



Market Rasen



Church of England
Primary School

Parent Handbook

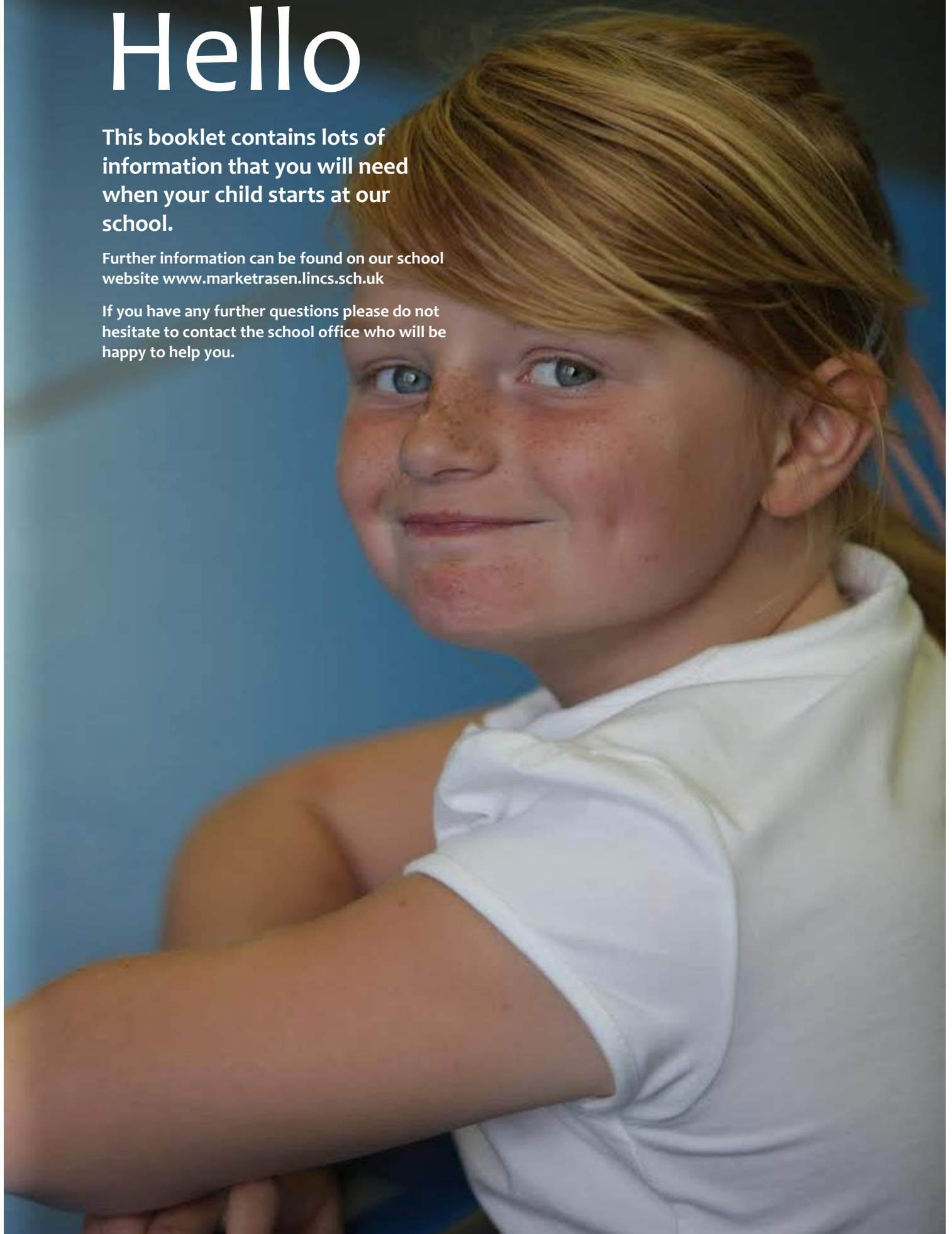
2014-2015

Hello

This booklet contains lots of information that you will need when your child starts at our school.

