



Information for Parents of Children Starting School in September 2021



Welcome to Rickle Park Primary School. We have put together some information for you to help you and your child settle in.

Contact Details

01908 372979

office@rickleypark.co.uk

www.rickleypark.milton-keynes.sch.uk

The School Day

Welcome to Rickley Park Primary School. We hope you find this information useful as your child enters our Reception classes. Many of you will already be familiar with the school, and we hope new families will quickly feel part of the school community.

Doors open 8.45 am

Morning session starts 8.55 am

Morning session ends 11:45am

LUNCH

Afternoon session starts 12:45pm

Afternoon session ends 3:00pm

A Typical Day

Children are welcomed into the classroom to hang their coat on their named peg, put their lunch-box on the trolley, water bottle into the box provided and find their name card.

Carpet-time at the start of the day provides an opportunity for them to follow daily routines, register and begin another exciting day with their class. As the year progresses more focussed activities are introduced for the start of the day, such as writing.

Every day there are four short whole class sessions covering different areas of the curriculum, such as Mathematics, Literacy (including Phonics) and Knowledge and Understanding of the World. The teacher talks through the various planned and free choice activities that are available throughout the rest of the day for the children to choose both inside and out.

During the day staff observe the children, and work with them, to help and extend their experiences and assess how to move them forward in their learning. The children may be asked to work in a small group or individually with staff during this time.

As the children progress through the school year, more frequent structured activities are introduced in preparation for Year One.

Your child will be working in attractive and colourful indoor and outdoor areas. Within this happy and secure environment they will have opportunities to make many new friends. They will also learn to work alongside, and with, a variety of adults and children, learning to take turns and share fairly and take account of the views and feelings that other people have which may be different to their own.

Snack Time

During the morning the children have access to a fruit snack. All the children are entitled to fruit each day which is provided by the Government. They are encouraged to try what is on offer and have a drink.

Children are entitled to free milk until the term in which they reach five as long as you have completed and returned the "Coolmilk" leaflet in your pack. Those children who have their fifth birthday from September to December will have to pay during the first term, once they have had their birthday. Cool Milk will contact you when you have to begin to pay for the milk. You can then make a choice as to whether you wish your child to continue to have milk. If you do not wish your child to have milk they will be offered water.

All children must bring in their own water bottle each day which they can access at all times in the classroom.

Please ensure that the bottle is named and contains only water - no squash or juice.

School Lunches

Our school uses a meal provider – AIP – to provide high quality, healthy school lunches. All children in Key Stage 1 (Reception to Year 2) are entitled to free school meals. If you would like your child to receive a meal please register on the online system with your choices (more information regarding meal ordering and lunches will follow).

For the first week of school you will have to provide a packed lunch for your child.

If you prefer to provide your child with a packed lunch, please ensure that it contains healthy choices. Healthy choices will nourish your child, improve their concentration and their ability to learn. We recommend the following items:

