

# Ruckleigh School



## Parents Handbook Years 1 to 6

2024-2025

Dear Parents

I am delighted to welcome you to the Lower/Middle/Upper Years here at Ruckleigh. By the time you sit down to read this you will have already encountered something of the magic of Ruckleigh.

This document is provided then, to fill you in on the 'nuts & bolts' of life here at the school. It is not exhaustive but should provide you with a quick point of reference where school rules and routines are concerned.

Short though this Handbook is, we do require all parents to read it. We strongly believe that any success achieved is a result of a close partnership between the school and home.

I hope that this handbook proves useful to you, and that we can lead and support your child through these first vital years of their education.



Dominic Rhys Smith MA Oxon  
Headmaster



## POSTAL ADDRESS

Ruckleigh School  
17 Lode Lane  
Solihull  
West Midlands  
B91 2AB

**Telephone:** 0121 705 2773

**Email:** [admin@ruckleigh.co.uk](mailto:admin@ruckleigh.co.uk)

**Website:** [www.ruckleigh.co.uk](http://www.ruckleigh.co.uk)

Correspondence to Directors of the school should be marked for the attention of Charlotte Laurens.

## SCHOOL AIMS

As a school we are unashamedly academic. In partnership with parents and pupils we aim to:

- Educate the whole child in a stimulating environment where kindness, care and sensitivity towards the needs of others is practised by all
- Develop each child to reach his/her full potential academically, physically, creatively, socially and morally
- Guide pupils into habits of self reliance, courtesy, clear thinking and with a willingness at all times to 'have a go'

## RUCKLEIGH SCHOOL STAFF LIST 2024-2025

### SENIOR LEADERSHIP TEAM

Mr D R Smith	Headmaster; DDSL
Mrs J Finch	Class Teacher; Deputy Head, DDSL
Mrs R Chandler	Class Teacher; Assistant Head Pastoral, DSL
Mrs H Clarke	Class Teacher; Assistant Head Early Years, DDSL
Mrs K Bullard	Class Teacher; Assistant Head Academic
Mrs C Laurens	Bursar

### TEACHING STAFF

Mrs G Banks	Teacher (Speech and Drama)
Mrs J Brown	Teacher (Science)
Mrs L Burrell	Class Teacher; First Aid Coordinator;
Ms C Colquhoun	Class Teacher; Geography & RE Co-ordinator
Mrs R Chandler	Class Teacher
Mrs S Draper	Teacher; English Support
Mrs R Groen	Teacher; Mathematics Coordinator
Mrs S Harrison	Teacher; Special Educational Needs Co-ordinator
Mr C Maclean	Class Teacher
Ms L Moya	Teacher (Spanish)
Miss K Pearce	Class Teacher; Creative Arts Coordinator
Mrs H Russell	Class Teacher
Mrs G Slatter	Class Teacher; Health and Safety Coordinator
Ms C Spencer	Class Teacher: Girls Games
Ms Z Sultan	Early Years Professional
Ms B Tambs	Early Years Practitioner; Paediatric First Aider
Mr I Watson	Sports Master
Mr Whichello	Class Teacher; Games Coordinator
Mrs S Wilson	Music, Computing Coordinator, Paediatric First Aid
Mr S Woodward	Class Teacher

### SUPPORT STAFF

Mrs B Badham	Assistant Bursar and Administrator
Mrs K Cuffley	Credit Control and Administrator
Mrs H Halton	Admissions and Administrator
Mrs V Lynch	Librarian
Mr D Laurens	Facilities Manager
Mrs V Collins	TA
Ms M Green	TA
Ms L McGovern	TA
Mr D Baker	Catering Manager
Mrs L Crocker	Lunchtime Supervisor
Mrs L Simpson	Lunchtime Supervisor
Mrs J Taylor	Lunchtime Supervisor

- All staff receive training in Child Protection and First Aid
- A list of peripatetic instrumental and singing teachers is available from the office on request.
- A whole school staff list, including temporary staff, along with a summary of their qualifications is available to view upon request from the office

## UNIFORM

Uniforms should be purchased from the official school supplier:

School Colours Direct

<https://www.schoolcoloursdirect.co.uk/>

Full details of the School Uniform are available from the school office, on the School website and from School Colours Direct. **Unless otherwise directed by the School, pupils are expected to arrive and leave school wearing the specified items of uniform, including caps and hats.**

