



RYECROFT C.E. MIDDLE SCHOOL

Part of the Uttoxeter Learning Trust

*'Big enough to Inspire;
Small enough to Care'*

INFORMATION BOOKLET



WELCOME TO RYECROFT C.E. MIDDLE SCHOOL

The Vision of the Staff, Pupils and Governors

Embracing a culture where no child is left behind, we value and respect all the children that God has out in our care.

We enrich the lives of our children and ensure that Ryecroft is a safe, happy and inspiring place, embodying the Christian values of trust, humility and perseverance.

A message from the Headteacher

On behalf of the staff, governors, pupils and parents, it gives me great pleasure to welcome you and your family to our school. We are delighted that you have chosen our school for the next stage of your child's educational journey and trust that the next four years will be full of enjoyment and learning for your child. We hope that every child will look back upon their time at Ryecroft in years to come with fond and happy memories.

At Ryecroft we are fortunate to have enthusiastic staff, who are committed to high standards of education and behaviour. The school has a wonderful "family" atmosphere that gives children a secure and happy environment in which to learn.

As you continue this educational journey, I feel it is important that you as the parent have an overview and an understanding of 'life at Ryecroft' and hope that this booklet provides you with the necessary information.

With best wishes,

Miss R Baramusczak

Headteacher



THE SCHOOL DAY

Site open for Pupils	08.30
Registration	08.50 to 09:15
Lesson 1	09.15 to 10.15
Lesson 2	10.15 to 11.15
Morning Break	11.15 to 11.30
Lesson 3	11.30 to 12.30
Form Time / Assembly	12.30 to 12.50
Lunch	12.50 to 13.40
Lesson 4 (incl. registration)	13.40 to 14.40
Lesson 5	14.40 to 15.40
End of School	15.40



Tutor Groups

Arkwright 1	Mrs C Blues
Arkwright 2	Mr B Johnson
Heywood 1	Mrs L Doyle / Mrs P Kelly
Heywood 2	Miss N Starkey
Sheldon 1	Miss D Alston / Ms A Bower
Sheldon 2	Mrs A Thornton / Mrs P Kelly
Ryecroft 1 (Mixed Houses)	Mrs C Hurdman

Attendance: All pupils must attend school every day unless they are unwell. Children who are frequently late or absent from school are disadvantaged in their learning. The individual target for each pupil at Ryecroft is 97%.

How percentages equate to days off?

90% attendance = ½ day missed per week.

Looking further: 1 school year at 90% attendance =

4 whole weeks of lessons missed during that year.

Whilst we appreciate there may be perfectly good reasons for your child missing school, we firmly believe that any pupil whose attendance falls below this target will fall behind with school work and find it difficult to fulfil their potential. There is a clear link between poor attendance at school and lower academic achievement. It is important that all our families encourage the idea that school matters and they should attend every day and arrive on time. We would therefore ask that dental appointments and non-emergency medical appointments are made for outside school hours and/or during school holidays.

If children are taken away for a two week holiday every year and have an average number of days off for sickness and appointments, by the time they reach sixteen years of age they will have missed a year of school.

Punctuality: The school day starts at 8.50 am and children should not arrive before 8.30am . The first part of the day is important and if children arrive late they can miss a crucial introduction or explanation of a lesson. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone’s education is compromised. We understand that on rare occasions circumstances mean that your child may be late for school. However, persistent lateness is not acceptable and it will be followed up by the Headteacher and the Educational Welfare Worker.

Absence from School Due to Illness: If your child is not in school then there must be a justifiable reason and you should telephone or email the office between 8.15am and 8.50am on the **first day of absence.** Alternatively, you can leave a message on our answer machine if the school office is closed. In order to safeguard pupils and to encourage good attendance, if no contact has been made by 9.30am on the first day of absence, the Identified Attendance Leader will telephone home to find out why your child is not at school. It is our legal responsibility to know why your child is not in school.