Further information can be found on our school website www.marketrasen.lincs.sch.uk

If you have any further questions please do not hesitate to contact the school office who will be happy to help you.



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Staff

from September 2014

Leadership Team

Executive Head teacher Andrew Smith
Head of School Nichola Allerston
Assistant Head of School Gary Easby
Assistant Head of School Claire Roberts

Additional Responsibilities

English Nichola Allerston
Maths Sam Briston
International Primary Curriculum Sue Thompson
Assessment Gary Easby
**Special Needs, Gifts and Talents and
Looked After Children** Lianne McGagh

Teaching Team

Reception Teacher Claire Smith
Reception Teacher Danielle Fox
Year One and Two Teacher Victoria Bottle
Year One and Two Teacher Sam Watson
Year Three and Four Teacher Sue Thompson
Year Three and Four Teacher Chloe Walford
Year Four and Five Teacher Sam Briston
Year Five and Six Teacher David Butson
Year Five and Six Gary Easby
Intervention Class Teacher Aimee Cable
Sports and Swimming Teacher Daniel Toothill
Intervention Teacher Nichola Allerston

Admin and Site Team

Senior Administrator Catherine Fussey
Administrator Gemma Hall
Administration Assistant Katie Taylor-Bailey
Site Manager Bob Davison



Term Dates

2014 – 2015

Term 1	Thursday 4th September 2014	Thursday 23rd Oct 2014
Term 2	Monday 3rd November 2014	Thursday 18th Dec 2014
Term 3	Tuesday 6th January 2015	Friday 13th Feb 2015
Term 4	Monday 23rd February 2015	Friday 27th Mar 2015
Term 5	Tuesday 14th April 2015	Friday 22nd May 2015
Term 6	Monday 1st June 2015	Wednesday 22nd July 2015



2015 – 2016

Term 1	Thursday 3rd September 2015	Thursday 22nd Oct 2015
Term 2	Monday 2nd November 2015	Thursday 17th Dec 2015
Term 3	Tuesday 5th January 2016	Friday 12th Feb 2016
Term 4	Monday 22nd February 2016	Thursday 24th Mar 2016
Term 5	Tuesday 12th April 2016	Friday 27th May 2016
Term 6	Monday 6th June 2016	Thursday 21st July 2016



Attendance

It is imperative that your child has good attendance to ensure they make as much progress as possible whilst they are with us. We give the children a range of awards for good attendance.

Holidays are not permitted in term time. Leave of absence can only be granted in extraordinary circumstances. Please review our attendance policy on our website for more details on attendance.



Class Structure and Organisation

When deciding which class the children should enter, many factors are considered such as friendships, the ratio of boys to girls, ability and the children's social maturity. We endeavour to ensure that every child is placed in the most appropriate class for their individual needs.

Our current class structure is as follows:

Name of Class	Year Group
Finches	Reception
Swallows	Reception
Robins	Year 1 and 2
Martins	Year 1 and 2
Merlins	Year 1 and 2
Falcons	Year 3 and 4
Kestrels	Year 3 and 4
Harriers	Year 4 and 5
Eagles	Year 5 and 6
Kites	Year 5 and 6

Within each class, work is provided to match the children's ability. In practice, this means that the children often work in groups on a similar task with children of a similar ability. In mixed aged classes the focus is always on the ability of the children rather than their chronological age.



Our School Day

The timetable for our school day is as follows:

8.35	Children allowed into playgrounds Parents are responsible for children until bell.
8.45	Children line up and go inside
10.20	Morning Break
10.35	End of Morning Break
12.00	Foundation Stage and Key Stage One Lunch
12.10	Key Stage Two Lunch
1.00	End of Lunch break
3.15	Foundation Stage and Key Stage One finish
3.20	Key Stage Two finish



The start of the day

There will be a teacher on duty in the playgrounds from 8.35 a.m. Children should not arrive before this time for safety reasons. When the bell rings, children line up in their classes and are taken into school.

