

**St John the Baptist CE (Voluntary Controlled)
Primary School and Nursery, Ruyton XI Towns
Part of the
Bomere and the XI Towns Federation**

This prospectus should give you a good picture of our school and we look forward to welcoming you and your family.

Much more information is available on the school website or from the school office.

Prospective parents are welcome to make an appointment to see the school at work and to discuss the school's philosophy with the executive head or deputy head teacher.

CONTACT US

Address: Church Street, Ruyton XI Towns, Shrewsbury, SY4 1LA

Telephone: 01939 260 445

Email: admin@ruyton.shropshire.sch.uk

Website: <http://www.ruytonschool.org.uk>

OUR MISSION STATEMENT

As a school family, we serve the whole community by providing education of the highest quality.

We seek to enable all to flourish, educationally, spiritually and morally, in a happy, caring, orderly, questioning and stimulating environment, in which attitudes of mutual respect and responsibility are paramount.

We encourage an understanding of the meaning and significance of faith, teach knowledge, understanding and respect of religions, cultures and customs.

We promote Christian values through the experience we offer to all our pupils.

Our School Christian Values are;

Hope, Love and Respect

The children have further developed these ideas resulting in the following 9 key values for our school;

Hope - Including; Perseverance and wisdom

Love - Including; Trust and Friendship

Respect - Including; Forgiveness and Tolerance

OUR SCHOOL AIMS

The aims of the school are to:

- develop a school community which promotes concern and respect for others
- encourage curiosity and a positive attitude to learning
- enable pupils to acquire knowledge and skills that are relevant to adult life and employment in a fast changing, increasingly technological world
- foster self-reliance within a secure and happy environment
- develop qualities of independence, self-motivation and self-confidence
- promote high standards of attainment
- provide for the needs of every child
- reinforce positive standards of behaviour
- raise children's awareness of their own and others cultures
- develop the ability to work co-operatively
- develop the school role within the community

These aims are presented in a meaningful and stimulating way. Areas of the curriculum may be encompassed within a thematic approach and through direct experience, and can include artefacts, visitors, and relevant educational visits, some of which may be residential.

Certain aspects of the curriculum also need particular consideration separate from the themed approach on an ongoing basis - these include Mathematics and English, as well as PE and games.

By endeavouring to provide a stimulating working environment every child is encouraged to reach their maximum potential with work matched to their particular needs. Learning support is given to any child when it is considered necessary, and for as long as it is considered necessary, and may take place in their classroom, or in a small group, or individually, as is deemed necessary and appropriate.

ABOUT THE SCHOOL

St. John the Baptist School CE (Voluntary Controlled) Primary School is a small rural school with around 100 children on roll. The age range of the children is 4 years to 11 years for compulsory schooling. We also have nursery provision for children aged 2 to 4 years.

The school is in the heart of Ruyton XI Towns, a thriving village of 500+ houses, and is on the B4397, between Shrewsbury and Oswestry.

Recognising its historic foundation, the school preserves and develops its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. It encourages an understanding of the meaning and significance of faith, and promotes shared values through the experience it offers to all its pupils.

HISTORY OF THE SCHOOL

There has been a school in the village since the 19th century and was originally established in School Road in 1819 as a National School. The village out grew the old Victorian building and moved to its present purpose built premises in September 2001. The school is now situated in the very centre of the village but still overlooks open countryside.

THE SCHOOL BUILDINGS, GROUNDS AND RESOURCES

The school now offers modern spacious accommodation designed to meet the needs of 21st century education. The new school was completed during the summer of 2001 and has had a further extension of the Key Stage 1 reception area to include its own entrance, cloakrooms, covered play area, storage, toilets, play area; and a music/group teaching room for the use of the whole school.

In October 2007 a new front entrance and reception area was completed, which included the refurbishment of the offices, and the provision of a library and a separate small group teaching room.

In 2011 a new purpose built Pre-School opened on the school site, attached but with separate entrance and facilities. This was formally adopted by the school Easter 2017 as Nursery provision.

In 2016 the kitchen was extended to enable more school meals to be cooked on-site.

The school now consists of: the nursery, 5 classrooms, an art and technology room, a music room, a purpose built nursery, a larger kitchen facility, a large hall which is fully equipped with large and small PE equipment, group teaching areas, a library, a computer suite and a class set of laptops and ipads.

All classrooms are equipped with computers and interactive whiteboards.

Each class has a well-stocked reading area and there is a well-resourced library.

The hall provides a central resource area and room for drama, PE, music, and whole school activities.

