

# SCHOOL INFORMATION AND CONTACT DETAILS



## Contact Information

### FULL POSTAL ADDRESS

(ADDRESS FOR CORRESPONDENCE)

Colston Bassett School  
School Lane  
Colston Bassett  
Nottingham  
NG12 3FD

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### REGISTERED OFFICE

22-24 Harborough Road  
Kingsthorpe  
Northampton  
NN2 7AZ  
Registered in England (No. 6077784)

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### TELEPHONE NUMBER

Directors' Line: **01949 81118**  
Office Line: **01949 81955**

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### WEBSITE

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

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### EMAILS

General Enquiries: [enquiry@colstonbassettschool.com](mailto:enquiry@colstonbassettschool.com)  
Directors' Email: [colstonbassettschool@live.co.uk](mailto:colstonbassettschool@live.co.uk)  
Office Email: [office@colstonbassettschool.com](mailto:office@colstonbassettschool.com)

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### ADDITIONAL CONTACT ADDRESSES

(FOR USE DURING SCHOOL HOLIDAYS)

**Mr J and Mrs E Miller** (Directors)  
Millfield Nursery School  
Tythby Road  
Cropwell Butler  
Nottingham  
NG12 3AJ  
Telephone: **0115 9334085**

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# School Staff

## SCHOOL DIRECTORS

**Mrs E Miller** (Designated Safeguarding Lead/School Management)  
**Mr J Miller** (Marketing/Finance/School Management/Site Manager)

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## HEAD TEACHER

**Mrs C Newcombe** (Year 4, 5 and 6 Class Teacher/Karate)  
**Mrs M Beck** (Year 4, 5 and 6 Class Teacher/Deputy DSL/SENCO)

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## DEPUTY HEAD

**Mr D Deach** (Year 2 and 3 Class Teacher/Spanish/Deputy DSL)

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## TEACHING/SUPPORT STAFF

**Mrs H Joels** (Reception and Year 1 Class Teacher)  
**Mr A Miller** (Office Manager/Teaching Assistant)  
**Miss C Cox** (Teaching Assistant)  
**Mrs M Crooks** (Teaching Assistant/Midday Supervisor)  
**Mrs L Clifford** (Midday Supervisor)

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## PERIPATETIC STAFF

**Mrs M Oldfield** (Music)  
**Ms A Gennard** (French)  
**Ms K Plimmer** (PE)  
**Mrs A Fairclough** (Drama)

THE FOLLOWING INFORMATION IS AVAILABLE FOR PARENTS OF PUPILS AND 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 **Anti-Bullying and Anti-Harassment, Behaviour Management, Child Protection, Health and Safety Management and First Aid**
- Particulars of academic performance during the preceding school year, including the results of any public examinations
- Standard Terms and Conditions of the school
- 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 where applicable

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 twice yearly written report on the progress and attainment of their child in all the subject areas taught. In the Spring Term, an Open Morning is held at school when the children can show parents their work and give them a tour of the school.

**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 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:**

Chicken pox	Five days following the onset of the rash
Head Lice	None, but must be treated
Diarrhoea and vomiting	48 hours after diarrhoea and vomiting has stopped
Conjunctivitis	None, but must be treated
Impetigo	Until lesions are crusted over or healed
Body rash/spots	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 Head Teacher.*