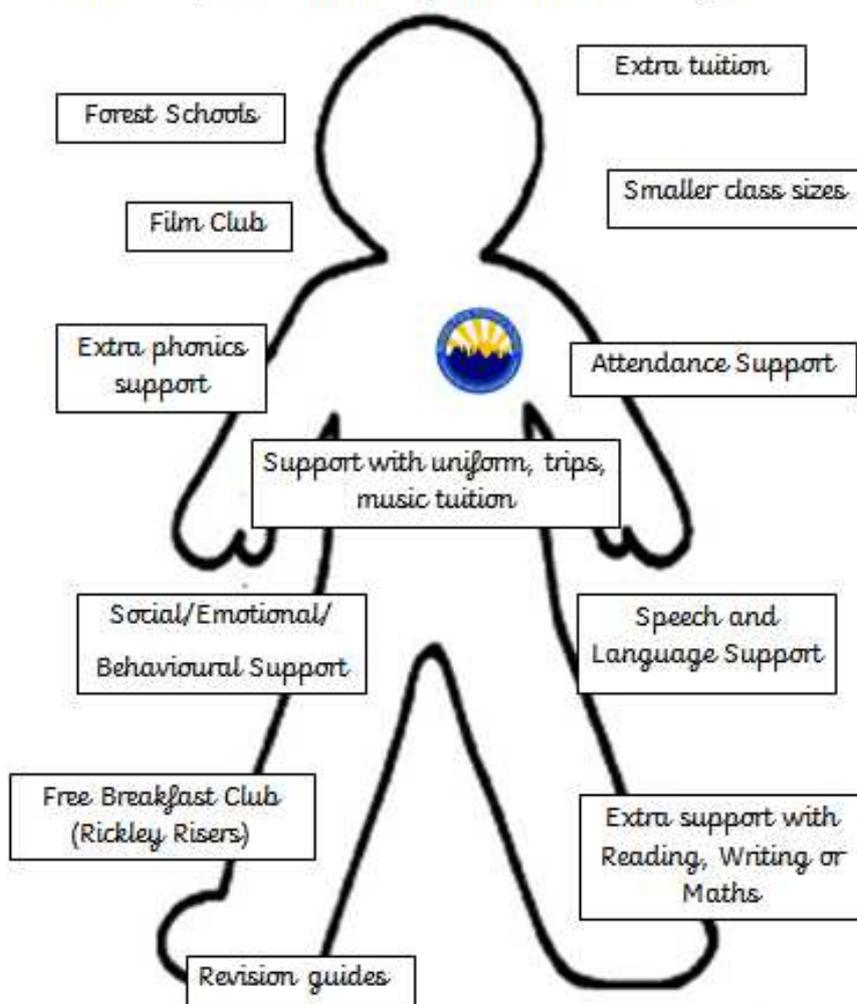
- A good portion of starchy food, for example whole meal roll or bread, wraps, pitta pocket, pasta or rice salad.
- Plenty of fruit and vegetables, for example an apple, satsuma, handful of cherry tomatoes or carrot sticks or a small box of raisins.
- A portion of dairy food, for example individual cheese portion or pot of yoghurt.
- A drink of water.

We are a nut free school due to children in school with severe allergies. Do not include any item which contains nuts (this include Nutella chocolate spread in sandwiches). Sweets, fizzy drinks or bars of chocolate are not a healthy choice for lunch boxes and will be sent home.



Are you eligible for Free School Meals and Pupil Premium funding?

With Pupil Premium your child MAY get...



We are able to make the application on your behalf we just require you to complete the application form which can be found with your registration paperwork. Once the application has been made it can take up to two weeks to get a response but we will notify you once we know if you are eligible. Once an application has been made the system will automatically check eligibility every two week so you only need apply once during your child's school life, if your situation changes the system will automatically pick this up and change your eligibility.

If you have any questions regarding this please speak to Mrs Baker in the School Office.

Uniform

School Uniform

School uniform can be ordered via Nationwide School Uniforms by either phone or online (information leaflets included). School items that do not have the school logo on are perfectly acceptable as long as they are in the Rickley Park Primary School colours – white polo shirt, navy blue jumper.

Please ensure your child's clothing and belongings are clearly labelled with your child's name so that any lost property can be easily returned. School shoes must be worn at all times. Trainers are not acceptable.

The day to day uniform is as follows:-

GIRLS:

- Grey or black skirt or trousers. Blue summer dress for summer term
- White shirt or polo shirt.
- Navy blue sweatshirt/Cardigan
- Black shoes (Velcro without laces).

BOYS:

- Grey or black trousers.
- White shirt or polo shirt.
- Navy blue sweatshirt.
- Black shoes (Velcro without laces).

PE KIT:

- White or navy blue plain / Rickley Park T Shirt
- Dark coloured jumper / fleece
- Dark coloured jogging bottoms
- Trainers or Plimsolls
- Dark coloured shorts

Rickley Park Primary School logo uniform can be ordered directly from
<https://kedaphschoolwear.co.uk/> or <https://price-buckland.co.uk/>



All children require a book bag, no backpacks or bags as we do not have space for these in school.

Progress and Development

The children are grow in independence celebrate their as well as those

This is achieved though the many appropriate and varied learning experiences that are provided for them. Please support the development of your child's independence at home too, encouraging them to dress independently and be responsible for putting away toys and books.



encouraged to confidence and and to enjoy and own successes of other children.