Surrounding the school are various hard play and grassed play areas, with space for a netball court and hard play area, a fenced play area for early years, a large playing field, grassed areas where the school provides play equipment, a play-house, and a wildlife area planned and maintained with the help of the pupils. Pupils are encouraged to take a pride, and play an active role, in the development and care of their school environment.

Full use is made of the outdoor environment in order to enhance the children's play and curriculum. There is an enclosed Key Stage 1 outdoor learning area, raised beds for gardening and a wildlife area.

The school has a 'Forest School' within a local woodland, a short walk away, which is used regularly as an outdoor classroom.

A technology room provides ample space for large groups to engage in art and other activities. The room is well equipped with a range of tools and resources. A food technology area facilitates children cooking and making food products.

Many of these resources have been provided by fund raising activities organised by parents and also by private donations. We are very grateful for these resources.

ACCESSIBILITY

The building and grounds are all on one level and are fully accessible for anyone with physical disabilities. Some classrooms have hearing loops in place.

We are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging attitudes about disability and accessibility, and developing a culture of awareness, tolerance, equality and inclusion.

In order to enable a child, or adult, with particular disabilities, to have equal access to all aspects of the curriculum and school life so that everyone can be a full and active member of our school community, any further adaptations or facilities that may be needed, and can constructively be provided, will be provided.

The school has an Accessibility Policy and Plan, and an Equality Information and Objectives Policy. See our website or contact the office if you would like more information.

For further information regarding our support for children with special needs and disabilities, please see our Special Educational Needs and Disabilities (SEND) report on the school website.

PARENTS AND SCHOOL WORKING TOGETHER

Parents play an active and very supportive role in the school and we in turn aim to keep parents fully informed of all that goes on, how and what we teach, and anything that affects the welfare and educational progress of their children.

We believe that a big strength of our school is that school and parents work together. All our staff are welcoming to parents.

Parents support at concerts, performances, church services, fund raising meetings and events are all welcome and valued. Parents are also invited to come into school either occasionally or on a regular basis to support individuals or groups, help with swimming or Forest Schools, lead or help lead clubs, and share any skills and/or talents in a wide range of activities and ways.

From time to time an extra pair of hands, or many extra pairs of hands, in and around the school are a great help, and additional people to help supervise on activities off the school site are welcome. If you are willing to help, please let us know. We would also be interested to know if you have special skills you can offer, maybe in cooking, drama, gardening, arts and crafts.

All volunteers helping in school have to undergo a DBS check - not very onerous.

Parents are encouraged to bring to our attention any matters which may affect the children's happiness, welfare or academic progress. Discussion at an early stage and a shared approach to difficulties avoids small problems getting more serious.

Parents with particular worries and concerns, however small, can make an appointment to discuss them with the executive head, deputy head or with the child's class teacher. Mostly these worries can be quite easily resolved.

More formal arrangements for you to see and discuss your child's progress and work are organised twice yearly, in November and again just before or after Easter. A written report is provided at the end of the Summer term and parents are invited to discuss this with teachers if they wish.

Regular newsletters are sent electronically by email, Parentmail, and notices are posted in the notice board on the school wall. They are also available on the school website. Parents are encouraged to read these regularly to check they have received all the information.

There are openings for parents to become Governors and when a vacancy arises nomination letters are sent home to parents explaining the process. Parents make a very valuable contribution to our Governing Body.

THE ORGANISATION OF THE SCHOOL

As a small rural school, the friendly atmosphere along with mixed ability, mixed age classes, enable our children to develop at their own optimum rate and level.

Children are organised into teaching classes. Teaching of the core subjects of Maths, English and Science takes place mainly in the mornings. Other subjects are mainly taught in the afternoon sessions.

Children in Nursery are in the Early Years Foundation Stage.

Children in Reception are in the Foundation Stage.

Children in Year 1 and Year 2 are in Key Stage 1 (KS1).

Children in Year 3, Year 4, Year 5 and Year 6 are in Key Stage 2 (KS2).

Much of the teaching takes place in groups - the grouping arrangements remain flexible in order to allow for a range of social and academic interactions. Some of the teaching takes place individually and some with the whole class. The ranges of groupings allow more able children to work alongside older children where appropriate.

Classes are taught in mixed year groups.

All confidential individual records concerning children are kept safely and securely and are available for viewing by arrangement with the Executive Head-teacher.

THE SCHOOL DAY

BEGINNING OF THE DAY:

We open the school doors at 8.50am, when class registration begins. A member of the school staff is available on the playground at the beginning of the school

day for messages, but staff cannot be responsible for any children arriving before 8.50am.

Children arriving after 9.00am are admitted at the main entrance.