The end of the day

For reasons of safety, children in the Foundation Stage and Key Stage One will only be released to an adult who is known to the teacher and child. Parents should make the school and their child aware if someone different is collecting them at the end of the day. As the children reach Key Stage Two parents sometime choose to allow their child to walk home on their own; please inform us if this is something you would like to do.

Should you wish to speak to your child's teacher before school please go to the school office where the staff there will be pleased to help you.

Collective Worship

All maintained schools provide daily collective worship for registered pupils. In our school the aim of collective worship is to:

- Worship God.
- Reflect on values that are of a broadly Christian nature and on their own beliefs.
- Develop a community spirit, a common ethos and shared values.
- Consider spiritual and moral issues.
- Respond to the worship offered.
- Be acceptable to the whole community, staff and pupils.
- Include a variety of elements at different times.
- Involve the pupils.

Throughout the week the children will usually take part in a

- Collective worship led by a minister of faith
- Choral worship where songs are sung
- Collective worship with reverence to one of our six key values
- Collective worship with a SEAL theme
- A celebratory collective worship to reflect of success during that week.

In addition to this the school values it close links with the local churches and leads and attends services within them.



Extra Curricular Activities

Extra curricular activities are very important in our school. On average we offer around **20** different clubs per week to appeal to a broad range of interests, skills and talents.

There is a nominal charge of £1 per club for most clubs however children in receipt of Free School Meals are exempt from these charges.

We believe the range of clubs on offer helps children broaden their personal interests and skills.

Special Educational Needs

The term Special Educational Needs encompasses social, emotional, behavioural and physical problems as well as educational difficulties. In many cases these can be dealt with within the classroom.

Children who give cause for concern in one or more of these areas are monitored by their class teacher and the school's Special Educational Needs Co-ordinator (SENCo) who, in consultation with the Executive Head teacher, will decide what action needs to be taken, if any. All such activities follow a statutory code of practice.

To view our SEND policy or to have a look at our Local offer which gives you information of what to do if you think your child make have any special education needs please visit our school website.



Equal Opportunities & Inclusion

We recognise that all children have the same entitlement to education regardless of race, religion, culture or disability. The National Curriculum (2014) states very clearly that every child must have equal access to its programmes of study.

We value this idea and we ensure our current practice reflects this. We recognise three principles that are essential to developing a more inclusive curriculum. These are:

- Setting suitable learning challenges
- Responding to pupils' diverse learning needs
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

We closely monitor this inclusion policy by surveying children and parents from different backgrounds to ensure that every child has equal opportunities in our school.



Health and Safety

Every effort is made to ensure that our school is a healthy and safe place. Fire drills are held at least once a term to familiarise children and staff with their emergency route and assembly point in the playground. We have a distinctive fire alarm and throughout the school there are fire doors that automatically close when the alarm is sounded.

Risk assessments are carried out for all school visits. A critical incident plan is in place should there ever be the need to implement it.

Most members of staff have a First Aid qualification and can deal with day-to-day injuries and accidents. We have some staff who are trained to a higher level.

The Health and Safety Policy is available on our school website.

Child Protection

Market Rasen Church of England Primary school takes the protection of children very seriously. Any matters relating to child protection must be referred to the Senior Designated Person who is also the Executive Head teacher. The Child Protection Policy can be viewed on the school website or at the school office.



Site Security

In order to ensure that the children and staff of the school are safe the school has the following safety measures in place.

- All visitors and parents must report to Reception. Access must not be gained through other doors.
- All staff wear name badges.
- The car park may only be used by staff at school and parents with express permission given from the governing body. Car park gates will be closed during the school day.
- Whilst the school is in session all access gates will be locked apart from one in Mill Road to allow access. This is locked at playtime and lunchtime.
- A security fence around the school boundaries.

In line with our key values of respect, co operation and caring any form of intimidation towards staff or children will not be tolerated and will result in action from our legal team at Lincolnshire County Council.



School Uniform

The pupils, staff and the Governors at Market Rasen Church of England Primary School value and take pride in our school dress code and believe that uniform nurtures a sense of belonging. We therefore require your support in providing and encouraging the wearing of school uniform throughout the school day. Wearing school uniform relates to our key school value of respect; of the school, of the uniform and of ourselves.