Reception is the final year of the Early Years Foundation Stage. We put great emphasis on the fact that young children learn best through well-planned, purposeful play, when they feel comfortable and secure. We want children to grow as individuals, learn new skills and develop their confidence whilst having fun at school.



Each half term our learning is based on a different topic. We will inform you about the topics and the experiences that we will offer to the children, through the year group newsletter each term.

Staff monitor and observe children's progress continuously. They look closely at the development of language and number skills as well as personal and social skills, physical and creative development and their awareness of the world around them.



We would like to encourage you to share any observations you have made about your child, as these can form an important part of their Learning Journey.

You will have opportunities to discuss your child's progress and look at their work during Parents' Evenings which are held during the Autumn and Spring terms. You will also be able to access their Learning Journey online at home, which records photos and observations of their daily activities and progress. You will receive a copy of your child's Report towards the end of the Summer term. You will then be given an opportunity to discuss this report with your child's teacher, if you wish to do so, before the end of the term.

Early Years Foundation Stage Curriculum

Staff will be happy to discuss the Early Years Foundation Stage Curriculum with you further, and you can also find out more information at www.education.gov.uk

We monitor and observe children's progress, looking closely at the development of language and number skills, as well as personal and social skills, physical and creative development and the children's awareness of the world around them. You are encouraged to share any observations you have made at home, as these will form an important part of your child's Learning Journey, which parents can access via EExAT.

Indoors and Outdoors

There are opportunities to experience the full range of learning activities that encompass the different areas of the foundation curriculum, using both the indoor and outdoor teaching areas. Children are given the choice to take their learning outside for most of the day so please make sure that they have appropriate clothing with them.

The children will experience different areas of the school throughout the week. The main hall is used for lunch, PE and assemblies. In the school library children choose a book to bring home each week. Each class will also have regular visits to the Music / Immersion Room and cookery.



Learning To Read

We believe that it is important for reading to be a positive experience, which is enjoyable and fun.

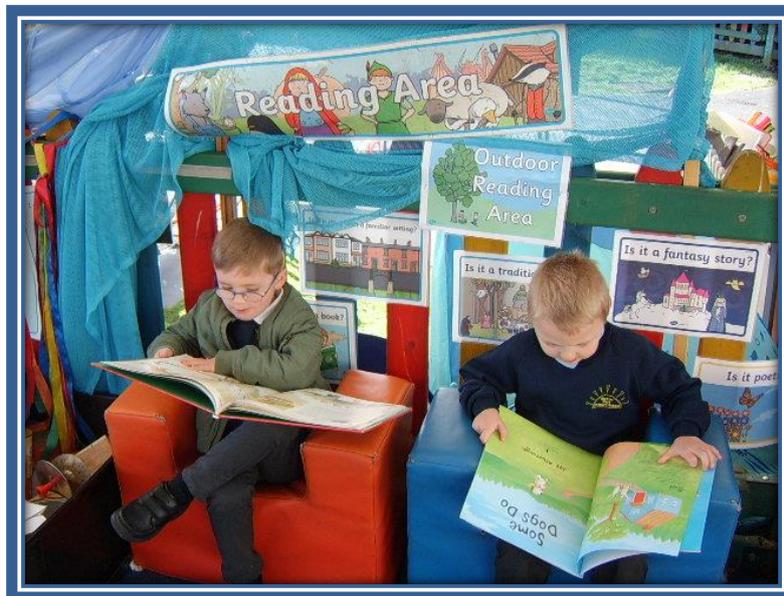
During their first term at school your child will learn the letter sounds using a multi-sensory approach to the teaching of phonics. This enables children to use their phonic skills to read and write words. The main sounds (phonemes) of English are taught, letter names will be introduced later in the year. Children also learn sounds called digraphs which are written with two letters such as *ee* and *or*. trigraphs such as *air*, *ear*, *ure*.

Each child has their own Sound Book. They will bring their sound book home each day, and we would be grateful if you would make sure that it comes back to school with them, **every day**.