TIMES:

8.50am	School doors open
8.50-9.00	Registration in class
9.00-9.40	Session 1
9.40-10.00	Assembly
10.00-11.00	Session 2
11.00-11.15	Morning break
11.15-12.15	Session 3 (12.05 for Class 1)
12.15-1.05pm	Lunch break - supervised by lunchtime supervisors
1.05-1.30	Registration and reading time
1.30-3.15	Sessions 4 and 5 (there may be a 10 minute break during the afternoon)
3.15pm	End of the school day

The nursery is open 9.00am to 3.00pm.

THE END OF THE DAY:

Early years and Key Stage 1 children are handed to parents/carers. Older children, who are being collected by an adult, should wait on the playground for their parent/carer and not go out through the playground gate unaccompanied. If you are delayed in collecting your child at the end of the day, please try to let us know as soon as possible to ensure the safety and happiness of your child. If another adult, other than yourself, is collecting your child at the end of the day, please inform the class teacher or office administrator.

In school we discuss with the children about not going home with adults or people that they do not know or are not expecting. We ask the children to immediately find a member of school staff if someone has not come to collect them or the person who is collecting them is not who they thought was coming or is unknown to them.

ATTENDANCE

We value punctuality and hope that you will encourage your child to be on time for school. Lessons do start promptly at 9.00am with registration having been completed between 8.50am and 9.00am. Any pupils arriving after 9.00am should report to the main entrance and sign in. Similarly, pupils leaving school early for any reason should also be signed out at the main entrance.

All schools are required to keep a register of each child's attendance which is reported to parents at the end of every academic year.

Absence from school can fall into two categories, either 'Authorised' or 'Unauthorised'. Authorised absence covers absences due to illness, medical appointments, religious observance days etc. Unauthorised absence covers a family holiday outside normal school holidays, lateness, and if the school does not receive a telephone call/note indicating the reason for an absence.

Registers are checked regularly and any unauthorised absence pursued and may result in fines being issued by the Local Authority. It is therefore essential that you inform the school either by telephone or in writing as to the reasons for any absence.

HOLIDAYS AND ABSENCES

From 1 September 2013 there has been a change in The Education (Pupil Registration) (England) Regulations 2006. Where there used to be the option for Head-teachers to grant leave of absence for the purpose of a family holiday during the term time in 'special circumstances' of up to ten days in a year, this has been removed. Head-teachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.

If a parent wishes to request a leave of absence for any reason, they should contact the school to make a request for permission, before planning any leave of absence.

If a child goes on holiday in term time, or takes leave of absence for other reasons, without permission from the school, the absences will be marked in the school register as unauthorised absences and this may result in a Truancy Penalty Notice and a fine, per parent per child, being issued by the Local

Authority. In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school.

Parents/**carers** should never simply discount the amount of a penalty notice from the cost of a cheaper holiday, because this is a criminal offence and when doing so they are always risking prosecution.

Any school days missed will lead to significant gaps in your child's education.

HEALTH, ILLNESS AND MEDICINES

When your child is ill and unable to attend school, we ask that you inform the office as soon as possible. This ensures that we know where the children are for safety reasons. If we have not received a message before 9.30am, the school will make every effort to contact the parents or other family member.

Certain illnesses have to be notified to the Shropshire Health Authority. These include: mumps, whooping cough, scarlet fever, impetigo, ringworm, scabies, chicken pox, etc. The office also has a printed list of periods of exclusion for pupils with various illnesses, please ask for a copy.

Wherever possible, it is advised that any medicine should be administered at home, ie. if only required up to 3 times a day. We are advised that we should not administer painkillers, eg. Calpol - as children requiring such medication during the day should not be in school.

If children have to bring prescribed medicines to school, they need to be taken to the office and the relevant form filled in to allow us to administer the medicine at the correct dosage and time. The guidelines request that the medicine is sent into school in the packaging it was dispensed in, clearly showing the child's name and the type of medication.

All children are routinely tested for hearing and vision. Height and weight are checked in Reception and Year 6, by the School Nurse. Any problems will be referred to the correct agency and then be monitored.

The School Nurse can be contacted via the office or via Shropshire Council.

ADMISSIONS INFORMATION

As a voluntary controlled school, the admissions policy is operated by the Local Authority (LA) - the Admissions Authority for all community and controlled schools within Shropshire. Full details of the policy, together with information about arrangements for admission, are set out in the booklet "Parents Guide to Education in Shropshire". Copies of this booklet are available on request from the Admissions Team, Learning & Skills, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Any specific requests for information on admissions should be directed to the Admissions Team on Tel. 0345 678 9008.

