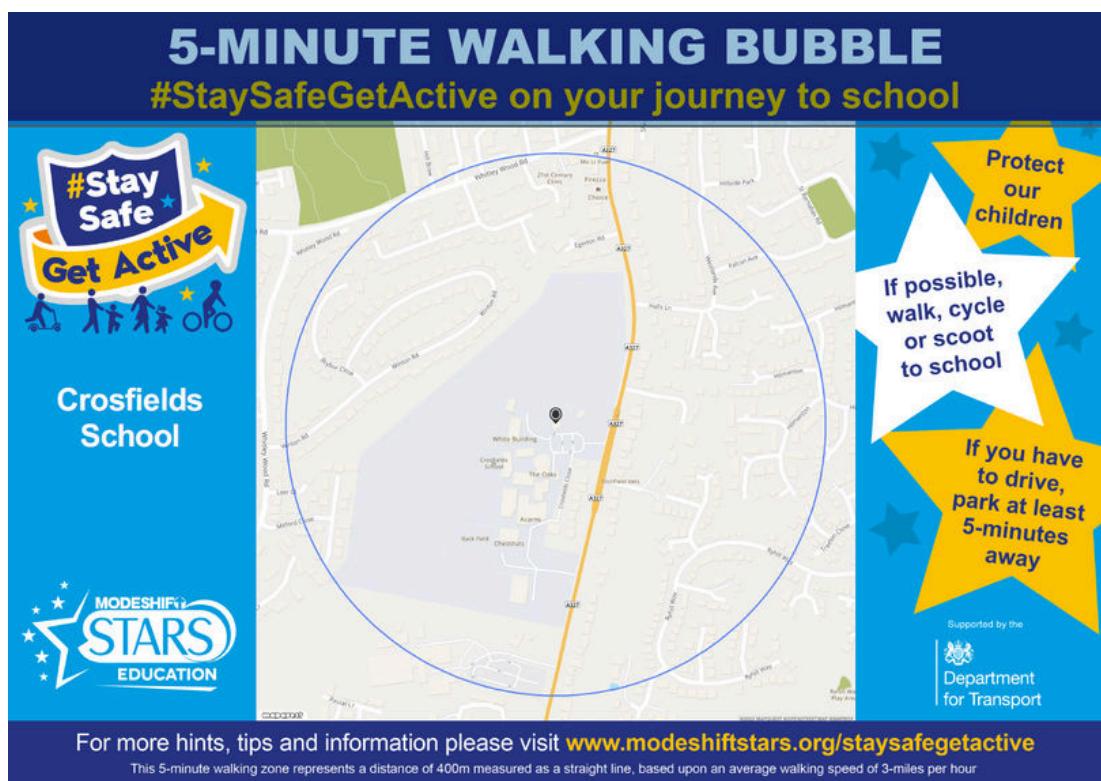
All fee enquiries should be sent to the finance team at [fees@crofields.com](mailto:fees@crofields.com). All payment terms and conditions are contained in the Parent Contract.

## 19 Transport

### Walking and Cycling

Crosfields promotes sustainable travel. Walking, cycling and scooting to school reduces emissions and congestion in our community. We have secure bike racks at the main school entrance and also at the Sports Centre, so pupils will always have somewhere to park their bicycles.

We take part on *Walk it Wednesdays* once a month to promote sustainable travel within the school. For those who live too far away to walk or cycle, why not use our 5-minute walking bubble map so you are still able to take part and plan your journey. Please do remember to park responsibly and not to block driveways of our local community.



