

# RYECROFT C.E. MIDDLE SCHOOL

Part of the Uttoxeter Learning Trust

*Loving and Learning Together*

## INFORMATION BOOKLET



# WELCOME TO RYECROFT C.E. MIDDLE SCHOOL

## The Vision of the Staff, Pupils and Governors

### *Loving and Learning Together*

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

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

### **A message from the Headteacher**

On behalf of the staff, governors, pupils, and parents, I am delighted to welcome you and your family to Ryecroft School. We are thrilled that you have chosen us for the next stage of your child's educational journey, and we are confident that the coming years will be filled with exciting opportunities for growth, learning, and enjoyment. We aim for every child to leave Ryecroft with lasting memories of their time here, full of positive experiences.

At Ryecroft, we are proud to have a team of passionate and dedicated staff who strive to maintain the highest standards of both education and behaviour. Our school fosters a close-knit, "family-like" atmosphere that provides children with a safe, nurturing environment in which to thrive.

As you embark on this educational journey, we believe it is important that you, as parents, have a clear understanding of life at Ryecroft. We hope this booklet will serve as a helpful resource, providing you with the essential information you need as your child settles in.

We look forward to working together to support your child's development and well-being throughout their time at Ryecroft.

Warm regards,

***Mrs A Grattage***

***Headteacher***

## LEADERSHIP

<b>Miss K Rochester</b> ceo@uttlit.com	<b>CEO Uttoxeter Learning Trust</b>
<b>Mrs A Grattage</b> headteacher@ryecroft.staffs.sch.uk	<b>Headteacher</b> Deputy Safeguarding Lead
<b>Mr M Hall</b> mrhall@ryecroft.staffs.sch.uk	<b>Deputy Headteacher</b> Designated Safeguarding Lead Lead for Science
<b>Mrs T Evans</b> office@ryecroft.staffs.sch.uk	<b>Business Manager</b> Educational Visits Coordinator Health & Safety Adult Mental Health First Aider
<b>Mr A Hughes</b> ahughes@ryecroft.staffs.sch.uk	<b>Head of Mathematics</b> Lead for Careers Pastoral Lead
<b>Miss F Simon</b> simonf@ryecroft.staffs.sch.uk	<b>Head of English</b>

## TEACHING STAFF

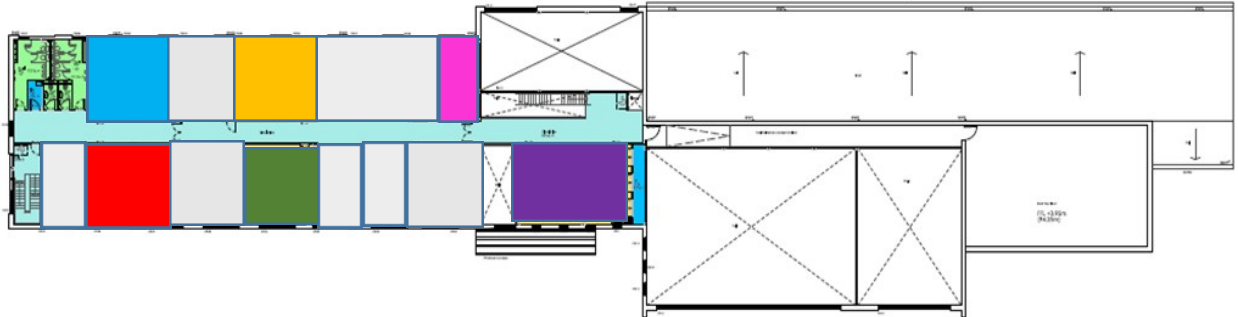
<b>Miss D Alston</b>	Teacher / Lead for Art and D & T Form Tutor
<b>Mrs N Bannister</b>	Teacher / Lead for PE, PSHCE and Computers Form Tutor
<b>Miss L Brown</b>	Teacher Form Tutor
<b>Mrs L Doyle</b>	Teacher / Lead for Geography Form Tutor
<b>Ms K Holmes</b>	Teacher Form Tutor
<b>Mr F Rouffet</b>	Teacher
<b>Mrs E Trender</b>	Teacher
<b>Mrs V Twynham</b>	Teacher / Lead for French & RE Form Tutor