- A pupil's clothing should be clean, regularly checked, repaired and renewed. Shoes should be cleaned and polished daily.
- **All garments and other property must be clearly marked with the owner's name.**
- Kindergarten to Year 5 boys should wear short trousers all year. During cold weather, school tracksuit bottoms may be worn during break and at lunch time.
- Boys in Year 6 have the option of wearing long trousers all year.
- Years 1-6: On Physical Education [PE] days children must come to school dressed in school tracksuit and trainers. Children should also wear their school green shower proof overcoat. Hats and caps are not needed on P.E. days although Children should wear the school green fleece hat, scarf and gloves in colder weather.
- Children participating in the various clubs that take place after school must change, if necessary, into clothes suitable for the activity.
- Summer uniform should be worn from the start of the Summer Term.
- In the interests of safety, **no jewellery** should be worn in school, the Kara being the only exception to this rule

## HAIR

- Girls should wear their hair trimmed in a neat, sensible style. Girls with hair longer than collar-length must wear it tied back. Hair accessories should be plain bottle green.
- Boys should have their hair trimmed in a neat style above the shirt collar.
- Tram lines/shaved heads are not acceptable.
- Coloured, highlighted, gelled hair is not permitted.



## SCHOOL ORGANISATION

Age	Ruckleigh Year Groups		National Curriculum Year Groups	Key Stage (KS)
3 to 4	Nursery	Early Years	Nursery	Early Years
4 to 5	Kindergarten	Foundation Stage	Reception	Foundation Stage
5 to 6	Year 1	Lower School	Year 1	KS 1
6 to 7	Year 2		Year 2	KS 1
7 to 8	Year 3	Middle School	Year 3	KS 2
8 to 9	Year 4		Year 4	KS 2
9 to 10	Year 5	Upper School	Year 5	KS 2
10 to 11	Year 6		Year 6	KS 2

## SESSION TIMES

Early Years Foundation Stage:	8.30 a.m. for 8.55 a.m. – 3.15 p.m.
Lower School:	8.30 a.m. for 8.55 a.m. – 3.20 p.m.
Middle and Upper School:	8.45 a.m. for 8.55 a.m. – 3.40 p.m.

## PUNCTUALITY

Punctuality is an important aspect of school life. All children should arrive in school by 8.45 a.m. in order to be ready for registration at 8.55 a.m. A 'late' mark will be recorded for children arriving after the Class Teacher has closed the register.

## BEGINNING OF THE SCHOOL DAY

- Whilst members of staff are on the premises before the start of the school day, there is no official supervision until 8.10 a.m.
- Children may be dropped off at school from 8.10 a.m.
- Between 8.10 and 8.20 a.m. the children will remain in the dining room.
- At 8.20 a.m. supervising staff will advise children in Years 3 to 6 as to whether they should go on to the playground or to their classrooms.
- At 8.30 a.m. Years 1 and 2 pupils will go from the dining room to their classrooms where they will be greeted by their teachers.
- The school bell will be rung at 8.50 a.m. to prepare children for the start of the school day.
- The Touchwood Hall Close gate is locked at 8.50 am. Parents and children arriving after this time must use the main entrance to the school on Lode Lane.
- Children in Nursery and Kindergarten arriving in school after 8.50 a.m. should be escorted by a parent/guardian to their classroom.
- Pupils in Years 1 to 6 arriving in school after registration must report to the school office to be marked present; a LATE mark will be written in the class register.
- In the interest of security, when entering or leaving the school building please **do not** hold the door open.