STARTING COMPULSORY SCHOOLING, APPLYING FOR A PLACE:

Children are expected to start school full-time from 1st September in the school year in which they are 5 years old. Parents are required in the Autumn Term prior to the school year of admission to complete the on-line application at <https://www.shropshire.gov.uk/school-admissions/>

If there are more applications for places than are available within the admission limit, then priority will be given based on:

- **Priority 1:** Looked After Children and previously Looked After Children.
- **Priority 2:** Children living within the catchment area. Firstly to children who will have an older sibling at the school on the day they are due to start there and then to other children who live in the catchment area.
- **Priority 3:** Children living outside the catchment area based on distance. Any places left will be offered firstly to children who will have an older sibling at the school on the day they are due to start there. Secondly, to other children who live outside the catchment area.
- **Priority due to exceptional circumstances:** very exceptionally where a child has a particular health reason requiring them to attend a specific school, that child may be given a place before any of the children who qualify under Priority 2 and 3. This will only be allowed if parents/carers can provide medical evidence that attending that particular school is essential to the medical well-being of their child.

If you apply for a school place and are advised that there is no place available, you are entitled to appeal against allocation of a school place to an independent appeals panel. Contact the LA.

Parents should be aware that attendance at the nursery does not ensure a place at the school, nor does attendance at a particular primary school in any way guarantee a place at a particular secondary school.

Please note that our admission limit for all school year groups, including the nursery, is set at 20.

APPLYING FOR A PLACE IN THE NURSERY:

We take children from age 2 years. Contact the school directly for details of our fees and how to apply.

The government funds universal free nursery provision of 15 hours each week for every child from the term after their 3rd birthday until the child starts in a reception class, or until the term in which they turn 5, whichever is sooner. The 30 hours extended free childcare entitlement will commence in September 2017. This will be available to eligible working parents of 3 and 4 year olds already accessing, or who will access, the existing universal 15 hours entitlement. It will provide eligible working parents with a total of 30 hours of free childcare per week over 38 weeks, or 1,140 hours per year if taken over more weeks per year. The 24U scheme offers 15 hours per week over 38 weeks of the year of free early years education to eligible children from the beginning of the term after they turn 2 years old.

For more information about eligibility, go to:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

JOINING THE SCHOOL AT OTHER TIMES:

If you would like your child to attend, or want to change your child's school, contact us to arrange a visit. Apply to the school directly for all mid-year transfers.

STARTING COMPULSORY SCHOOL

Children will start school full time in the Reception until the beginning of the next Autumn Term when they transfer to Year 1, and then Year 2 the following Autumn, and so on.

Children will be invited to make visits during the term preceding starting school. This allows children the opportunity to familiarise themselves with the school, staff and other children. It gradually introduces them to the expectations and opportunities available in school, also allowing their teacher to assess and evaluate the achievements of your pre-school child.

Links with other local pre-school provision enable the children to visit with leaders, and for the teacher to visit them in their pre-school environment before the child comes to school.

Future parents and children are welcome to visit the school at anytime (a telephone call prior to the visit would be appreciated) to view and discuss any queries. The invitation applies to other school functions eg. concerts, sports days, open days etc.

When your child starts full-time education we ask that parents encourage their children to enter the classroom unaccompanied, thus promoting independence. Any messages for the teacher can be sent in writing which means that the teachers can devote this important time of the school day to your child. If you wish to see your child's teacher at any time, about a non-urgent matter, please do arrange a meeting, preferably after school, if possible. Obviously we understand that urgent messages will need to be conveyed immediately.

We also have a Teaching Assistant (TA) available on the playground every morning from 8.45am who will take messages to pass on to class teachers.

There is an active Parents and Friends Support Group who meet regularly to discuss and organise fund raising events and to support activities taking place in school, such as cookery, football, gardening, netball, reading, school visits, transport etc. All parents are very welcome to attend these meetings.

During your child's first year in Reception, assessments are carried out by the class teacher using the Early Years Foundation Stage Profiles (EYFSP). This helps the teacher to ensure your child's activities and work is matched to their level of development. Future progress is monitored by school and the LA.

THE SCHOOL CURRICULUM

CURRICULUM CONTENT

The school follows the National Curriculum, laid down by the Department for Education (DfE), and is organised into the following subjects:

English	Mathematics
Science	Design Technology
History	Geography
Art	Music
Physical Education (PE)	Computing
Modern Foreign Language - currently French	
Personal, Social and Health Education (PSHE) including Relationship and Sex Education (RSE)	
Religious Education (RE) - provided in accordance with the recommendations of the LA's agreed syllabus, a copy of which is available in school.	

Parents have the statutory right to withdraw their child from all or part of RE lessons, and acts of Collective Worship, at all maintained schools, including faith schools. Parents are not obliged to give a reason for requesting withdrawal - please discuss this with us.