We have found that the children who learn the sounds, and enjoy the most success from this method of learning to read and write, are the ones who are supported at home. They love to share their new sounds. The practice only needs to take a few minutes each day.

Children need to be able to hear the differences between sounds to enable them to distinguish them as they read. Nursery rhymes, songs and rhyming stories are a good way to help children to develop this skill in a fun and playful way. Get your child used to listening and sharing stories for a short time every day.

When your child is ready they may be given a wordless book to retell the story in their own words; this will help them develop an understanding of the way books are structured and the language of stories. Once confident with phonics and beginning to blend some sounds together, the child will progress to a book with simple text. Please continue to read and share books with your child, at every opportunity. It is so important that they develop a love of books and stories.



At school children will read regularly with the teacher or another adult, sometimes on a one to one basis or in a small group. Other opportunities for developing reading skills continually arise in the classroom and may include:

- Sharing books with a friend
- Reading aloud
- Listening to adults read
- Reading classroom signs, labels, work-cards, computer instructions and display notices, etc.
- Reading their own work and that of others
- Class and group shared reading times

As your child reads to us we encourage them in their efforts, and teach them to use the phonic skills they have already learnt through the Phonics programme. We also encourage them to point to each of the words as they read them.

They will have the opportunity to choose a book from the School Library each week, and bring it home for you to share with them. Please try to make sure that it is returned on time so that they can choose a new one.

It is the quality of the reading experience that will encourage children to become confident and fluent readers.



Helping At Home

Please take every opportunity to share and enjoy stories and other reading materials at home. It need take only a few minutes a day, and should be seen as enjoyable by you both, not as a chore.

When sharing a book try:

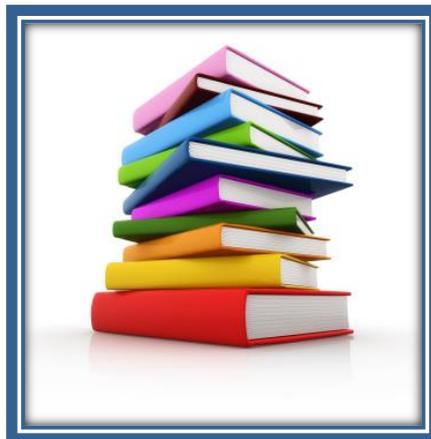
- Talking about the pictures and the title, encourage your child to hold the book carefully and the right way round
- Letting your child find the beginning of the story and turn the pages, pointing out where the text starts and is read from left to right on the page
- Encouraging your child to talk about the story-line and to try to predict what might happen next
- Letting your child tell the story afterwards. This may mean retelling from memory or making up the story from the pictures

If your child wants to read to you try to:

- Always be ready to step in and help with the words if they are having difficulty
- Only correct reading when the meaning of the text is likely to be lost
- Allow your child to set the pace and not struggle with a book that he/she is obviously not enjoying

Remember, children will make progress in their reading if their experiences are enjoyable and if they receive lots of praise and encouragement. We all do well and respond when our efforts are appreciated!

Learning to read is a partnership between home and school. We know from experience and research that children who read regularly at home do better than children who do not.





TERM DATES FOR 2021 – 2022

TERM	TERM STARTS	TERM FINISHES
AUTUMN TERM 2021	Monday 6th September 2021	Friday 22 nd October 2021
	Monday 1 st November 2021	Friday 17 th December 2021
SPRING TERM 2022	Wednesday 5 th January 2022	Friday 18 th February 2022
	Tuesday 1 st March 2022	Friday 8 th April 2022
SUMMER TERM 2022	Monday 25 th April 2022	Friday 27 th May 2022
	Monday 6 th June 2022	Thursday 21 st July 2022

BANK HOLIDAYS/ INSET DAYS (NO CHILDREN IN SCHOOL)