## END OF THE SCHOOL DAY

- Touchwood Hall Close gate will be opened at 3.10 p.m.
- Please be aware that the playground may be used by classes for recreation, as an outdoor classroom or for P.E. lessons. We ask that the children in your care are supervised when crossing the playground and that activities are not disrupted.
- Pupils may only leave school in the company of a parent or guardian. School will not release a child to another parent or guardian without written instructions directly from the child's parent.
- Parents or guardians who are unable to collect children at the usual time should inform the school of the alternative arrangement **by letter**
- Parents or guardians who are delayed and are unable to collect their child/children at the usual time should contact the school office as soon as possible with, if necessary, alternative arrangements. Office staff will, if appropriate, pass on a message as children often become worried and distressed when not collected at the expected time.
- Children in Years 1 and 2 should be collected from the doors at the rear of the school building at 3.20 p.m.
- Children in Middle and Upper School may be collected from the playground between 3.40 p.m. and 3.50 p.m.
- Touchwood Hall Close gate will be closed at 3.50 pm. Children who are in school after this time should be collected from the front of the school.
- Children not participating in after school activities/clubs who are on school premises after 3.50 p.m. will be escorted from the playground back into school, by the member of staff on duty, to wait in the designated 'late room'.
- Children participating in 'after school activities' must go to designated areas as soon as they are dismissed by their Class Teacher. At the end of the activity/club children must be collected from the designated 'late room' in the main school building.
- Under no circumstances will children be allowed to wait to be collected outside the school building after 3.50 p.m. unless accompanied by a supervising teacher.
- Children in Years 3 - 6 who are not collected from the 'late room' by 4.15 p.m. or who misbehave in the late room, will be taken to Homework Club where they will be supervised by the teacher on duty. The Homework Club rate of £3.00 per session will be charged.
- A charge of £10.00 per child (payable on the night) in order to cover 'out of hours supervision', will be made for children remaining on the school premises after Homework Club (after 5.00 p.m.) unless a child is participating in an after-school activity/club.
- If an arrangement is made by parents for the child to stay with relatives or friends temporarily, the name of persons collecting the child, together with an address and a contact number should be supplied to the office, along with the dates of the parents' absence.
- In the interest of security, when entering or leaving the school building please **do not** hold the door open for others.

## AFTER SCHOOL HOURS CARE

Playpals run an 'After School Club' on the school premises for families who require extended day childcare. Children must be registered in advance. Information regarding Playpals is available from the school office.

[http://playpalschildcare.co.uk/?page\\_id=26](http://playpalschildcare.co.uk/?page_id=26)



### 'DROP OFF' AND 'PICK UP' OF PUPILS

As parking is restricted and drop off and pick up times are very busy, in order to ease the flow of traffic **please turn left out of the school driveway and out of Touchwood Hall Close.**

We request that parents of children in Years 1-6, whenever possible, use the 'Drop Off' and 'Pick Up' zone on the front driveway. It is, however, imperative in order to make the 'drop off' or 'pick up' as quick as possible, that parents **do not leave vehicles unattended on the front driveway.**

#### Drop off

Parents may '*drop off*' children at the Lode Lane entrance to the school. **Please do not block the flow of traffic on the driveway.** If you need to come into school, for whatever reason, please park elsewhere.

#### Pick up

Please inform your child if you intend to pick up from the front of the school so that he/she can be ready to leave the building as you arrive.

**Years 1 and 2** are ready to be collected from the rear of the school at 3.20 p.m. and from the front of school **no earlier** than 3.30 p.m. when they will be waiting in the designated 'late room'.

**Years 3 – 6** are ready to be picked up between 3.40 p.m. and 3.50 p.m. from the gate at Touchwood Hall Close and no earlier than 3.55 p.m. from the front of school as the children will be outside and escorted into school no sooner than 3.50p.m.

If you have children in Lower and/or Middle, and/or Upper School please do not arrive before 3.55 p.m. Younger children may wait in the 'late room' for their older brothers/sisters to join them.

Should parents/guardians require children to be collected from the front of school between 3.45p.m. and 3.50 p.m. a letter should be written and handed to the office.



The gates leading on to Touchwood Hall Close will be locked between 8.50a.m. - 3.10 p.m. The gates are locked overnight and re-open at 8.10 a.m.

## PARKING

The school strives to maintain good relations with motorists and pedestrians on Lode Lane and neighbours in Touchwood Hall Close. There is no doubt that thoughtless parking is a major obstacle to achieving this; please ensure that it is possible for traffic to move freely at all times. In order to keep the traffic 'in' and 'out' of the Close and school driveway flowing, **please turn left when leaving Touchwood Hall Close and/or the school driveway.** There are several locations near to the school that provide free parking including Morrisons, Waitrose and John Lewis. We heartily recommend parking in one of these sites and walking in.

## COMMUNICATION BETWEEN SCHOOL AND PARENTS

Please check your children's bag regularly.