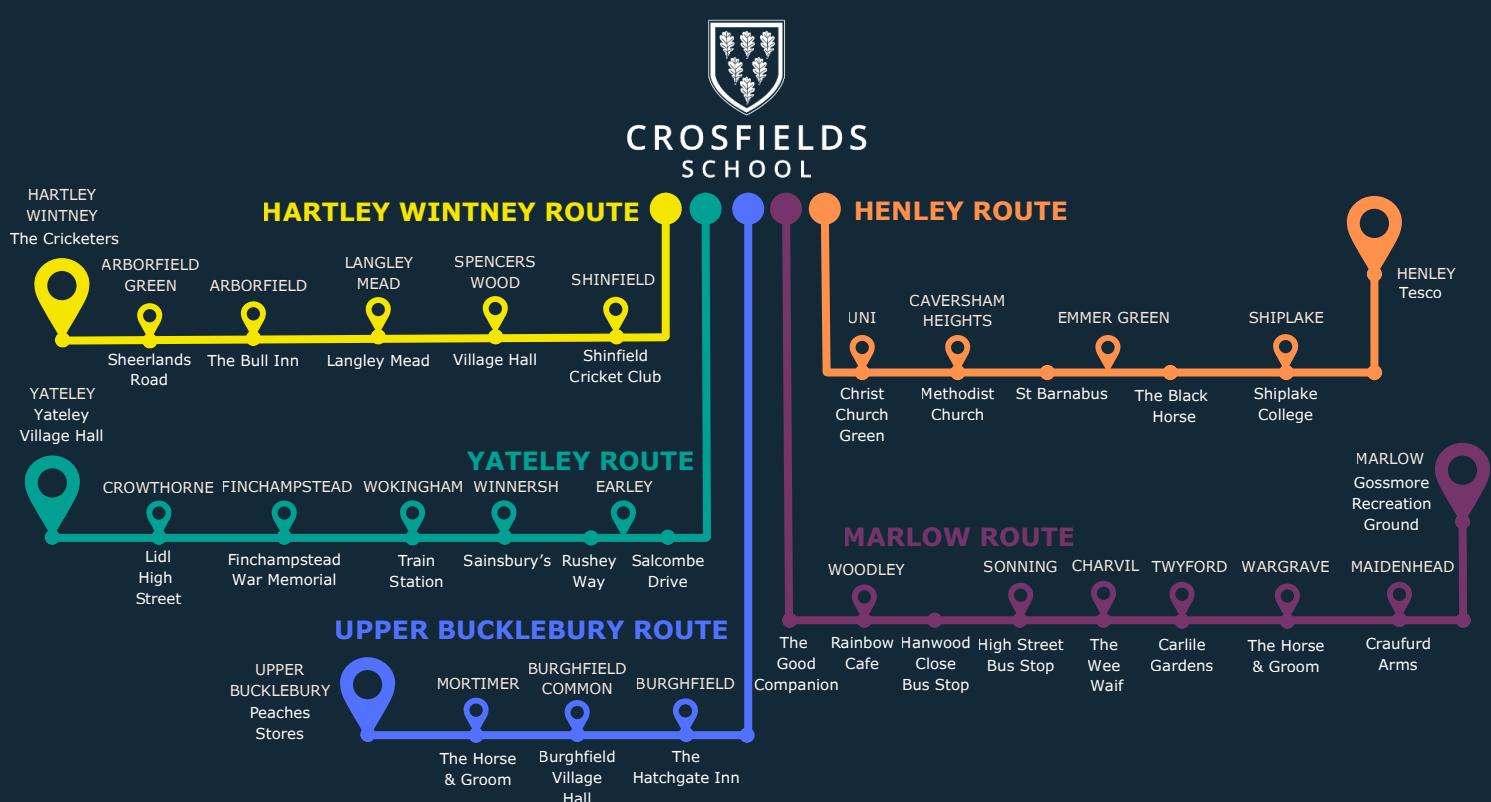
## Home-to-School Transport

We recognise the importance travelling to school more sustainably for the daily journey to and from school. We are committed to promoting sustainable travel to not only help reduce congestion and pollution, but also to improve safety and to encourage a healthier lifestyle. Although we also understand that there is a balance between sustainable transport and the personal convenience travelling by car offers.