The Uniform

All children are required to wear Market Rasen Church England Primary School uniform. The school uniform is available from the shop at De Aston School.

Girls:	Boys:
White polo shirt (formal shirts or T-Shirts are not allowed) Navy Jumper or Cardigan Black/grey/trousers/skirt Blue/White gingham dress (summer) Black shoes	White polo shirt (formal shirts or T-Shirts are not allowed) Navy Jumper Black/grey trousers Black/grey/shorts Black shoes

For Outdoor PE (Winter Months)	For Indoor PE:	For Swimming:
Jogging bottoms (Black or blue) Dark coloured warm top / School Fleece Training shoes	T Shirt in house colours* Black Shorts Plimsolls Named P.E bag Hair Tie for long hair	One piece costume Towel Brush or comb



School Uniform

It is very important that all items of school uniform are clearly and permanently marked with the child's name.

We would prefer children to wear the uniform with the school logo on (polo shirts, jumpers, cardigans and fleeces) available from our uniform supplier at De Aston School we however appreciate that this is parental choice.

*Children are allocated to a house when they come to school – Axholme, Holland, Kesteven or Lindsey. The teacher will let parents know what colour T-shirt the child will require.

Please note that the following are not permitted in school

High heels, heels, trainings shoes or boots.

Extreme hair styles

Earrings other than stud earring

Make up including nail polish

Jewellery:

Children may wear stud earrings if they wish. Other types of earrings in school can be dangerous and may not be worn. Children should not wear any other form of jewellery including rings and chains. Children must be able to remove earrings on their own in order to take part in Physical Education.

Religion:

If there is a religious reason for a piece of jewellery or clothing to be worn please discuss this with the head teacher.



What else will my child need?

For art activities:

An old adult shirt to be kept in school for Key Stage Two children.

For break time:

A healthy snack. (Key Stage One children are provided with fruit)

Water bottles:

These are given to every child when they begin in Reception. These are kept in class and rinsed and refilled on a daily basis.

Book Bag:

One is given to each child when they begin Reception.



Lunchtimes

Children have the option of bringing a packed lunch or being served a hot meal.

Children have lunch the school in the main hall. Children with hot meals and packed lunch mix freely so they can sit with their friends no matter what meal they have.

Hot meals cost £2.40 a day and can be ordered online at www.thefarmkitchen.org. Please note the deadline for ordering is midnight on the preceding Tuesday.

If your child is eligible for free school meals, a main meal and pudding will be ordered every day for your child, should you wish to change this you may do so online (please ask at the school office for login details).

For drinks, water is served with hot meals or children may bring fruit juice in a plastic flask or carton. Under no circumstances should glass bottles be brought to school.

We also ask that no sweets or fizzy drinks be included in packed lunches. **Due to the large number of children with allergies our school is a nut free zone.**

Children will not be forced to eat any food they do not want but they will be encouraged to eat what is provided. If we find your child is regularly leaving large amounts of their hot meals, parents will be advised.

A hot meal is provided free of charge to families on Income Support or Job Seekers Allowance or State Pension Credit or Child Tax Credit but not Working Tax Credit. Please inform the school office if you are eligible for free school meals even if you do not want to take advantage of this service.



Illness

If your child is unable to attend school you must notify the school on the first day of illness; before the start of the school day if at all possible.

Sometimes children become ill during the school day and in these circumstances, we normally ring home and ask parents to collect them. For this reason we keep a list of daytime contact numbers and we would appreciate being updated as soon as possible if contact details change. It is helpful, if both parents are at work, to have another person who can be contacted.

If your child has an ongoing medical condition please speak to us so we can work with you to manage it in school.