The school aims to maintain a continuous relationship with parents. The main methods of communication include:

- SMS and email
- The School Website
- The Parents' Handbook
- Autumn and Spring Term Parents' Evenings
- Written reports on pupils (at the end of Autumn, Spring and Summer Terms)
- Daily availability of the Headmaster
- Availability of the staff before class begins in the morning and also after afternoon dismissal
- The Weekly Newsletter includes a calendar of school events. We ask that you make note of dates of school events so that parties etc. involving children/families from school do not clash with events organised by the school or the Parents' Association
- Information letters during term time
- Meetings between staff and parents
- Letters from the Parents' Association
- Parents of children in Year 5 are invited to meet with the Headmaster in the Spring Term to discuss suitable schools after Year 6 at Ruckleigh
- Parents of children in all Year Groups are invited to a meeting towards the end of the Summer Term to meet teachers and be informed about the class routine for the following year. This is usually a good opportunity for parents to ask questions and to meet other parents
- Curriculum information for the following term is included with the child's Report at the end of each term
- School Policies (available from the school office upon request).

All parents are required to register via the 'Parent Portal' website <https://parents.ruckleigh.co.uk/>

Both parents/guardians need to be registered and School will also need details of two contacts to act 'in loco parentis' should you be unavailable. You will need to claim your child/children and complete their details, such as medical and dietary needs.

Parents are encouraged to approach the Class Teacher on matters of their child/children's social relationships or academic query. Should parents not be satisfied with the outcome, then the matter should be discussed with the Deputy Head or Headmaster. All matters, no matter how minor, will be brought to the attention of the Headmaster by the Class Teacher.

It cannot be overemphasised that if a pupil expresses anxiety or worry to parents this should immediately be brought to the attention of the school. The school's paramount aim is to create an atmosphere where all the pupils are happy, relaxed and feel totally secure. The school will immediately respond in such situations.

## ABSENCE FROM SCHOOL

- It is a legal requirement that school keeps stringent records of attendances and absences, including late arrival at school.
- Absences are categorised as either 'authorised' or 'unauthorised'. The simple rule is that unavoidable absences such as illness are authorised, avoidable absences are 'unauthorised'.
- If your child is absent through illness, the school should be informed between 8.30 a.m. and 9.15.a.m. on the first morning of absence. A note explaining the absence should be brought to school on the child's return; this is a legal requirement.
- Regulations state that only the Headmaster can legally give permission for pupils to be absent from school for reasons other than illness. Parents should seek permission in advance for unavoidable absences. A 'Leave of Absence Request Form', is available on the Parent Portal, after signing in, click your child's name and press the New Absence Request button. Fill in all the required details and press Send Absence Request.
- Parents should be aware that school work missed during the child's absence may not be re-visited or repeated in class; there will be **no** allowance made for this in school tests.
- We ask that children are in School at the beginning and end of each term and especially at the beginning and end of the academic year.
- If a child is sick, a full day should be allowed following the last sickness day, before the child returns.

## CHILD LEAVING THE PREMISES DURING THE SCHOOL DAY

The 'Signing Out' folder is located in the school office and should be completed by parents or guardians of all children leaving the school premises, for whatever reason, once they have been registered in the normal way. Parents or guardians must enter the time the child leaves the school, the reason, and then, if appropriate, on returning, the time the child returns.



## SCHOOL MEALS

All children (Nursery if requested) have a school meal at lunchtime, which is considered to be an integral part of the school day. The school strives to balance a healthy eating policy and a menu that will appeal to children. Fresh salad, bread and fruit are always available. Meals are cooked on the premises and where possible special diets are catered for, e.g. allergies, religious reasons.

Menus are displayed in the dining room and on the school website. Our Catering Manager is available to speak to parents who have any concerns regarding their child's eating habits and may be contacted through the school office. Dietary requests should be directed to the Headmaster.

## BREAK-TIME SNACKS

As we endeavour to promote healthy eating throughout the School:

- No products containing nuts; no crisps, chocolate or sweets are allowed to form part of a child's break
- Children may bring two small, plain biscuits or fresh or dried fruit. We encourage the children to eat fruit as part of our Healthy Eating Campaign
- School will provide milk

We request that children bring a small bottle of water (**not juice or squash**) into school in order that they remain hydrated throughout the day.

## BIRTHDAY CAKES and other TREATS

Due to the significant number of pupils who have food allergies, known and sometimes yet to be discovered, we need to know the ingredients of birthday cakes and other treats brought into school. All cakes/treats should be taken to the school office so that the ingredients may be checked. To avoid any potential disappointment, please remember that we operate a **STRICTLY NUT-FREE POLICY IN SCHOOL**. (This includes certain chocolates within mixed selections such as 'Heroes', 'Celebrations', 'Quality Street' and 'Roses').