Absence during Term Time — Regulations which came into effect from 01 September 2013 states that Headteachers may not grant any leave of absence during term time unless there are ‘**exceptional circumstances**’.

The law states that parents do not have an automatic right to take their child out of school during term-time. To determine if a leave of absence can be granted a form must be completed and returned to school no less than 10 days before the absence.

Schoolcomms: To help in the efficiency in which we communicate with parents, we have an e-mail facility in conjunction with a texting service. The e-mail facility enables us to send all our newsletters, information letters, trip details, etc. directly to parents rather than relying on “pupil mail”. The SMS (texting) facility enables us to send text messages to your mobile phone. This may mean sending a text message to:

- ◆ remind you of a special event, parents’ evening, school trip etc
- ◆ allow us to quickly inform all parents if the school is closed due to snow/ice, boiler failure etc.
- ◆ inform you if an after-school activity has been cancelled

Please advise the school of any changes to your mobile number and/or email address

Student Planner and Homework: A student planner is issued to all pupils at the start of the academic year. It should be carried everyday and used to note down things done and to do both in and out of school. It is particularly important for recording homework issued by subject teachers. This is one of the ways in which we make sure we have direct and easy access to you and you to us. These planners are to be used to pass on information quickly and for you to write down any comments you have. We are increasingly trying to ensure that homework is creative, making full use of different resources. It will, at times, involve exercises but also research and personal investigations. Never believe that your child has no homework! There is always work to be learned, books to be read and vocabulary to be learned. Parents are asked to check the student planner regularly and are welcome to write comments in the 'Notes' section.

Valuables: The school is not insured for loss of valuables. Pupils should only bring necessary items to school and these should be stored securely in their locker.

Mobile Phones: If pupils need to bring a mobile phone into school, it must be handed into the school office for safe keeping before 8.50am. The phone is securely kept during the day in a named envelope until your child collects it at the end of the day. **Any child who is caught not adhering to this school rule will have their phone confiscated and will receive - 20 behaviour points.** If this should happen to your child you will be informed and asked to come into school to collect the phone. The phone will only be returned if it is collected

Naming Items: We ask that all clothes, shoes and personal belongings are clearly marked with the pupil's name as children are forgetful on occasions. Naming items aids in returning them to their rightful owner.

Lost Property: Please ask your child to check with the school office if they have lost something. At the end of each term all unclaimed items are displayed at lunchtime in the school hall.

Car Parking: Parking within the school car park is restricted to staff and official visitors only. Parents/guardians must not use the school car park for dropping off or picking up children at the beginning or end of the school day, unless this has been agreed by prior arrangement. Ryecroft C.E. Middle School takes the health, safety and welfare of its pupils, staff, governors and visitors seriously. Whilst the school cannot control parking outside of its boundaries, we ask that people attending the school, park their vehicles with consideration for the safety of pedestrians, other road users and the immediate community.

FREQUENTLY ASKED QUESTIONS

Who do I contact if I have a query about my child?

Form Tutors are your first point of reference if there is a query about your child. If the query relates to a curriculum area, then it would be their subject teacher.

How do I contact my child's form tutor and/or subject teacher?

- *Telephone the school office (01889 590394) and staff will try and put you through to the relevant person or you can leave a message if they are teaching.*
- *Email the school office (office@ryecroft.staffs.sch.uk) asking for a message to be forwarded - please remember to state your child's name and who the query is for.*
- *If the query is not of a confidential nature—you could write a message in your child's home-school link book and ask your child to show it to the relevant teacher.*

Please note that if you come into school directly during the school day, the office team will only be able to pass a written message onto the relevant member of staff, as they will more often than not be teaching.

How should my child return reply slips to the school?