TYPE OF DAY	
INSET DAYS	Thursday 2 nd September 2021 Friday 3 rd September 2021 Tuesday 4 th January 2022 Monday 28 th February 2022 Friday 22 nd July 2022 (IFTL cross-trust inset)
BANK HOLIDAYS	27 th and 28 th December 2021 3 rd January 2022 15 th and 18 th April 2022 2 nd and 30 th May 2022 30 th August 2022
Holidays (staff)	Autumn half term break 2021 Monday 25 th October 2021 - Friday 29 th October 2021 Christmas break 2021 Monday 20 th December 2021 – Tuesday 4 th January 2022 Spring half term break 2022 Monday 21 st February 2022 - Friday 25 th February 2022 Easter break 2022 Monday 11 th April 2022 - Friday 22 nd April 2022 Summer half term break 2022 Monday 30 th May 2022 - Friday 3 rd June 2022 Summer break commences Monday 25 th July 2022

Things To Remember

Attendance & Absence

The school has two entrance points - the gate from the carpark and the gate from Rickley Park field. These will open at **8:45am** and be locked at **8:55am** to ensure the safety of our children during the school day. If you arrive after 8:55am, you will need to enter school through the office entrance and sign in your child.

Let the school office know, at your earliest opportunity, if your child is unwell and you feel they are unable to attend school. Do not bring your child to school until **48 hours** after the last episode of vomiting or diarrhoea. This is necessary to protect the whole school against easily transferred illness.

Where possible, please arrange any medical or dental appointments for your children at the end of the school day or during the school holidays so they do not miss any part of their learning.

The two entrance points will open at 2:55pm each day. School finishes at **3pm** for foundation stage children and they are collected from the picket fence gates outside their classroom. Please collect your child on time at the end of the school day. Let the school office know at the earliest opportunity if you think you may be late or need your child to be collected by another trusted adult. We will not authorise the release of your child to another adult if they are not on the named contact list held by the office or we have not been informed by yourself. If you are more than **10 minutes** late to pick up your child, they will be sent to our wraparound care provision and you will incur a charge.

Wraparound Care

The school has a breakfast club and an after-school provision – Kaleidoscope Club – that parents are able to book. There is a charge for this provision as follows:

What provision?	When will the sessions be?	Cost per session	Who for?	Details
Breakfast Club	7:45am – 8:45am	£3.50	Reception to year 6	The children will be offered breakfast and have access to high-quality play provision.
Kaleidoscope Club	3:00pm – 6:00pm	£11.00	Reception to year 6	The children will be offered a snack and have access to high-quality play provision.
Kaleidoscope Mini Session	3:00 – 4:15pm	£5.00	Reception to year 6	The children will have access to high-quality provision.

Please note that this provision is available term time only and excludes school holidays and INSET days. The school has a maximum capacity so once the provision is full, your child can be added to the waiting list or we can provide contacts of other local providers of wraparound provision.

For more information and to book a space, please speak to the school office.

Extra-Curricular Clubs

The school organises extra-curricular clubs every term. Information regarding these will be sent out by the school office closer to the time.

Individual Health Needs

Let the school office and your child's teacher know if your child has any particular health needs. If necessary, we can arrange for you to discuss these with our Family Liaison Lead – Mrs Katie Parry – so that your child's individual needs can be met in school as required.

Antibiotics & Long-Term Medication

If your child requires antibiotics, please speak with the school office to complete a Request to Administer form. These need to be handed in and collected from the school office each day. Your child's medication will be safely stored in a fridge and a log sheet will be attached to the medicine recording the time and person who has administered the medication.

If your child requires long term medication, the above procedure needs to be followed. If your child requires an inhaler, please ensure one is left in school for the academic year. We will let you know if the inhaler supply is low or close to its expiry date.

Accidents, Illness and First Aid

We have a large number of First Aid trained staff who can attend to your child if they are injured or become unwell during the school day. Accident/illness injury forms will be sent home for events such as a nose bleed or a head bump. If your child sustains a more significant injury or becomes ill during the school day, we will contact you by phone. Please ensure that we have your up to date contact details at all times.

Liquid infant and 6+ paracetamol, children's ibuprofen and allergy relief liquid are available in school and we are able to give these to your child once we have obtained your consent. This is another reason we require up to date contact details.

Lost Property

In Reception we have a lost property trolley and there is also lost property is stored in the clothing containers outside the school office.

Bringing Items into School

Children may sometimes be invited to bring into school various items as part of class topics. These will be looked after and returned home as soon as possible. Other precious toys and possessions should stay safely at home.