## THE SCHOOL CURRICULUM

The School offers a broad range of subjects and extra-curricular activities supporting and challenging pupils in their learning in preparation for the next stage of education at the age of eleven. The following subjects are taught to Year 1 - 6 pupils

Year Group	English	Mathematics	Science	Verbal & Non Verbal Reasoning	History	Geography	Religious Education	Art, Design & Technology	Physical Education	Speech & Drama	ICT	Music	Spanish
1	✓	✓	*		✓	✓	✓	✓	*	*	✓	*	*
2	✓	✓	*		✓	✓	✓	✓	*	*	✓	*	*
3	✓	✓	*	✓	✓	✓	✓	✓	*	*	✓	*	*
4	✓	✓	*	✓	✓	✓	✓	✓	*	*	✓	*	*
5	✓	✓	*	✓	*	✓	✓	✓	*	*	✓	*	*
6	✓	✓	*	✓	*	✓	✓	✓	*	*	✓	*	*

Key:

- ✓ Class Teacher
- \* Specialist Subject Teacher

Swimming lessons are part of the Year 3 Physical Education Curriculum and are taught offsite at an additional cost.

## EXAMINATIONS AND TESTING

It is important for pupils to be introduced to examinations at an early age. The results are of immense value to the teachers enabling them to monitor the children's progress and inform future lesson plans. The results form part of our continuous assessment of each pupil's progress which is communicated to parents both at Parents' Evenings and in the written reports.



## HOMEWORK

Homework gives children an opportunity (not always appreciated) to develop good study habits, to practise what has been learned in class and encourage independent learning. This is an area where parental support, encouragement and feedback are vital.

At the beginning of each academic year parents will be informed of the homework timetable and an approximate length of time that should be spent on assignments.

Year Group	Monday to Thursday English/Maths	Total allocated time	PLUS	Daily Reading	Spelling	Times Tables	General Knowledge
1				✓	✓		
2				✓	✓	✓	✓
3	✓	20 mins		✓	✓	✓	✓
4	✓	30 mins		✓	✓	✓	✓
5	✓	45 mins		✓	✓	✓	✓
6	✓	60 mins		✓	✓	✓	✓

Children must be encouraged to read books (a wide range of genre) and newspapers regularly, not just comics. Reading set as homework should be read aloud by the child under the supervision of a parent or guardian who should:

- Guide their child to correct their own mistakes
- Ask questions about text, characters and discuss possible outcomes and motives
- Encourage expression, fluency and good note of punctuation
- Read aloud to the child (even older children enjoy being read to!)

We believe that parental interest in homework is vital and would encourage parents to:

- Provide a quiet area for children to work
- Encourage the child to spend the appropriate amount of time (set by the Class Teacher) on the given assignment
- Praise and encourage children always to do their best. If it does not satisfy parents, then it most certainly will not satisfy the teacher!
- Help with homework by pointing your child in the right direction, but do not do the work for them
- Ask questions and talk about the work
- Write a brief note in the exercise book to indicate that extra guidance was given/needed; teachers will find this feedback very useful
- Sign the completed exercise and record the length of time taken

### **HOMEWORK CLUB; Years 3 - 6**

Monday to Thursday (3.50p.m. - 5.00p.m.) for which there is a charge of £3 per session, payable on the day or weekly/monthly in advance.



## **PARENTS' EVENINGS**

**October:** Nursery – Year 6

**March:** Nursery – Year 5

The Class Teacher has the responsibility for overseeing the academic development and pastoral care of your child. It is the Class Teacher to whom you should initially turn if you wish to seek advice regarding the curriculum, your child's work, or social relationships.

Attendance at Parents' Evenings is encouraged in order to discuss your child's progress and personal development. Please be aware that appointments for Parents' Evenings are issued, and the teacher will be committed to seeing several parents on the allocated evenings. It may be necessary for parents to arrange another day to continue conversations with the teacher if the allocated time is not long enough. Interviews between teacher and parent may overrun and we ask for your patience and understanding should this occur.

Should you at any other time wish to discuss an aspect of school life with a member of staff, please contact the school office, as it may be necessary to make an appointment.

## **SPECIAL EDUCATIONAL NEEDS**

The school provides access to a broad and balanced curriculum for the children in our care. Regular monitoring of a child's progress is carried out and reviewed by teachers, the school Special Educational Needs Coordinator (SENCO) and parents.

