

Friday 5th September 2025

Dear Parent/Carer,

Welcome back to a new academic year! I hope you all had a wonderful summer break and enjoyed time with family and friends.

We are delighted to welcome three new members of staff to our team this year:

Mrs Lea – Teacher of KS2 Maths, English & Science

Mrs Cooke – Teacher of KS3 Maths & Science

Miss Hughes – Teaching Assistant

A very warm welcome also to our new Year 5 students and to those joining us in other year groups from different schools. It is wonderful to see everyone together again for a new school year, and I must say how smart our students are looking in their uniforms – thank you for your continued support with this. If you require any information about uniform or school procedures you can find it here:

[Parent Information Booklet](#)

Start of Term

Over the coming weeks, you will receive a number of forms and paperwork, which will be sent via the Arbor parents' app and as paper copies. Please complete and return these as soon as possible so that we can keep our records accurate and up to date. If you have not already done so, please download and install the Arbor app, as this is our main method of communication. If you require any support with this, please contact the school office.

Attendance 'First Day Contact'

Please inform us promptly on the first and each subsequent day of absence if your son/daughter cannot attend school. Updated emergency contact numbers are essential, including work numbers. We require a minimum of two contacts for every student. If we do not hear from you, we will make contact at home or work to verify the absence.

If there are any changes to your child's healthcare needs, please notify the office so that we can ensure the correct plans are in place.

Leave in Term Time

In February 2024, the Department for Education published Working Together to Improve School Attendance. The changes to the law are introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024 and came into effect on 19th August 2024. This means that any unauthorised leave taken after this date will be dealt with under the new Regulations. The changes to the regulations are significant so it is important that all parents understand them, so they can consider the consequences for themselves before taking leave in term time.



RYECROFT
C.E. MIDDLE SCHOOL

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

Executive Headteacher: Mrs A Grattage
Telephone: 01889 590394
Email: office@rms.i2e.org.uk
Website: www.ryecroft.staffs.sch.uk

"Loving and Learning together."

New Two Penalty Notice Limit in a Three-Year Period

The three-year rolling period starts for parents when the first penalty notice is issued to them after the 19th August 2024.

- The first penalty notices for leave in term time will increase to £160 per parent per child but can be reduced to £80 per parent per child if paid within 21 days.
- If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment.
- A third penalty notice cannot be issued within the three-year period; therefore, the County Council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £1,000.

Please note this is taken from when the unauthorised leave from school occurs and not when the booking was made.

Behaviour for Learning

Our behaviour for learning expectations will be shared with all students in the coming weeks. These are firmly rooted in our three school values: Respect, Responsibility and Resilience. By adopting these values from the first day, students develop self-discipline, independence and the ability to make positive choices within a framework of high expectations.

Respect

Be polite and well mannered
Be kind and considerate
Listen to others without interruption
Respond quickly and positively
Keep yourself and others safe

Responsible

Look smart (Adhere to our school uniform expectations)
Accept responsibility for the choices you make
Take pride in your work and the environment
Be independent, conscientious learners
Attend, be punctual and equipped

Resilient

Approach learning with a positive 'can do' attitude
Persevere when learning is challenging
Absorb yourself in learning
Accept that failure is necessary for success
Work hard





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At Ryecroft, we have high expectations of our students and will not compromise or accept excuses. We will always listen and support individual needs in a *child-centred, progress-focused* way. Although meeting expectations may be challenging for some, we expect all students, without exception, to uphold our values 100% of the time – in school, during activities, travelling to and from school, and whenever they are identifiable as Ryecroft students.

Students' efforts will always be recognised and rewarded. However, we will also challenge and sanction behaviours that do not meet expectations, as our priority must always be the learning, progress and wellbeing of all.

Our school consequence system is designed to give students choices and an opportunity to 'get it right'. Teachers will always provide students with choices to correct their actions and in turn minimise behaviour which undermines their own learning or that of others. A series of sanctions are in place for those who choose to not respond positively. One such sanction is detention. In order for an after school detention to be a deterrent and to help students make the correct behaviour choices, we will be issuing same day detentions this year. You will be advised via text message and phone call if your child is required to stay after school for a detention. If a detention is issued towards the end of the day, and we are therefore unable to make contact with you your child will be asked to stay behind after school the following day. Thank you for your support with this.

Our school day

A reminder of our school day timings. Please ensure your child arrives at school every day, on time and ready to learn.

8:45am – Start of day (gates open from 8:30am)

8:50 – 9:20am – Form time

9:20 – 10:20am – Lesson 1

10:20 – 11:20am – Lesson 2

11:20 – 11:40am – Break

11:40 – 12:40pm – Lesson 3

12:40 – 1:20pm – Lunch

1:20 – 2:20pm – Lesson 4

2:20 – 3:20pm – Lesson 5

3:20 – 3:40pm – Form time/Assembly

Drop-off and Collection

All students must be dropped off and collected at the main gates at the bottom of the school path. For safeguarding and health and safety reasons, parents and carers should not drive into the school site or walk students to the doors. Please be assured that senior staff are always on duty at the start and end of each day to welcome and supervise students as they arrive and leave.

Our school car park is strictly for school buses, staff and those students who require a disabled badge. Please adhere to this for the health and safety of all on our site. The only students who will be allowed access to the school car park are those who travel by bus or those with a disability badge.



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Communication policy

Education is most successful when parents, students and staff work together. Communication plays a vital role in this partnership.

Our staff work very hard and are committed to our students and community. If you have a query, please contact the office in the first instance so that it can be directed appropriately, usually to your child's form teacher.

To support staff wellbeing, please avoid contacting staff outside of 8:00am–5:00pm, Monday to Friday. While responses may not be immediate, we commit to replying within three working days.

For urgent or safeguarding matters, please telephone the school office.

We will continue to seek parents' views throughout the year via parents' evenings, curriculum events, SEND meetings and other opportunities to ensure your voice shapes our school development.

Thank you for your continued support. Please do not hesitate to get in touch if we can help in any way.

Yours sincerely,

A. Grattage

Mrs A Grattage
Executive Headteacher
Ryecroft CE Middle School & Windsor Park CE Middle School