Travelling to and from school

We strongly encourage all children and parents who live in Market Rasen to walk to school. We feel that by promoting walking, we are promoting a healthier lifestyle. It also reduces the amount of traffic congestion around the school gates. If you must travel by car, then we ask parents to use the Co-op Car Park which is a designated Park and Stride facility. The school car parks are for staff and visitors only although parents of children with a physical disability may use the designated disabled parking bays in the Mill Road car park with permission from the governing body of the school.

Children who live more than two miles away from school and have no closer alternative school that they can attend may be entitled to travel on the school bus. Application forms for this service are available from the school office.

Behaviour and Rewards

We encourage children to behave in a polite and courteous manner, to try their hardest and to produce their best at all times and to respect other people's privacy, happiness and property. We ask parents to work in partnership with the school to achieve this aim.

Our school focusses on positive behaviour management. Children receive many positive rewards for good behaviour and attitudes. These include:

- Praise from staff
- House points. When children get 25 of these they get to choose a treat.
- Merits. When a child achieves 10 merits they will receive a special certificate in our achievers' assembly.
- Star of the Week certificates. Presented weekly to children who have made a particular effort in their work or following the schools values this week. They receive a special certificate and are allowed to wear the "Golden Jumper" which affords them rewards in the week in which they wear it.
- Golden Coins. These are awarded to children who do something spectacular. Children who receive a golden coin are invited to attend a special party that is held once per term.



Behaviour and Rewards

The class teacher normally deals with behaviour that is not acceptable in school. If the matter is more serious or the misbehaviour is repeated, parents will be invited into school to discuss the matter and find a solution.

If a teacher considers that a child has failed to complete a piece of work or do an adequate amount, despite having ample time to do so, then the work may be completed at play time or sent home for completion.

School rules and class rules are always agreed with the children at the start of each year. They apply to every child equally.

A copy of the Behaviour Policy can be found on the school website.

Personal Accident Insurance

We are asked by the LA to inform you that, should you require cover for personal accidents for pupils, there are a number of policies available. Please enquire at an insurance company or broker.



Friends of School Association

We have a lively and active association of parents and teachers called FOSA (Friends of School Association). Through its elected committee of parents and teachers, FOSA has sustained a very high level of fund-raising and social activity over the years. In recent years they have helped to install a trim trail on the school field and support the refurbishment of the pool.

Activities which FOSA regularly organise are the Summer Fete, Leaver's Disco and Family Bingo. FOSA also assist with many events in the school calendar including the Nativity and summer productions. Thanks to FOSA, the children have enjoyed many luxuries that we would not otherwise been able to afford, such as new outdoor furniture and travel expenses for excursions. FOSA also annually pay for an outing for our Year 6 leavers.

FOSA's function is not merely fund raising. It also does a fine job in bringing parents and governors and the school closer together. All parents are automatically members of FOSA and are invited to join in the activities they organise. The Association provides a very enjoyable way to raise funds for the school!

More information about FOSA can be found on our school website.



Transition to Secondary School

De Aston Comprehensive School is the only secondary school in Market Rasen and so it is where the vast majority of our pupils go when they have completed Year 6. As the school has a sixth form, the children may choose to stay there until the age of 18.



De Aston School

We liaise closely with De Aston to ensure that our Year 6 children transfer smoothly to their next phase of education. The children visit De Aston on various occasions such as enrichment days, preview days and to see their drama productions. Towards the end of Year 6, the children start units of work which they complete when they begin De Aston. Our teachers plan these units of work with teachers at De Aston. Both teaching staffs aim to ensure there is continuity and progression in the children's work.

www.de-aston.lincs.sch.uk



Caistor Grammar, Caistor King Edward VI Grammar, Louth

Parents who wish their children to attend a Grammar school may apply for their child take the 11+ selection tests. These tests are taken early in Year 6, usually on Saturday mornings, at the chosen Grammar school. Parents wishing to know more about the selection tests should make their enquiries directly with the school before their child reaches Year 6.

www.kevigs.org
www.caistorgrammar.com





For more information please get in touch:

Call us on (01673) 842 395

Email us at enquiries@marketrasen.lincs.sch.uk

Find us at Mill Road, Market Rasen, Lincolnshire, LN8 3BL