Children who require extension work, those who struggle with or require reinforcement of a concept, or who have been absent from school for a prolonged period because of illness are identified and it may be in their interest to be allocated an Individual Support Plan. Regular monitoring of pupils' progress is carried out and a review of progress by teachers and parents is a feature of special educational needs provision. Where necessary, it may be recommended that school/parents seek advice from external sources. The School's Special Educational Needs Policy is available from the school office upon request.

## **RELIGIOUS ETHOS AND ASSEMBLIES**

Ruckleigh School is a non-denominational school, accepting children of all faiths and none. Religious Education contributes to the Spiritual, Moral, Social and Cultural education of all pupils. We aim to develop knowledge and understanding of Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism. The children learn to reflect on their own experiences, traditions and values while being sensitive to and accepting of the views and beliefs of others.

During our Assemblies children will be asked to repeat and or respond to prayers from different faiths and will be expected to learn and say 'The Lord's Prayer' from the Christian faith. End of Academic Year and Christmas Carol Services are held in St. Alphege Church, which all children are expected to attend.

The school is fortunate to have families from many different cultures and faiths. Parents regularly volunteer to speak to the children about different aspects of their religion, culture and traditions in Assembly and/or in class lessons. If you can spare the time, we will welcome your knowledge and experience to broaden the children's understanding of the world in which they live.

## RELATIONSHIPS EDUCATION

Is taught throughout the school and details can be found in the schools Relationship's Education Policy. Whenever the Relationship's Policy is amended a consultation is opened with Parents.

## MUSIC LESSONS

We believe that every child who is interested should have the opportunity of learning to play a musical instrument. The children learn to play recorder during music lessons and we currently have peripatetic teachers coming into school to teach singing, piano, flute, violin, clarinet, saxophone, ukulele, drums and guitar. This is always very popular and is available at a reasonable cost. If your child would like to learn to play a musical instrument, or have singing lessons, please inform the office and we will endeavour to find a suitable teacher and arrange lessons either at lunchtime or after school.



## CLUBS AND ACTIVITIES

The School offers a range of activities outside the classroom to ensure that the pupils leave Ruckleigh as well-rounded individuals.

A list of clubs and activities taking place during the year is displayed in school on the Green Notice Board and announced to the children at the start of each term. Children should speak to the teacher concerned if they are interested in participating in any of the clubs on offer. The school is constantly striving to increase the range of activities on offer.

## GENERAL EQUIPMENT

Details of equipment and books required for each year will be given to the children when they meet their Class Teacher prior to the start of the new academic year.

## SCHOOL PROPERTY

Pupils are responsible for the loss or damage to any school property, books or equipment and will be charged accordingly.

## LOST PROPERTY

All items of clothing and, those pieces of equipment that can be, should be clearly marked with your child's name. Items misplaced are often claimed 'to have been taken'. Usually they appear in lost property. Children should speak to office staff regarding items that have been lost. Please ensure that all items of clothing and personal belongings are clearly labelled with the child's name and if found they will be returned to the owner.

## **TOYS/MOBILE PHONES/ SMART WATCHES/TABLETS**

Unless specifically requested by teachers, for Topic Work or 'Show and Tell' sessions, children should not bring toys to school. We accept no responsibility for toys brought into school which become broken or are lost. Mobile phones, smart watches, tablets, iPads and MP3 Players as well as electronic games are not permitted. Please note that mobile phones should not be used on school grounds.

## **SAFEGUARDING CHILDREN**

The School's prime concern is the well-being and safety of the children. It is the duty of the School to report children thought to be at risk from abuse or neglect. School will discuss any concerns with the family and, where possible, seek their agreement to making a referral to Social Services. Parental agreement will be sought only where such discussion will not place a child at increased risk of danger or significant harm.

The School also has a legal duty to report any case of radicalisation, as part of the 'PREVENT' Strategy.

The School's 'Safeguarding Policy' is available from the school office upon request and can be viewed on the school website.

## **DISCIPLINE**

The School 'Behaviour, Rewards & Sanctions Policy' is available on the school website and from the school office upon request.

We believe in discipline, regarding it as essential for the smooth running of the school and a crucial part in a child's education. We also believe in a relaxed atmosphere allowing the pupils to enjoy being at school. In the classroom a formal atmosphere is the norm. Outside the classroom pupils are expected to behave in a responsible manner. It is expected that pupils treat each other with respect and consideration; that they respect school property and that of others.