Details of the school's curriculum can be found on our school website and are available for viewing by arrangement with the Executive Head-teacher.

All children develop computer skills as soon as they enter school. Computers are located in each classroom as well as in our Computer Suite in the shared area. There are also laptops and ipads that are used in class.

RELATIONSHIP AND SEX EDUCATION

Our Relationship and Sex Education (RSE) Policy places the emphasis upon relationships, and supports pupils' understanding and skill in developing positive and healthy relationships. We have therefore chosen to call our policy Relationship and Sex Education (RSE), rather than the usual Sex and Relationship Education (SRE).

Our policy is based on:

- the DfEE guidance (ref DfEE 0116/2000Ofsted 2002):
'A caring and developmental Sex and Relationship Education (SRE) programme needs to be more than just biology and the fundamentals of reproduction. Young people want reassurance about their body image,

behaviour, feelings and relationships. They also need knowledge and skills appropriate to their level of maturity and developmental needs.'

And the:

- The Lichfield Diocesan Board of Education (Sex and Relationship Guidance: A Christian Perspective 2008):
'Sex and Relationship Education is part of a child's broad, balanced curriculum, integral to the basic curriculum of the school and part of the child's all round development'.

The full policy can be read on our website.

DAILY ACT OF COLLECTIVE WORSHIP

The Department for Education (DfE) legislation requires us to provide a daily act of collective worship, which is wholly or mainly Christian.

Respecting the historical Trust Deed of the school, the daily act of collective worship is in accordance with the principles and practices the Church of England. Collective worship is an important aspect of school life. The local clergy regularly visit the school to lead the worship. We engage in events and services with the local congregation as much as possible. We use other Christian locations within the village to enjoy worship and promote reflective thinking.

The 1944 Education Act, restated by the 1988 Education Reform Act, allows for parents to withdraw their children from the daily act of collective worship - but not assembly. We recognise this right; parents/carers do not have to explain or give reason for their decision.

STRUCTURE OF OUR TEACHING

Coverage of all National Curriculum requirements are planned to ensure each child has full access at an appropriate level, and in order to integrate the knowledge, skills, attitudes and understanding associated with different curriculum subjects.

To complement and underpin the termly themes we have devised structured programmes for teaching the basic skills of English and Mathematics at the level appropriate for each child. We like children to take books and maths activities home and we urge parents to be active partners with us and to help children by encouraging them at home.

In addition to the development of the basic skills, the acquisition of knowledge and understanding in the core subjects of English, Maths and Science, RE and the other foundation subjects, the children are offered opportunities to express themselves creatively in a variety of Art forms, including music, dance, drama, movement, visual arts, expressive language and PE. They are encouraged to appreciate and enjoy the Arts. They are taught to observe closely, to pay attention to detail, to approach their work with confidence and to develop control.

As children move up the school the teacher builds upon what has already been achieved. In each class there are children of different ages and at different stages of development. The teacher decides whether to teach the whole class, a group or an individual depending upon the learning and the needs of the children. When children first come to school they are heavily dependent upon the teacher's direction. Gradually we aim to develop a range of skills and attitudes which help them to become more independent in their learning, able to find information and equipment for themselves and use these to help them solve problems and meet the requirements of set tasks. We place an increasing emphasis on personal responsibility.

We encourage all our children to think about and take pride in their work. We try to comment on and evaluate work with the child wherever possible, in order to reinforce achievement, monitor progress and identify areas in which the child needs more experience or help.

We have good contacts with the Shropshire Schools Library Service, and we regularly celebrate World Book Day and hold Book Fairs in school.

All children get the opportunity to go swimming during the Summer term. Qualified swimming teachers enable teaching to take place in small groups. Teaching staff have qualified ASA swimming teachers' status.

HOMEWORK

Parents are encouraged to read with and to children of all ages on a regular basis and all children should bring home books to read. Younger children have a home school link book for comments from home to aid communication. Older children have a reading log which they are themselves responsible for

completing, although parents may also like to add comments on reading progress at home.

Formal homework is kept to a minimum. It is introduced gradually with spelling activities/lists, handwriting and learning tables. Children are also set other homework tasks involving research, story writing, planning etc. Homework is set weekly in order to give pupils plenty of time to complete the tasks. Parents are encouraged to involve themselves in homework, checking that it is completed and returned, and to make comments on the homework. Parents are asked to notify the teacher if the homework is too difficult or takes too long, similarly if family life is too busy or the child too tired to complete the homework. The school provides a useful leaflet of advice on homework for parents.