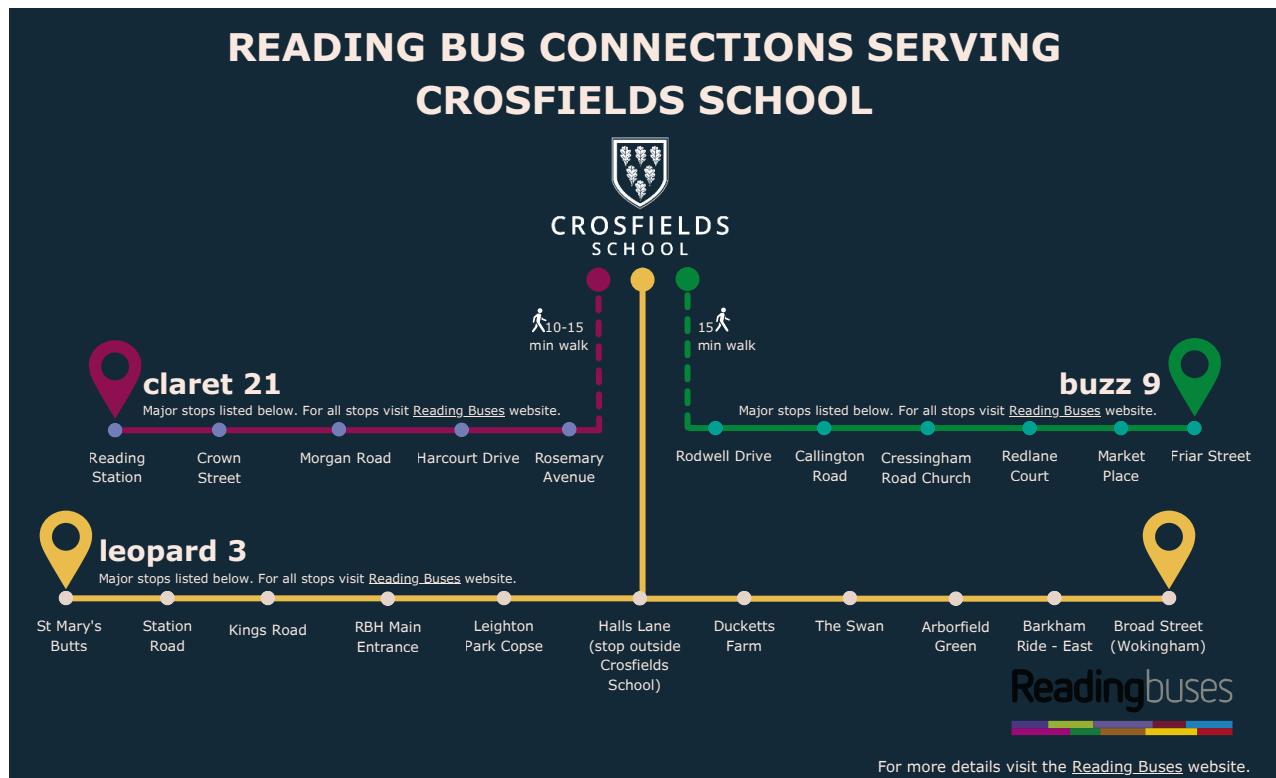
We are delighted to have Green Metro provide all of our routes for us; they already provide us with a wonderful service on some of our routes and sports fixtures. They have a strong track record of reliability and safety and are a trusted provider for several other independent schools in the area.

If you are interested in booking the school transport service, please email [office@crofields.com](mailto:office@crofields.com).

## YOUR JOURNEY STARTS HERE EXPLORE OUR SCHOOL BUS ROUTES



We have good links from public transport providers, with the number 3 bus stopping at school and the number 21 and number 9 routes stopping just a short distance away (both approximately a 15-minute walk away), all routes run approximately every 20 minutes and are provided by Reading Buses.



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## Data Protection

Your information (including information we already hold and may receive now and in the future) will be processed by the school in compliance with the provisions of the Data Protection Act 1998.

Please find our Data Protection policy [here](#).

Pupils over 13 years of age are responsible for their own data. Read more [here](#).

If there are any updates you need to provide us with, please email the School Office at [office@crofields.com](mailto:office@crofields.com) to ensure we update your child's record.

