

# RYECROFT C.E. MIDDLE SCHOOL

Part of the Uttoxeter Learning Trust

*Loving and Learning Together*

## INFORMATION BOOKLET



# WELCOME TO RYECROFT C.E. MIDDLE SCHOOL

## The Vision of the Staff, Pupils and Governors

*Loving and Learning Together*

***‘Love each other as I have loved you’ (John 13, v34-35)***

Ryecroft C E Middle School aims to enable every pupil to achieve their God-given academic and personal potential, so they can make a positive impact in the world. We seek to be a community built on knowing God’s love. Our values underpin all we do; we welcome all into our loving, happy and safe school.

## 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

***Mrs A Grattage***

***Headteacher***

## LEADERSHIP

<b>Dr S Clark</b> ceo@uttlit.com	<b>CEO Uttoxeter Learning Trust</b>
<b>Mrs A Grattage</b> headteacher@ryecroft.staffs.sch.uk	<b>Headteacher</b> Deputy Safeguarding Lead
<b>Mr M Hall</b> mrhall@ryecroft.staffs.sch.uk	<b>Deputy Headteacher</b> Designated Safeguarding Lead Lead for Science and Sports Science
<b>Mrs T Evans</b> office@ryecroft.staffs.sch.uk	<b>Business Manager</b> Educational Visits Coordinator Health & Safety Adult Mental Health First Aider
<b>Mr A Hughes</b> ahughes@ryecroft.staffs.sch.uk	<b>Head of Mathematics</b> Teacher Lead for Careers KS3 Phase Leader
<b>Miss F Simon</b> simonf@ryecroft.staffs.sch.uk	<b>Head of English</b> KS2 Phase Leader
<b>Mrs R Davis</b> davisr@ryecroft.staffs.sch.uk	<b>SENDCO</b> Teacher

## TEACHING STAFF

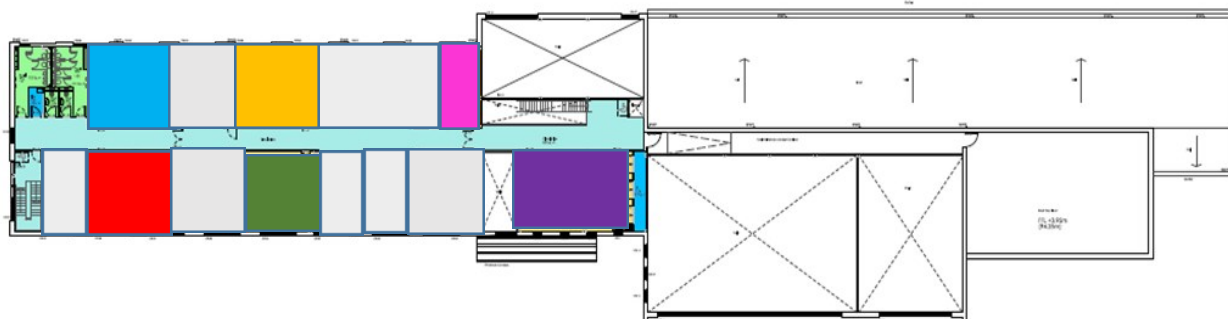
<b>Mr M Allen</b> allenm@ryecroft.staffs.sch.uk	Teacher Form Tutor
<b>Miss D Alston</b> dalston@ryecroft.staffs.sch.uk	Teacher / Lead for Art and D & T Form Tutor
<b>Mrs N Bannister</b> nbannister@ryecroft.staffs.sch.uk	Teacher / Lead for PE, PSHE and Computers Form Tutor
<b>Mrs L Doyle</b> ldoyle@ryecroft.staffs.sch.uk	Teacher / Lead for Geography Form Tutor
<b>Miss K Holmes</b> holmesk@ryecroft.staffs.sch.uk	Science Teacher Form Tutor
<b>Mrs S March</b> marchs@ryecroft.staffs.sch.uk	Teacher
<b>Mrs S McBride</b> mcbrides@ryecroft.staffs.sch.uk	Music Teacher
<b>Mrs V Twynham</b> twynhamv@ryecroft.staffs.sch.uk	French Teacher