**SUPPORT STAFF**

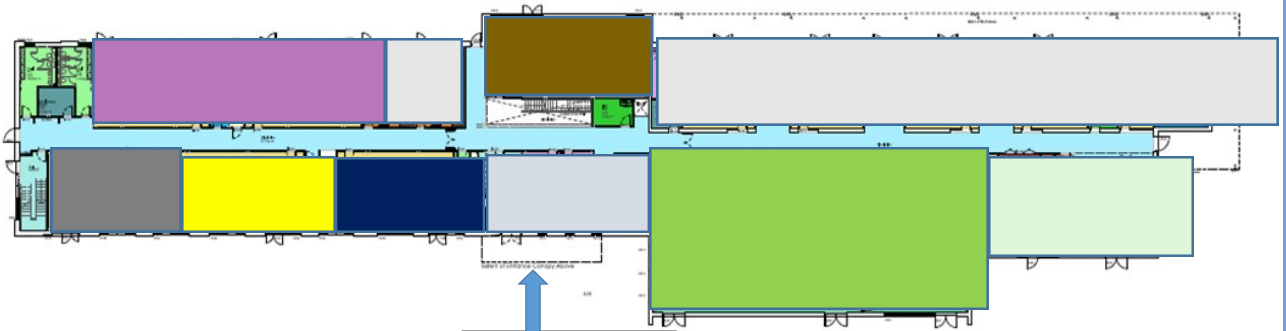
<b>Mrs J Pettitt</b>	SENDCo
<b>Mrs L Nixon</b>	Administrative Assistant
<b>Mrs R Whitehall</b>	Administrative Assistant
<b>Mrs C Coope</b>	Science Technician
<b>Miss L Haddock</b>	Cover Supervisor
<b>Mrs P Jones</b>	Teaching Assistant
<b>Ms P Kelly</b>	Teaching Assistant
<b>Mrs A Neill</b>	Teaching Assistant
<b>Mr P Brewster</b>	Site Supervisor
<b>Mrs S Simpson</b>	Lunchtime Supervisor



# Welcome to Ryecroft C.E. Middle School



First Floor



Ground Floor

Reception

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

## **THE SCHOOL DAY**

Site open for Pupils	08:30
Registration	08:45 to 09:20
Lesson 1	09:20 to 10:20
Lesson 2	10:20 to 11:20
Morning Break	11:20 to 11:40
Lesson 3	11:40 to 12:40
Lunch	12.40 to 13:20
Lesson 4 (incl. registration)	13:20 to 14:20
Lesson 5	14:20 to 15:20
Form Time / Assembly	15:20 to 15:40
End of School	15:40



## **Attendance:**

Regular attendance is essential for your child's success at school. All pupils are expected to attend school every day unless they are unwell. Frequent lateness or absence can significantly impact a child's learning and development. At Ryecroft, we set an attendance target of 96% for each pupil.

### **How attendance percentages translate to days off:**

- 90% attendance = Half a day missed per week
- 1 school year at 90% attendance = 4 full weeks of lessons missed

While we understand that there may be valid reasons for your child's absence, we firmly believe that any pupil whose attendance falls below this target will struggle to keep up with their schoolwork and may find it harder to reach their full potential. Research shows a clear link between poor attendance and lower academic achievement.

We encourage all families to support the idea that school matters by ensuring their child attends every day and arrives on time. We ask that, whenever possible, dental and non-emergency medical appointments be scheduled outside of school hours or during school holidays.

It is important to note that if children are taken out for a two-week holiday every year and miss an average amount of time for sickness and appointments, by the time they reach sixteen, they will have missed an entire year of school.

## **Punctuality:**

The school day at Ryecroft begins promptly at 8:45am, with pupils able to arrive from 8:30am onwards. The start of the day is crucial, and arriving late can mean missing important information during form time. When lessons begin at 9:20am, any late arrival disrupts not only the individual student but also the entire class and the teacher, affecting everyone's learning experience.

While we understand that occasional lateness may be unavoidable due to exceptional circumstances, we expect all pupils to be punctual. Persistent lateness is not acceptable and will be addressed by the Headteacher in conjunction with the Educational Welfare Officer to ensure it does not impact the child's education.

**Absence from School Due to Illness:** If your child is unable to attend school, a valid reason must be provided. Please contact the school office by telephone (01889 590394) or email ([office@ryecroft.staffs.sch.uk](mailto:office@ryecroft.staffs.sch.uk)) between 8:15am and 8:50am on the first day of absence. If the office is closed, you can leave a message on our answer machine.