## Crosfields Parents' Association (CPA)

The Crosfields Parents' Association, established in 1989, fosters a vibrant school community by organising various social events and supporting school activities. Key annual events include the Fireworks Display, Summer Vibes and Circus to name a few. We also host welcome coffee mornings, and provide keepsakes and refreshments at school events.

Our dedicated committee of parents, carers, and staff meets each term to plan these activities. New volunteers are always welcome to join us in making a positive impact while having fun and building new friendships.

A message from the Co Chair of the CPA, Rachel Quance

*Welcome to the Crosfields community!*

*I've been a parent at Crosfields for seven years, with my son in Year 6 and my daughter in Year 8. The vibrant spirit of the Crosfields Parents' Association (CPA) was one of the reasons I was drawn to the school. Volunteering at events like the fireworks display led me to join the CPA committee, and it has been an enriching journey ever since.*

*As the Chair of the CPA, my goal is to continue the success of our well-loved events, such as Summer Picnic, and the fireworks display, while also exploring new activities to engage our entire school community. Whether you're new to the school or have been here for years, I encourage you to get involved and help us make these events memorable for everyone.*

*The CPA plays a key role in fostering our school's strong sense of community. Whether you volunteer, share ideas, or simply attend events, your involvement strengthens our community.*

*We hope to see you at one of our events soon.*

### Our Events

Each year we run a series of events for the Crosfields community, details of our events are published via the Crosfield app and on ClassList where tickets for our events can also be purchased (see below for details).

#### **\*\*Annual General Meeting (AGM) in September - Get Involved!\*\***

Are you passionate about making a difference and shaping the future of our Crosfields community? Consider taking on a leadership role within the Crosfields Parents' Association! Our AGM, scheduled for September, provides the perfect opportunity for you to step up and contribute your skills and ideas.

#### **\*\*Firework Display Sunday, 2 November 2025 \*\***

The fireworks display is always a popular and delightful family event, featuring an excellent show by Star Fireworks. Enjoy live music from Tadley Brass Band, locally-sourced food and drinks, and kiddies' hot chocolate from the pavilion.

We use a dedicated app for Parents' Associations called ClassList. It is free, safe, and secure and enables parents to contact their classes and year groups, view and sign up to CPA events and organise private ones. Signing up to Classlist is entirely optional and you have complete control over which of your personal details you disclose, and which are shared with others. As a parent user, you will only see those members who have children in the same school year as your own. The CPA sells tickets for all events through Classlist.

For those wishing to sign up please go to <https://login.classlist.com>, there's also a mobile app you can download from your App Store. Each new user comes to us for approval so we can ensure all applicants are genuine. Please bear with us whilst we process the approvals.

Any questions or feedback please contact us at [cpa.crofieelds@gmail.com](mailto:cpa.crofieelds@gmail.com)

### **Friends of CPA**

Becoming a Friend of the CPA is a fantastic way to get involved without a long-term commitment! You'll have the opportunity to lend a hand at fun, community-building events—whether it's spending an hour at a Summer picnic stall or helping with wristbands at the Fireworks. Your support, even in small ways, makes a big difference and helps create memorable experiences for our school community.

Click the below link to join a WhatsApp group and find out the specific you can help with <https://chat.whatsapp.com/GLI6NNPyA5KGYxo5CKc5hS>.



When you join Crosfields, you become part of a thriving community. On leaving us to continue your education and future career, we want to stay in touch with you and provide support in your ongoing endeavours. Our Alumni programme goes right back to the 'Class of 1949', and we are keen to extend our reach, maintaining contact with our Year 6 leavers and those who will stay with us to Year 11.

The programme will offer you the opportunity to engage with others who have shared the Crosfields experience, meet mentors, hear the latest news and developments at your school and enable you to continue to make a contribution. We aim to offer newsletters, events and many other ways to keep in touch. Please email [alumni@crofields.com](mailto:alumni@crofields.com) or visit our [website](#) to find out more.

## Follow Us on Social Media



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[www.crofields.com](http://www.crofields.com)