**SUPPORT STAFF**

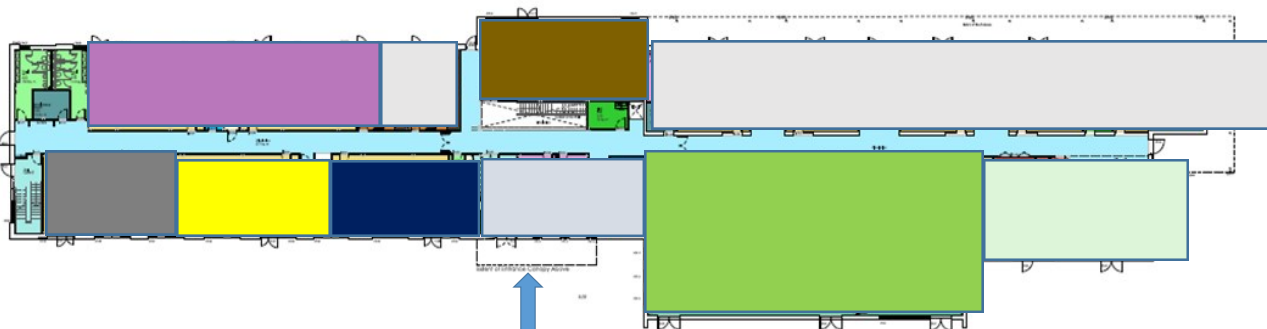
<b>Mrs L Nixon</b> lnixon@ryecroft.staffs.sch.uk	Administrative Assistant
<b>Mrs R Whitehall</b> rwhitehall@ryecroft.staffs.sch.uk	Administrative Assistant
<b>Mrs C Hurdman</b> churdman@ryecroft.staffs.sch.uk	Assistant SENDCO Deputy Safeguarding Lead Pupil Mental Health First Aider Lead for Pupil Wellbeing
<b>Miss L Haddock</b>	Teaching Assistant with Occasional Cover
<b>Mrs P Jones</b>	Teaching Assistant
<b>Ms P Kelly</b>	Curriculum Area Learning Supervisor Form Tutor
<b>Mrs A Neill</b>	Inclusion Assistant
<b>Mrs J Oakley</b>	Staffordshire County Council Communications Support Worker
<b>Mrs C Coope</b>	Science Technician
<b>Mrs L Halsey</b>	Site Technician Lunchtime Supervisor
<b>Mrs S Simpson</b>	Lunchtime Supervisor



# Welcome to Ryecroft C.E. Middle School



First Floor



Ground Floor

Reception

Room:	Used For ....:
Main Hall	Sports
Small Hall / Dining Hall	Servery / Dining
ICT / Library	Computers & Library
Labs 1 & 2	Science & Sports Science
Food Technology	Food
Design Technology	Art
Music	Classroom
Room 1	Classroom
Room 2	Classroom
Room 3	Classroom
Room 4	Classroom
Maths	Classroom
SEND	Special Educational Needs & Disabilities

## **THE SCHOOL DAY**

Site open for Pupils	08:30
Registration / Assembly	08:45 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
Lunch	12.30 to 13:20
Lesson 4 (incl. registration)	13:20 to 14:20
Lesson 5	14:20 to 15:20
End of School	15:40

## **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 96%.

### ***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 8:45am 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 information during assembly or form time. Furthermore, when lessons begin at 9:15am and 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 (01889 590394), or email (office@ryecroft.staffs.sch.uk) 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 1st 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/Gateway App:** To help in the efficiency in which we communicate with parents, we have an e-mail facility in conjunction with a texting/app service. The e-mail facility enables us to send all our newsletters, information letters, visit details, etc. directly to parents rather than relying on "pupil mail". The SMS/App (texting) facility enables us to send messages via text, or the Gateway App to your mobile phone. This may mean sending a text message to:

- ♦ remind you of a special event, parents' evening, school visit 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



**Homework:** We are pleased to introduce our homework system called Talaxy. This is a computer software facility that offers parents and carers access to information about their child from the school management information system. You can view information about homework your child is set via Talaxy. All pupils and their parents will have access to Talaxy via their email.