Parental support is crucial in fulfilling our aim of a happy, caring, well-disciplined school. If problems do arise, we involve parents at an early stage and invariably they are quickly resolved. It might be added that just as a problem at school can impact at home then an upset at home can affect a child's behaviour and work at school. It is in the child's interest if the Headmaster is informed confidentially about any upset at home.

In addition, the School is signed up to 'Operation Encompass<sup>1</sup>', a police service that informs schools of reported incidence of violence in the home.

## **BULLYING**

We are fortunate at Ruckleigh that there are very few instances of bullying. We are most concerned that no child should be unhappy at school because of any form of bullying –physical, verbal and emotional. The Schools' 'Anti-Bullying Policy' can be requested from the office or viewed online at

<https://www.ruckleigh.co.uk/files/policydocuments/AntiBullyingPolicy.pdf>. By the very nature of the problem, the staff are often unaware of any bullying. It is extremely important that staff be made aware of any incident no matter how trivial. Pupils and parents can be assured that school will act immediately and will do so thoroughly and sensitively. The School tracks all incidents of bullying, looking not just at those involved but the times and locations at which it may occur. This allows the School to enhance its response and improve rates of prevention.

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<sup>1</sup> <https://www.operationencompass.org/>





## REWARDS AND SANCTIONS

Lower School operates a reward system which includes praise from the teacher, praise from the Headmaster, names being written in a 'Gold Book' and Stars, Stickers and Certificates awarded for effort and behaviour.

All pupils in Middle and Upper School are placed in one of two houses: Ash (yellow) and Oak (green).

Inter-House events are organised, and points are awarded to the House according to the results. Pupils can gain House Points through good effort and behaviour and lose points through poor effort and behaviour. In addition, 'stars' are awarded for academic, creative or sporting achievement.

Each class has a 'zone board' which celebrates individual acts aligned to the school's core values [Respect, Empathy, Courage & Commitment] and class-wide efforts. A 'Star Pupil' is selected each week and praised in Assembly. Special mentions for good behaviour, effort and courtesy are recorded as are persistent poor behaviour and lack of effort or co-operation. A detailed list of Rewards and Sanctions is included in the school 'Behaviour, Rewards & Sanctions Policy'



## MEDICINES

We have a fully comprehensive First Aid Policy which is available from the office upon request.

There is no legal requirement for staff to administer medicines to pupils. Prescribed medicines should be brought in a cool bag and should not need to be taken more than four times a day.

No medicine should be sent to school with children. If it is necessary for a child to take a dose of medicine during school hours, we ask that you come to the school office at lunchtime and administer the medicine personally. If this is not possible, please speak to staff in the school office.

Self administration of medicine by children such as Calpol or Nurofen is strictly prohibited.

Medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils, or glucose tablets for diabetics or EpiPens must be brought to school by parents and will be kept safely in the classroom in a location known to the children and teachers, for immediate use. It is the responsibility of parents to ensure that all medicine kept in school, is in date.

These steps are taken to alleviate any possibility of medical incidents.

**N.B. Please ensure that all up to date medical information is entered on the Parent Portal**

## ILLNESS IN SCHOOL

Please inform the school office immediately of any change of telephone number or contact details for use in case of an emergency.

- In cases of illness, parents or guardians are contacted. Therefore, it is so important to inform the school of any change of telephone number or contact details.
- Minor cuts and grazes will be dealt with at school.
- Adhesive dressings will be used when required unless parents state in writing that they do not wish this.
- School will inform parents: i) by telephone/ email/ SMS (leaving a message if contact cannot be made) of any injury to the head, ii) by a note home with the child, giving information and advice to follow as appropriate.
- Should professional medical assistance be immediately required, school will endeavour to contact parents/guardians and proceed accordingly.
- Children should not attend school the following day if they have had diarrhoea or have been sick at home or at school. Please allow a period of 24 hours, where the child is clear of symptoms, to elapse to alleviate risk of infection to other children. For the avoidance of doubt if a child is ill in school they should NOT attend the following school day.
- If your child is absent through illness, please telephone the school office on the first morning of absence. A note explaining the absence should be brought to school on the child's return.

## HEAD LICE

Head lice can be a recurring problem. Please check your child's scalp regularly. It would be appreciated if any occurrence of head lice is made known to the Class Teacher or the School Office. Medication is available from chemists. Children's hair should be clear of lice before they return to school.