If the reply is for a teacher they can:

- *Find the teacher in school and give it to them directly*
- *Give the slip to their Form Tutor, who will pass it on to the teacher concerned*
- *Give the slip into the school office, who will place the slip in the teacher's pigeon hole*

If the reply includes money, *your child must hand this directly into the school office and have their student planner stamped and signed. We would also ask that the money is put in a sealed envelope clearly labelled with your child's name and details of what the money is for. This is needed in order to track payments that have been made.*

FREQUENTLY ASKED QUESTIONS

How do I notify the school if my child needs to leave during the school day?

*If your child has to attend an **unavoidable** dental or medical appointment, or needs to leave during the day for another reason, you need to notify the school either by email, telephone or by sending in a note to the school office. Ideally giving at least a day's notice before the appointment.*

How do I request an absence for an important occasion or exceptional circumstance?

*You will need to complete a 'Leave of Absence' form which can be obtained from the school office. This must then be returned for the attention of the Headteacher at least two weeks in advance of the requested date and before the leave is arranged as absences will not be granted retrospectively. The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.*

How do I report my child's absence?

Please refer to page 4 of this information booklet

How do I get a message to my child?

*Considerable time is spent by the ladies in the school office in passing messages from parents to pupils. The office staff would therefore greatly appreciate that such requests are only made for **urgent messages**. As the office can be extremely busy at the end of the school day, it cannot be guaranteed that messages received after 3.15pm will reach your child.*

I've moved house /changed my number

Please phone the school office to inform us of any changes to your details, address, phone numbers, etc. Otherwise, please send a letter into school with your child to inform us of any changes. It is extremely important that contact details are kept up to date in case of emergencies.

I need some information about.....

Please telephone the school office - a member of the office team will be more than happy to help.

School Term & Holiday Dates

2020—2021

AUTUMN TERM 2020

Inset Day: Tuesday 1 September (school closed for pupils)
Pupils: Wednesday 2 September – Thursday 22 October
Inset Day: Friday 23 October (school closed for pupils)
Holiday: Monday 26 October – Friday 30 October
Pupils: Monday 2 November – Friday 18 December
Christmas Holiday: Monday 21 December— Friday 1 January

SPRING TERM 2021

Inset Day: Monday 4 January (school closed for pupils)
Pupils: Tuesday 5 January – Friday 12 February
Holiday: Monday 15 February – Friday 19 February
Pupils: Monday 22 February – Thursday 1 April
Easter Holiday: Friday 2 April – Friday 16 April

SUMMER TERM 2021

Inset Day: Monday 19 April (school closed to pupils)
Pupils: Tuesday 20 April – Friday 28 May
May Day: Monday 3 May (school closed)
Holiday: Monday 31 May – Friday 4 June
Pupils: Monday 7 June – Tuesday 20 July
Inset Day: Wednesday 21 July (school closed to pupils)
Summer Holiday: Thursday 22 July – Tuesday 31 August

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Telephone: 01889 590394 Fax: 01889 591483

Email: headteacher@ryecroft.staffs.sch.uk office@ryecroft.staffs.sch.uk

Website: www.ryecroft.staffs.sch.uk



TWITTER The latest Tweets from *Ryecroft* (@ryecroftms).

The Ryecroft Prayer

In our school day there is much to thank you for, but we ask. . .

Guide us through strife and insecurity and when sadness finds us,
let your wisdom and confidence be there.

As we use technology, may you help us store our memories ,
let us keep them forever

If we use social media, help us to not get lost or lose what is important,
let us also follow you.

We are at the beginning, with a long path ahead,
let our journey be safe, wherever and however we travel.

And when the path forks, help us choose what is right,
when life tests us, help us then.

As we think of others, our family and friends,
let our love find them, with the colours of creativity.

Our prayer is for a bright future with doors open to us,
let your light guide us, we can count on you.
Remind us that we are only human and mere molecules ,
let us experiment with all we can be.

When the noise of the world drowns out our voice,
let your words reach us, as we read and write.
We have much we know our lives are wonderful, but for others with less,
let them too see your light, and feel it fill their bodies.

Help us succeed, as we write our future with hard work and determination. . . .today,
tomorrow and as long as we live.

Amen