New pupils to the school will be shown the system, this will include showing them how to log in and access their homework, and submit via Talaxy so that they are confident when using the system at home.

This system will also aid in the transition to Thomas Alleyne's High School in Uttoxeter as they already use it.

**Mobile Phones:** We encourage pupils not to bring in mobile phones, as the school will contact parents/carers in emergencies. If your child decides to bring their phone to school, it is to be kept locked away in your child's locker. If the phone is lost or damaged, it is not the responsibility of the school. Any phone seen turned on in school, or out of lockers during the school day it will be confiscated for the day, or the week for repeat offenders. Parents/carers will be contacted and may have to collect the phone. Any pupils not following the rules could result in a ban from bringing their mobile phone to school and detentions at break and after school.

**Lost Property:** Please ask your child to check in the lost property boxes and 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/carers 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.



# SCHOOL UNIFORM

Schoolsin is the preferred supplier for our school uniform and PE kit. Detailed below are the two different ways you can buy your child's uniform:

**School Ties** are available from the school at a cost of £4.50 each. Payment via your child's ParentPay account

## Online

Uniform can also be purchased online 24/7 via their website: [www.schoolsinuniform.co.uk](http://www.schoolsinuniform.co.uk). You will be given a delivery choice of:

- Delivery to your home address – £4.95 charge for this service
- Click and collect from any Schoolsin shop - FREE of charge
- Collect from the 'Local Pickup' point at The Uttoxeter Shop Newsagents, 40 Market Place, Uttoxeter, ST14 8HP – £2.50 charge for this service

## Visiting the Shop

Uniform can also be purchased from the shop in Meir. .

Their opening hours are going to be:

**Meir – Monday to Saturday, 9:00am – 5:00pm**

The Schoolsin shop is located at:

41 Weston Road, Meir, Stoke on Trent, ST3 6AB

Telephone: 01782 310111 Email: [dave@schoolsinuniform.co.uk](mailto:dave@schoolsinuniform.co.uk)

## **Boy's Uniform**

- Black trousers (not cords, chinos or jeans)
- Black shorts—**Summer Term Only** (not beach or cycling)
- Navy blue V-neck jumper with school logo
- Plain white shirt (top button must be fastened and not visible, shirt must be tucked into trousers)
- School tie in House colour - must be worn at the correct length
- Black plain socks
- Black shoes you can polish (not trainers or heavy working boots)

## **Girl's Uniform**

- Regulation black or blue skirt, length - just above the knee (not Lycra or stretch material)
- Navy blue V-necked jumper with school logo. No cardigans
- Black trousers straight-legged with waistband (not bootleg, cropped, skinny or hipsters) and no buttons, embellishments, trims or belts
- White shirt with turned down collar for wearing with a tie (can be a fitted blouse - top button must be fastened and not visible, shirt must be tucked into trousers). Alternatively a plain white blouse may be worn
- School tie in House colour - must be worn at the correct length
- Black socks/black lycra tights
- Black flat shoes you can polish with flat or moderate broad heels. No boots

## **Other items (boys and girls):**

- Make up and nail varnish is not permitted in school
- A single plain (gold or silver) stud is allowed, but only one per lobe - **these must be removed during their Physical Education lessons. If a child is not able to remove these for lessons, then they will not be able to participate practically.**
- No other visible body piercing is permitted
- Hair should be kept in a clean and tidy condition. Exaggerated styles, excessive hair accessories or exaggerated colours are not acceptable e.g. tram lines, number one haircut

**Ear Piercings:** For safety reason **pupils must remove their earrings for Physical Education lessons.** If you are considering having your child's ear(s) pierced during the summer holidays, we would suggest this is done at the beginning of the holidays.

Earrings should consist of one single gold or silver ball stud in each ear. No gemmed or dangly earrings should be worn.

**Naming Clothes:** We ask that all clothes, shoes and personal belongings are clearly marked with the pupil's name as children are forgetful on occasions. The school is proud of the high standard of dress and appearance of its pupils. It is hoped that parents will continue to give the school their support in the matter. Personal possessions are the responsibility of the pupil.

**Art & Technology:** Both boys and girls will need an apron for the Food Technology element of Technology. They will also need a separate over-shirt or apron for Art and Design & Technology lessons. These help considerably in the care of clothing during practical lessons.