We feel the advantages of homework are that it offers the opportunity for:

- keeping parents informed of progress
- individual learning in a quiet environment, free from distractions
- parents to help their children and show an interest in their learning
- independent learning
- preparing children gradually for the demands of secondary education
- laying down foundations for good habits when the child is older and has to work independently

ASSESSMENT AND TESTING

Children receive an assessment on entry to school in order to identify strengths and areas to develop, and to enable children to make progress from where they are, when they begin school.

As well as the ongoing day to day informal assessment of children's progress by teachers, there are a series of more formal tests in spelling, reading and comprehension that take place annually; and in addition in KS2 maths and in Year 5 and 6 science non-statutory tests. These are in order to identify children's strengths and areas for further development. Parents are informed of the results and of any special programmes that are being implemented.

Statutory Assessment (SAT's) take place at the end of Year 2 and Year 6 and parents are fully informed of their child's performance.

Year 1 pupils are assessed nationally on the Phonic Test. A reading assessment of every child in school is carried out termly.

High ability more able pupils are identified as soon as possible and learning programmes are planned to extend them. All pupils are regularly re-assessed to ensure they are making the appropriate progress for their ability. Progress is reported to parents at parent's evenings and in individual end of year reports.

Any concerns highlighted during assessments are shared with parents, explaining what will be done and how home can support work in school where this would be valuable.

Childrens attainment in regard to age related expectations linked to the National Curriculum are explained and reported annually to parents for all children in KS1 and KS2 for reading, writing and maths.

Parents are kept informed of pupil assessments and have the opportunity to discuss these with class teachers.

LUNCHTIME AND HEALTHY EATING

We prepare and cook meals in our own kitchen on site. Menus are available in school and on the website. Dinner money should be sent in on a Monday to the school office. Payments may be made weekly, monthly or termly - always in advance. Cheques should be made payable to Shropshire Council.

You may wish for your child to have a packed lunch rather than a hot meal. Please ensure that drinks are sent to school in non-breakable containers.

Healthy Eating:

The planning of school meal menus take account of Government recommended nutritional standards. As a healthy school we encourage lunch boxes provided from home to also contain a balance of food groups. The lunchtime supervisors encourage the children to eat well.

Universal Infant Free School Meals (UIFSM): All children in Reception, Year 1 and Year 2 are entitled to a free school meal as part of the universal infant free school meals (UIFSM) grant from central government.

Free School Meals: Children in all Years may qualify for free school meals depending on your family financial situation. Some extra funding (Pupil Premium) comes to schools each year based on the number of children eligible for free school meals. The school encourages all eligible families to apply, even those who get UIFSM, and those who choose not to have the lunchtime meal.

Please contact us to find out more information.

National Fruit and Vegetable Scheme:

Our school takes part in the National Fruit and Vegetable Scheme, provided free of charge to the school. Each KS1 child is offered, and encouraged to take, a piece of fruit or vegetable at each morning break, instead of a chocolate or crisp snack. This is a very popular scheme and promotes our healthy eating policy. Our School Council asks that KS2 children only bring in fruit or vegetables instead of a chocolate or crisp snack for break time.

EXTRA-CURRICULAR ACTIVITIES

All children have the opportunity of taking an active part in sporting, musical and extra-curricular activities.

The school engages in a variety of activities within a cluster of local primary schools and the secondary school feeder schools, enabling our children to mix more widely and benefit from a wider range of staff expertise and interests.

EXTENDED SCHOOL:

The school runs a successful Breakfast Club from 8.00am each morning, 9.00am for nursery children, and an After School Care Club which runs daily from 3.15pm, 3.00pm for nursery children, until 5:45pm. These are open to children from 2 years old onwards. For further information on costs, please speak to a member of staff.

PE ACTIVITIES:

The school arranges a variety of PE activities. Most of these are very much an integral part of the nature of the school whilst others take place less frequently - generally to places further afield and of longer duration. These include: swimming galas; football/netball matches against local schools; football tournaments; netball/high five festivals; rounders tournaments; cross country events; area sports day; cricket festivals.

PERIPATETIC MUSIC TUITION:

There is the opportunity for pupils in Year 3 and upwards to have peripatetic violin, woodwind and piano lessons. We also have an active percussion and recorder group. Please ask for further details.

AFTER SCHOOL ACTIVITIES:

There is a programme of after-school activities which changes every term and parents are notified in the newsletters. These may include recorder, guitar, computer skills, multisport, tennis, football, orchestra, choir, swimming, netball, cross country, tag rugby, dance, games, cookery, orienteering, music, drama, signing choir, handicraft, film and 'arts' clubs. Clubs are arranged on a termly basis, and we aim to provide a range of opportunities for all age groups. There is often a charge for clubs.