To ensure the safety of our pupils and promote good attendance, if no contact has been made by 9:30am on the first day of absence, our Identified Attendance Leader will call you to confirm the reason for your child's absence. It is our legal responsibility to know why your child is not in school, and we appreciate your cooperation in this matter.

**Absence during Term Time:** Under current regulations, Headteachers are not permitted to grant leave of absence during term time unless there are **exceptional circumstances**. The law does not provide parents with an automatic right to take their child out of school during term time.

If you wish to request leave, you must complete a leave of absence form and return it to the school **at least 10 days prior to the requested absence**. This allows us time to consider the request and determine whether it meets the criteria for exceptional circumstances.

## **Arbor App:**

To improve communication with parents, we use the Arbor app. This allows us to send newsletters, event reminders, and important updates directly to your phone. You may receive in-app messages or emails about special events, parents' evenings, school closures, or cancelled activities. Arbor is our main method of communicating with parents so it is essential that you engage with the App and have notifications turned on.

**Please ensure the school has your current mobile number and email address to stay informed.**



## **Homework:**

All homework assignments at Ryecroft are set and managed through the Arbor system. Parents and carers can easily access information about their child's homework via the Arbor Parent App. Every pupil and their parents will have access to Arbor, ensuring a seamless experience.

New pupils will be shown how to use the system, including how to log in, view assignments, and submit work through Arbor. This will help ensure they feel confident using the system at home.

Additionally, Arbor supports the transition to Thomas Alleyne's High School in Uttoxeter, as they also use the same system, making the move smoother for students.

## **Mobile Phones:**

We encourage pupils not to bring mobile phones to school, as we are happy to contact parents/carers in case of an emergency. However, if a student chooses to bring a phone, it must be kept locked away in their locker at all times.

The school is not responsible for any lost or damaged phones. If a phone is seen turned on or outside of the locker during the school day, it will be confiscated for the remainder of the day, or for the week if there are repeat offences. Parents/carers may be contacted and asked to collect the phone.

## **Lost Property:**

If your child has lost an item, please encourage them to check the lost property boxes and ask at the school office. At the end of each term, all unclaimed items will be displayed in the school hall during lunchtime for pupils to collect.

## **Car Parking:**

Parking in the school car park is reserved for staff and official visitors only. Parents/carers must not use the car park for dropping off or picking up children, unless prior arrangements have been made.

At Ryecroft C.E. Middle School, we take the health, safety, and welfare of our pupils, staff, governors, and visitors very seriously. While we cannot control parking outside the school grounds, we ask that everyone parks considerately, ensuring the safety of pedestrians, other road users, and the local community.



## **Uniform expectations:**

Make-up and nail varnish are not permitted at school.

Pupils may wear a single, plain stud earring (gold or silver), but only one per ear lobe. These must be removed for Physical Education lessons. If a child cannot remove their earrings for PE, they will not be allowed to participate practically.

No other visible body piercings are permitted.

Hair should be kept clean and tidy. Exaggerated hairstyles, excessive hair accessories, or extreme colours (e.g. tramlines or grade one haircuts) are not acceptable.

## **Ear Piercings:**

For safety reasons, pupils must remove their earrings for Physical Education lessons. If you are planning to have your child's ears pierced, we recommend doing so at the start of the summer holidays to allow time for healing.

Earrings should be a single, plain gold or silver stud in each ear. Gemmed or dangly earrings are not permitted.

**Naming Clothes:** Please ensure all clothes, shoes, and personal belongings are clearly labelled with your child's name. The school takes pride in the high standard of dress and appearance, and we appreciate your support. Personal belongings are the responsibility of the pupil.

**Art & Technology:** Pupils will need an apron for Food Technology, as well as a separate over-shirt or apron for Art and Design & Technology lessons. These help protect clothing during practical activities.

## **Physical Education:**

Fashion trainers (platforms), plimsolls, or pumps are not suitable for school surfaces and are not safe for indoor use.

If a pupil is unable to participate in a PE lesson due to illness or injury, they must still bring their PE kit. There are non-physical activities they can take part in. A letter from a parent/carer explaining the reason for their absence must be given to the PE teacher or the school office.

## PHYSICAL EDUCATION KIT

### GYMNASTICS and DANCE

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

### ATHLETICS / CROSS COUNTRY

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

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

### SWIMMING

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

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

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

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

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

## PHYSICAL EDUCATION KIT (CONTINUED)

### GAMES

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

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

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

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

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

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

### PLEASE REMEMBER:

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

## EQUIPMENT & LOST / DAMAGED PROPERTY

At Ryecroft, we believe it is essential for pupils to be fully equipped and prepared to learn. We have clear expectations regarding equipment, with sanctions for those who do not meet these requirements.