We always welcome your help, support and ideas in school. We look forward to our future partnership to provide the very best learning opportunities for your child. And remember to keep an eye on our website for lots of helpful information.

Concerns

If you have any concerns about your child's wellbeing – at home or at school – please speak to a member of staff so that together we can find a way to resolve them.

Keeping in touch with parents

We use several different methods to keep parents up to date with what is happening at Rickley Park Primary School. Our website has lots of helpful information and is updated regularly.

Our **main method of direct communication** is Parentmail PMX.

For parents, the latest version of ParentMail means you can easily pick up school messages on your smartphone by downloading the free ParentMail App on Android or iOS.

- Access ParentMail even when there's no network connection.
- No need to search through your busy personal inbox for school messages.
- Instant access – no need to login to complete forms or read messages.
- Make and manage your Parent Consultation Meeting booking instantly.
- In app 'notifications' help make sure things don't get missed or forgotten.
- Helps preserve your data allowance.

Your details will be added to our Parentmail system automatically within 48 hours of your child joining us at Rickley Park Primary School.

To use the latest version of ParentMail all you need to do is **verify your account**. You will be sent either an email or text message from ParentMail, when you receive this please just follow the instructions below. It's **very important** parents verify their account as this is our main method of communication, and **you will need to have verified your account to be able to book Parent Consultation Meetings**.

If you have both a mobile number and an email address registered, you will receive a registration invitation by text **and** email. You can decide which way you register – but you will only need to register once.

Mobile registration:

Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Email registration:

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have any issues or queries with the process please contact the school office.

What is the role of a Governor?

Governors are responsible for setting the school targets and areas of focus in the school improvement plan to include the school vision. This is to ensure children receive a first class education in a suitable learning environment.

Our core responsibilities:

- Setting the strategic direction of the school.
- Approving the school budget and ensuring value for money.
- Reviewing progress against school budget and objectives by visits and reporting back to the full governing board.
- Appointment of, support and holding to account of the headteacher.

Each governor has a link with the school and will visit at least each term to monitor progress and report back to other governors at the committee meetings.

Governors have a strong link with Friends of Rickley Park (FORP) and have formed a mutually beneficial relationship.

The full governing board meets once every term; and all our governors sit on two of our three committees:

- Personnel, Parents and Pupils
- Standards & School Improvement
- Finance & Premises.

Each governor signs the Rickley Park governors 'Code of Conduct' as this details their responsibilities and confidentiality which must be adhered to. They also attend regular training and are subject to external reviews to ensure that they are fulfilling the role.

If you would like to contact the school governors – please use the following email address:
rickleyparkgovernors@gmail.com

Please refer to the Governors section of the school website for further information about our governors.



Friends Of Rickley Park

Email: Friendsofrickleypark@gmail.com

<https://twitter.com/FriendsRickley>

Facebook Group: Friends of Rickley Park (FORP)

Dear Parents/Guardians

We would like to take this opportunity to introduce ourselves and give you a little information about Friends of Rickley Park (FORP). The group was established in June 2015 and was primarily set up to enrich children's educational experiences at Rickley Park Primary School by raising money through various events to fund different projects and educational school trips. This is Friends of Rickley Park's way of giving something back to both the children and staff for the efforts they make throughout the year. The Committee shares a passion of wanting to make FORP a success and we dedicate our free time and any useful resources to deliver this aim.

The Committee consists of parents with children in a mixture of different year groups. Any parents with children that attend the school, from Nursery through to Year 6, are very welcome to join and are invited to do so.

Friends of Rickley Park (FORP) are established with our own logo and we are registered with PTA UK as a Parent Association. There are various ways of contacting us; we have our own email address, our own Twitter account that you can follow us on, and please feel free to add us on our Facebook group where we can keep you updated with any relevant information and upcoming events/activities.

Please do not hesitate to contact us through any of these means whenever you wish, or by approaching any of our committee members personally with any thoughts or ideas you may have. Our members are listed on the FORP notice board located outside main reception.

We look forward to working alongside you, and hope you can support us in making Friends of Rickley Park a success for all the children of Rickley Park Primary school.