**Physical Education: NO FASHION TRAINERS (PLATFORMED), PLIMSOLES OR PUMPS AS THEY ARE NOT SUITABLE FOR SCHOOL SURFACES AND NOT SAFE TO USE INDOORS**

If for any reason a pupil is unable to participate in a P.E. lesson, i.e. due to illness, they must still have their P.E. kit with them as there are non-physical elements that they can participate in and be a part of the lesson and/or the learning process. A letter from a parent/carer detailing their illness, or injury must also be handed into their PE teacher or the office to be informed.

## **PHYSICAL EDUCATION KIT**

### **GYMNASTICS and DANCE**

- Ryecroft navy blue and yellow top with logo
- Ryecroft navy blue shorts, tracksuit bottoms, leggings or skort with logo
- Ryecroft navy blue and yellow fleece
- Navy blue long socks)
- Trainers or appropriate dance shoes (dance only)
- Gymnastics, barefoot – If your child is not able to go barefoot for gymnastics, they must inform the PE teacher and wear clean indoor trainers.

### **ATHLETICS / CROSS COUNTRY**

- Ryecroft navy blue and yellow top with logo
- Ryecroft navy blue shorts, tracksuit bottoms, leggings or skort with logo logo
- Ryecroft navy blue and yellow fleece
- Navy blue long socks
- Trainers

In addition and depending on the weather - sun hat, sun cream, waterproof coat, warm hat, thermals/skins.

### **SWIMMING – Year 6 Pupils Only**

**Girls** – One piece swimming costume – Swimming hat if hair is shoulder length or longer and Towel.

**Boys** – Trunks (not swim shorts) – Swimming hat if hair is shoulder length and towel.

Wearing of goggles - A letter of permission written and signed by parent or guardian.

### **CYCLING - Helmets and bikes are provided by the school**

- Ryecroft navy blue and yellow top with logo
- Ryecroft navy blue shorts, tracksuit bottoms (not baggy), leggings or skort with logo
- Ryecroft navy blue and yellow fleece
- Navy blue long socks
- Trainers
- Own cycling gloves (if they already have them)

## PHYSICAL EDUCATION KIT (CONTINUED)

### GAMES

- Ryecroft navy blue and yellow top with logo)
- Ryecroft navy blue shorts, tracksuit bottoms, leggings or skort with logo
- Ryecroft navy blue and yellow fleece
- Navy blue long socks
- Trainers

In addition and depending on the weather - sun hat, sun cream, waterproof coat, warm hat, thermals/skins.

**Football** – Football boots and trainers – navy blue long socks and shin pads. Hat, gloves and thermals/skins may be worn in colder weather.

**Tag Rugby** – Football boots and trainers – navy blue long socks and mouth guard (molded prior to lessons). Hat and skins/thermals may be worn in colder weather.

**Hockey** – Trainers and trainers – navy blue long socks, shin pads and mouth guard (molded prior to lessons). Hat and thermals/skins may be worn in colder weather.

Trainers must be brought in with PE kit as standard, even if the pupils are to wear football boots for the lesson in case the environment is unsuitable outside and the lesson changes to an indoor lesson.

### PLEASE REMEMBER:

- **NO JEWELLERY, INCLUDING STUDS**
- **LONG FRINGES, SHOULDER LENGTH HAIR OR LONGER MUST BE TIED BACK**
- **ALL KIT MUST BE NAMED]**
- **THE SCHOOL DOES NOT TAKE RESPONSIBILITY FOR ANY LOST OR DAMAGED PE KIT ITEMS. IT IS THE RESPONSIBILITY OF THE PUPIL TO ENSURE THEY LOOK AFTER THEIR POSSESSIONS**
- **PUPILS MUST BRING A SPARE CHANGE OF SCHOOL UNIFORM, OR PE KIT IF THERE IS A RISK OF GETTING WET OR MUDDY I.E. FOOTBALL OR RUGBY. THE TEACHER WILL INFORM PUPILS WHEN TO DO SO AND A MESSAGE WILL ALSO BE SENT HOME**
- **PUPILS AND HOME WILL BE INFORMED OF WHAT SPORT WILL BE DELIVERED PER TERM.**

## EQUIPMENT & LOST / DAMAGED PROPERTY

At Ryecroft we believe that it is vitally important that pupils look professional and are prepared to learn. As such we have very clear expectations over equipment with sanctions for those pupils who do not meet these expectations.