### Required Equipment

Each pupil must bring the following items to school every day:

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

### Lost or Damaged School Property

All KS2 pupils at Ryecroft are provided with a spelling/reading record book. We reserve the right to charge for the replacement of any lost, damaged, or vandalised school equipment, including library books and reading records.

If a pupil loses or damages a school library book, the full cost of replacement will be charged. Additionally, parents/carers may be charged for accidental or intentional damage to school property. Charges will cover the full cost of replacing or repairing the damaged items.

# FREQUENTLY ASKED QUESTIONS

## **Who do I contact if I have a query about my child?**

Your child's **Form Tutor** should be your first point of contact for any general queries. If the question relates to a specific curriculum area, please contact the relevant **subject teacher**.

## **How do I contact my child's Form Tutor or Subject Teacher?**

You can contact the school office at **01889 590394**, where staff will try to put you through to the relevant person, or leave a message if they are teaching.

Alternatively, you can email [office@ryecroft.staffs.sch.uk](mailto:office@ryecroft.staffs.sch.uk) with your query, stating your child's name and who the message is for. Please note that if you visit the school during the day, the office can only pass on written messages to staff, as they will be teaching at that time.

## **How should my child return reply slips to school?**

Most consent forms or reply slips are submitted online via **Microsoft Forms**. However, if a paper copy is required, your child can:

- Hand it directly to the teacher.
- Give it to their Form Tutor, who will pass it on.

Submit it to the school office, where it will be placed in the teacher's pigeonhole.

# FREQUENTLY ASKED QUESTIONS

## **How do I notify the school if my child needs to leave during the school day?**

If your child needs to leave school for an unavoidable appointment (e.g., dental or medical) or another reason, please notify the school via email, phone, or a note to the school office. We request at least a day's notice before the appointment if possible.

## **How do I request an absence for an important occasion or exceptional circumstance?**

To request leave for an important occasion, you must complete a **Leave of Absence** form, available from the school office. This form must be returned to the Headteacher **at least two weeks in advance** of the requested date. Absences will not be granted retrospectively. The Department for Education states that leave during term time can only be approved for **exceptional circumstances**.

## **How do I report my child's absence?**

Please refer to page 7 of this booklet for guidance on reporting absences.

## **How do I get a message to my child?**

The school office will only pass on urgent messages to pupils. As the office can be very busy, messages received after **3:15pm** cannot always be guaranteed to reach your child.

## **I've moved house/changed my number—what do I need to do?**

Please inform the school office of any changes to your contact details, including your address or phone number, by phone or by sending a letter with your child. It's important that contact details are kept up to date for emergency purposes.

## **I need some information about...**

For any information, please call the school office. A member of the team will be happy to assist you.

## School Term & Holiday Dates

2024—2025

### AUTUMN TERM 2024

**Inset Days:** Monday 2 & Tuesday 3 September (school closed for pupils)

All Pupils: Wednesday 4 September – Friday 25 October

**Holiday:** Monday 28 October – Friday 1 November

Pupils: Monday 4 November – Friday 20 December

**Christmas Holiday:** Monday 23 December — Friday 3 January

### SPRING TERM 2025

**Inset Day:** Monday 6 January (school closed for pupils)

Pupils: Tuesday 7 January – Friday 14 February

**Holiday:** Monday 17 February – Friday 21 February

**Inset Days:** Monday 24 February (school closed for pupils)

Pupils: Tuesday 25 February – Friday 11 April

**Easter Holiday:** Monday 14 April – Friday 25 April

### SUMMER TERM 2025

Pupils: Monday 28 April – Friday 23 May

**May Day:** Monday 5 May—May Day Holiday (school closed)

**Holiday:** Monday 26 May – Friday 30 May

Pupils: Monday 2 June – Friday 18 July

**Inset Day:** Monday 21 July (school closed for pupils)

**Summer Holiday:** Tuesday 22 July – Friday 29 August

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

Telephone: 01889 590394

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

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

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

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



# The Ryecroft Prayer

Father God,

Bless our school.

Let peace live here.

Let Ryecroft be full of happiness.

Let love be all around,

Love for one another,

Love for people everywhere,

Love for learning,

And love for life and living.

Bless our school as we love and learn together.

Amen

# Notes