Yours Faithfully



Committee Member

Head Lice and Nits

Head lice and nits are very common in young children. They don't have anything to do with dirty hair and are usually picked up from head-to-head contact.

Head lice can make your head feel:

- itchy
- like something is moving in your hair

Head lice are spread by direct head to head contact. They climb from one head to another. They can't fly, jump or swim and are unlikely to be spread by objects such as hats, combs or pillows.

The only way to be sure someone has head lice is by finding live lice or eggs. You can do this by combing their hair with a special fine-toothed comb (detection comb). You can buy these online or at pharmacies.

Treat head lice as soon as you spot them, and you should check everyone in the house and treat them on the same day if they have head lice.

There is no need to keep your child off school if they have head lice.

Speak to your pharmacist about the treatments available.

It's very difficult to prevent head lice.

You may want to consider regular detection combing – for example, on a weekly basis – if you're concerned about your children or yourself.

Lotions and sprays don't prevent head lice and should only be used if a live louse has been found in your or your child's hair.

Staying off work or school and washing clothing and bedding on a hot wash is unnecessary, as it's unlikely to help prevent the spread of head lice.

Please refer to the NHS choices website for more detailed information.

<http://www.nhs.uk/conditions/Head-lice/Pages/Introduction.aspx>

This information has been taken from the NHS choices website

Keeping Children Safe

At Rickley Park Primary School, we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn. We all have the responsibility to make this happen.

Our Learning Mentor – Mrs. Nicholls is available to discuss any queries parents may have and works closely with families to encourage positive resolutions.

If parents wish to report a safeguarding issue confidentially or have any concerns - please refer to the Safeguarding Team On Site board in the window of the School Office.

Supporting your Child On-line

Stay Safe On-line

The internet is a positive and important force in modern life. It helps young people study, learn, find work, and meet new friends and more. There are risks.

These are the main types:

Content risks include content that is not age appropriate, that might disturb or upset, that is biased or untrue.

Commercial risks include advertising, in-game spending, gathering personal data, spam and scam emails and more.

Conduct risks include cyberbullying, risky or illegal behaviour, and posting inappropriate content online.

Contact describes someone targeting another person online in order to commit a crime or abuse that person.

Parents tell us that starting the conversation can be the hardest thing...

Content

What websites do you like to visit? Do you know what to do if you see bad content on them?

Commercial

Do you keep your personal information safe?
What is personal information? Can you tell me?

Conduct

Do you know what sorts of things are illegal if you do them online? Have you done the quiz at accidentaloutlaw.knowthenet.org.uk?

Contact

How do you know your friends online are real friends? If you wanted to meet up with someone what would you need to do first?

How to help your child stay safe on-line

Talk about the internet with your child. Say what your concerns are, and listen to their worries. Take them seriously.

Use filtering software, but don't rely on it.

Turn on filters and blocks but also explain why they are there and why they matter.

Make rules together and agree to them.

Everyone in the family has a part to play in keeping the household safe online.

Make sure your child knows what to do. For example: turn off the screen, tell an adult they trust and use online reporting facilities.

Make sure you know what to do. Online risks can happen at any age! Make sure YOU know what to do if things go wrong online.

Meeting an on-line friend

Like people from previous generations wanted to meet penpals, children may want to meet up with an online friend, especially as they get older and start to change their social groups.

Meeting someone you have only been in touch with online can be dangerous. But risk is greatly reduced if a parent or carer is informed, aware and present.

Encourage your child to be careful with new friends and tell you about their plans.

Make sure they know to tell you if someone acts inappropriately towards them online – it may be sexual chat or being asked to do something that makes them feel uncomfortable or someone being insistent on meeting up.

This can also be reported using the CEOP report abuse button.

Instant Expert

UK Safer Internet Centre has information, advice and resources on all online topics:

www.saferinternet.org.uk

Parentport helps you report unsuitable online content, including advertising and games.

www.parentport.org.uk

Know the Net for advice, quizzes, tests, online etiquette, password advice, and more

www.knowthenet.org.uk

CEOP is where adults or children can report actual or attempted abuse online:

www.ceop.police.uk