INTER-SCHOOL ACTIVITIES:

Our school joins with other local primary and secondary schools in area music festivals, inter-schools rounders, netball, football, unihoc and cross country running as well as athletic, summer sports and swimming galas. Our school is one of a group of nine that join together regularly for curriculum related activities. The staff also join together for some joint training and planning sessions.

CHARGING POLICY

The Governors have a clear Charging Policy for school visits, musical instrument tuition, and extra-curriculum activities as recommended by the LA. A copy is available in school and on the website.

Voluntary and other contributions are not expected from parents of pupils eligible for free school meals, and remissions may be available if there is financial hardship.

The Governors would like to point out that activities offered to the children are unlikely to take place unless sufficient parents offer the suggested level of voluntary contribution.

All cheques should be made payable to St John the Baptist Primary School with your cheque card number written on the reverse. In the event of a dis-

honoured cheque a standard charge will be added to the amount owing, as a charge is made by our bank when a cheque is returned.

BEHAVIOUR AND DISCIPLINE

The school believes it is important to:

- encourage each child to develop an attitude towards self-discipline and the need to behave in an acceptable manner
- encourage each child to learn the need to co-operate with others for the advantage of the whole school family

In serious or repeated cases of misbehaviour matters will be discussed with the child's parents.

We believe our school is at its best when we:

- look after one another
- are polite at all times
- stop, think, ask "am I hurting anyone?"
- help to make everybody's day good

We believe our school is at its best when we do not:

- hurt other children
- use bad language
- hurt people by teasing
- bully, fight, name-call, steal - hitting is always wrong
- drop litter, damage property

The school operates a system of rewards and sanctions. Individuals or groups are given credits for good work and behaviour. Pupils help to set targets and are aware of how to achieve credits. Parents are encouraged to support the school system - a strong message to the child is achieved when they see school and home are working together.

ANTI-BULLYING POLICY

The children are taught skills to deal with bullying. Parents and children are encouraged to discuss with school staff any problems they may be facing. Any reported incidents of bullying are taken very seriously and fully investigated.

The Behaviour and Discipline Policy, including the Anti-bullying Policy, is available from school or on the school website.

CHILD PROTECTION AND SAFEGUARDING

Parents play an important role in protecting their children from harm, neglect and abuse. The school is required to consider the safety of the children and should a concern arise, professional advice will be sought prior to contacting parents. Parents will be contacted, and the school will continue to work with the parents to support the needs of their child.

The school aims to help parents understand that the school, like all others, has a responsibility for the welfare of all children and has a duty to safeguard and promote the welfare of all children. The school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

The school's Child Protection Policy is available from the school and on the website.

All parents and helpers working with our children must be DBS checked. Transport for swimming and sports matches will be either by hired coach or parents cars. The school requests that parents who offer help with transport must hold appropriate insurance cover and that cars are currently properly licensed and MoT'd. All children travelling in cars should wear seat belts; children under the age of 12 and under the height of 135cm need to use a booster seat, and if required, these may need to be brought into school by parents. Only mini buses with seat belts and driven by appropriately qualified drivers are used.

To ensure the safety and welfare of children in our care, personal mobile phones are not permitted when in the presence of children. When staff or adult helpers are involved with outings, mobile phones may only be used to make or receive phone calls relating directly to ensuring the safety and well-being of the children.

SCHOOLS COUNCIL

The school believes that the children's voices should be heard and that they have the opportunity to have a say in aspects of the school, be involved in decision making and take on responsibilities. One way is through our Schools Council.

There are five sub-groups that form the Schools Council:

- Worship
- Learning and Teaching (LAT)
- Eco Schools (Green Team)
- Healthy Schools (Healthy Helpers)
- Fundraising and extra curricular activities (Fun and Games)

Each sub-group consists of two pupils from each of the classes, Year 2 to 6, a staff member and a school governor. Nominations and elections are held in September each year. There is a Schools Council notice board opposite the library containing minutes and notices.

SCHOOL UNIFORM

Our school uniform consists of:

- a royal blue jumper, cardigan or school sweat shirt
- grey trousers, shorts or skirt/gym slip (skirts should not be too short or tight)
- blue and white dresses in the summer
- royal blue or white t-shirt, shirt, polo-shirt or blouse
- sensible shoes

Children are required to change for PE and should have plain blue shorts, royal blue t-shirts and plimsolls (KS1) or trainers (KS2). Ideally this should be kept in school all week, in a drawstring bag and hung on their pegs.

Uniforms, PE and Swimming bags, and book bags are available from the school's uniform supplier, 'The School Shop' - 01743 440 449

<http://www.schoolshopdirect.co.uk/st-john-the-baptist-ruyton-ix-towns>

PE shorts and t-shirts with the school logo are available in school.