## MEDICAL REGULATIONS – PERIOD OF EXCLUSION

Chickenpox	excluded until all spots are dry
Diarrhoea/vomiting	excluded until clear of symptoms for at least 24 hrs.
Measles	excluded for 5 days after onset of rash
Mumps	excluded for 5 days after onset of swelling
Rubella	excluded for 5 days from onset of rash

## OTHER SERIOUS INFECTIOUS ILLNESSES

- Child will be excluded until pronounced clear by a Doctor to be free of infection
- The school should be informed immediately if an infectious illness occurs at home

## FEES

Fees are payable termly on or before the first day of each term. Alternatively, they may be paid:

- Monthly through 'School Fees Plan' <https://www.myschoolfeeplan.com/Ruckleigh-B91>
- Annually, on or before the first day of the academic year

Queries regarding fees should be directed to the Bursar.

## WITHDRAWING A CHILD FROM SCHOOL

According to the terms and conditions of the School, it is a requirement to give a full term's notice if you are withdrawing a child or if a child is registered but the place is no longer required. Such notice should be in writing to the Headmaster and must be received no later than the first week of the term preceding the term to which the notice relates. Failure to comply with this requirement will result in a full term's fees being charged in lieu of notice. Please note that Ruckleigh School does not write references for next schools until pupils are in Year 6 excepting where a family is relocating to another region.

## RUCKLEIGH SCHOOL PARENTS' ASSOCIATION

The Parents' Association was started over 60 years ago to provide support for the school, organise events and enable parents to meet each other informally; to bring everyone together and to have some fun. These aims are ongoing and currently the Association organises both fundraising and social events for the benefit of pupils and parents



Events organised have included a Christmas Fayre and children's party, Summer Fayre and Barbecue, discos for the children, Quiz Evenings and Autumn/Summer Ball. The main fundraising events are the Christmas and Summer Fayres and the Association aims to raise funds which are used to support the School in a variety of ways such as the purchase of sports and classroom equipment, outdoor benches, books for the library, break-time toys and I.C.T. equipment. Occasionally the P.A. helps School with a major project; campaigns have included: resurfacing the tennis courts with an all weather surface, equipping classrooms with interactive whiteboards and the purchase of the School minibus.

The P.A. is run by a committee which meets two or three times each term and is made up of parents of children from Nursery through to Year 6. School takes a very keen interest in the Association and the staff provide help and support for the events organised.

The committee itself is very sociable and offers an ideal opportunity to parents from all parts of the school to meet each other. The work is very rewarding and the help the P.A. provides enhances the happy and well-motivated environment of the school.

Parents with ideas/suggestions or who are interested in joining the committee and/or helping in any way, please contact committee members or the school office.



## **LIST OF RECEIVING SCHOOLS AT 11+**

### **INDEPENDENT (FEE PAYING and SELECTIVE)**

#### **CO EDUCATIONAL**

Bablake School  
Bilton Grange  
Bromsgrove School  
Highclare School, Erdington  
King Henry VIII School  
The Perse School, Cambridge  
Princethorpe College  
Priory School, Edgbaston  
Sibford School  
Solihull School  
St George's School

#### **GIRLS' SCHOOLS**

Edgbaston High School for Girls, Birmingham  
King Edward VI High School for Girls, Birmingham  
King's High School for Girls, Warwick  
Kingsley School, Leamington Spa  
St Paul's Girls School, London  
Oxford High  
North London Collegiate School  
Guildford High

#### **BOYS' SCHOOLS**

Dulwich College  
King's College, Wimbledon  
King Edward's School, Birmingham  
St Paul's School, London  
Westminster Under School  
Warwick School, Warwick

### **GRAMMAR SCHOOLS (NON-FEE PAYING and SELECTIVE)**

Alcester Grammar School (Boys & Girls)  
Bishop Vesey's Grammar School for Boys  
Handsworth Grammar School for Boys  
King Edward VI Aston School (Boys)  
King Edward VI Camp Hill School for Boys  
King Edward VI Camp Hill School for Girls  
King Edward VI Five Ways (Boys & Girls)  
King Edward VI Handsworth School for Girls  
King Edward VI Stratford (Boys)  
Queen Mary's Grammar School, Walsall (Boys)  
Queen Mary's High School, Walsall (Girls)  
Stratford Girls' Grammar School  
Sutton Coldfield Grammar School for Girls  
Wolverhampton Girls' High School