Most pupils arrive appropriately prepared for lessons. However, we continue to have a significant number of pupils who do not have the correct equipment, or are losing their student planners and reading record books. I would therefore, like to take this opportunity to reiterate our policy and would ask parents to ensure that their child arrives in to school appropriately equipped and prepared for lessons.

### Equipment

It is essential that all pupils come to school fully equipped and prepared for learning. This means that each pupil, every day, needs to bring the following equipment:

- School bag – we ask that these are not excessively large and are ‘locker size’ appropriate
- A minimum of 2 **blue** handwriting pens (Berol)
- Pencil / Coloured Pencils
- Highlighter
- KS3 Pupils only - Scientific Calculator (*recommended model Casio FX-83GT*)  
compass and protractor
- Reading Book – this will also be supplied by Ryecroft at the start of the academic year. Should your child damage, or lose their reading book they will be expected to purchase a replacement at a cost of £1.50 via ParentPay.
- Pencil Case
- Glue Stick
- Rubber
- Scissors
- Ruler

### Lost or Damaged School Property

All Ryecroft pupils receive, free of charge, a spelling/reading record books. We reserve the right to charge for the replacement of any school equipment, library and reading books or reading records which have been lost, damaged or vandalised.

If a pupil loses/damages a school library book, a charge will be made for the full cost of replacing the item. The school also reserves the right to charge parents / carers for **accidental or willful damage to school property**. Charges levied will be restricted to the full cost of replacing or repairing property.



# 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. Alternatively, you can email the staff member directly—contact details can be found on pages 3 and 4 of this booklet.*

*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?**

*Most consent forms / reply slips are completed by filling in an online Microsoft Forms, form. However, if a paper copy reply is required 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*



## 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 7 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

## 2023—2024

### AUTUMN TERM 2023

**Inset Days:** Monday 4 & Tuesday 5 September (school closed for pupils)  
**All Pupils:** Tuesday 6 September – Thursday 26 October  
**Inset Day:** Friday 27 October (school closed for pupils)  
**Holiday:** Monday 30 October – Friday 3 November  
**Pupils:** Monday 6 November – Friday 22 December  
**Christmas Holiday:** Monday 25 December — Friday 5 January

### SPRING TERM 2024

**Inset Days:** Monday 8 January (school closed for pupils)  
**Pupils:** Tuesday 9 January – Friday 9 February  
**Holiday:** Monday 12 February – Friday 16 February  
**Pupils:** Monday 19 February – Friday 22 March  
**Easter Holiday:** Monday 25 March – Friday 5 April

### SUMMER TERM 2024

**Pupils:** Monday 8 April – Friday 24 May  
**May Day:** Monday 6 May—May Day Holiday (school closed)  
**Holiday:** Monday 27 May – Friday 31 May  
**Pupils:** Monday 3 June – Friday 19 July  
**Inset Day:** Monday 22 July (school closed for pupils)  
**Summer Holiday:** Tuesday 23 July – Friday 30 August

**Ryecroft C.E. Middle School, Ashbourne Road, Rocester, Staffordshire, ST14 5PB**

Telephone: 01889 590394

Email: [headteacher@ryecroft.staffs.sch.uk](mailto:headteacher@ryecroft.staffs.sch.uk) [office@ryecroft.staffs.sch.uk](mailto:office@ryecroft.staffs.sch.uk)

Website: [www.ryecroft.staffs.sch.uk](http://www.ryecroft.staffs.sch.uk)

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

**facebook** [www.facebook.com/ryecroftmiddleschool](https://www.facebook.com/ryecroftmiddleschool)

# **The Ryecroft Prayer**

Father God,

Bless our school.

Let peace live here.

Let Ryecroft be full of happiness.

Let love be all around,

Love for one another,

Love for people everywhere,

Love for learning,

And love for life and living.

Bless our school as we love and learn together.

Amen

# Notes