Children should be suitably dressed to take advantage of the activities offered in school and therefore clothing that is easily washable is advisable and sensible flat sturdy footwear. All children will need a coat in the winter months to wear during playtimes. Wellington boots are useful for Forest School sessions.

All clothing and belongings should be clearly labelled with your child's name in waterproof marker or printed name labels.

Children should not wear jewellery. If your child has pierced ears, only studs can be worn, and should be removed or covered for PE lessons, for safety reasons.

We do not encourage children to bring toys or valuables into school as we cannot be held responsible for their safe keeping. Such items can be easily broken or lost in the busy school environment. When teachers request books or items of interest to be brought into school, usually linked to a curriculum area being studied, every possible care is taken. We have a variety of toys for the children to play with at break-times.

SCHOOL CLOSURE ARRANGEMENTS

In the event of school and nursery having to be closed during the day due to unforeseen circumstances (heating problems, extreme weather conditions, etc.) parents will be informed by parentmail/phone where possible. If extreme weather conditions necessitate early morning closure prior to the start of school day, announcements will be reported by Radio Shropshire and updated on the Shropshire Council website. The school will also use the parentmail email system to notify parents.

In the event of weather conditions worsening during the school day, parents may arrange to collect children early if they consider journeys home to be dangerous.

TRAVELLING TO SCHOOL

We actively encourage walking and cycling to school. Children and parents are requested to keep to the footpaths when leaving and entering the premises, for safety reasons. Cyclists should mount and dismount at the gate and walk onto the school site using the footpaths. We request that all cyclists wear helmets.

Our School Travel Plan aims to reduce car use, promote healthier and more environmentally friendly forms of transport and improve safety on the journey to and from school.

Parking is limited. Please make sure you do not park in the staff area, and respect the disabled parking bay.

A copy of our School Travel Plan is available in school.

THE SCHOOL AND THE COMMUNITY

The school plays an integral part in the life of the village and environs, and aims to foster close links with the local community. They in turn are very supportive and appreciative of the role of the school.

We encourage links with the village church and the children are invited to participate in a variety of services each year.

NO-SMOKING POLICY

The school has a no-smoking policy and smoking is not permitted on any part of the school premises, including the school grounds, at any time. All visitors are requested to abide by the smoking policy. Children consider the hazards of smoking through the curriculum.

PHOTOGRAPHS

A photographer visits the school twice a year, once for individual photographs and again for class/group photographs. You will be informed of the date of the visit by letter. Younger children can be included on the individual photographs, if wished. On occasions photographs are taken of school activities and may be published. When a child starts school parents are asked to complete the Photograph Permission Form and return this to school for updating our records.

SECONDARY SCHOOL TRANSFER

By the November when your child is in Year 6, you will receive details of the transfer procedure, ready for your child to transfer to secondary school in September after the end of year 6.

You will have the opportunity to visit local secondary schools during the day or in the evening. The majority of our children transfer to the Corbet School in Baschurch. You can contact the Corbet School on 01939 260296.

CONCERNS, COMPLAINTS AND COMPLIMENTS

We encourage all parents to use the informal method of meeting with any teacher, the deputy or Executive Head-teacher, as soon as a concern arises, in order to avoid relatively minor matters escalating. In the event that there should be a complaint, we hope that the situation will not proceed beyond the informal stage. If however any parent wishes to make a formal complaint under Section 23 of the Education Reform Act, they should contact the Executive Head-teacher in the first instance.

Our school is clear about the difference between a concern and a complaint. We take initial informal concerns seriously at the earliest stage, thus reducing the number of concerns that may develop into a formal complaint.

We believe in a system based on partnership between home and school, thus developing greater understanding and a sharing of responsibility. If home and school can be seen by children to be working together, then we surely must be giving them a very powerful message.

If you would like assistance in setting out your complaint the school will, if asked, help you to do this, facilitating access to translation services where necessary.

The school then promises to deal with your complaint as follows:

- formally acknowledge it within five working days
- inform you who will be handling your complaint
- respond to it within twenty school working days or, if it is not possible to give you a complete answer within that time, inform you of progress to date
- explain to you if it has to be dealt with under a special procedure

If, following this you feel your complaint has not been resolved satisfactorily, you may then take your complaint to the Chair of Governors, who will investigate the complaint and convey the outcome to you.

If then you feel that your complaint still hasn't been resolved, you need to write to the Chair of the Governors' Complaints Committee giving details of the complaint. Full explanation of the procedure following this action can be found in the Complaints Procedure document available from the office or the website.

SHROPSHIRE WILDLIFE TRUST

The school is a member of the Shropshire Wildlife Trust and benefits from their education officers working with pupils in the outdoor environment as part of the Science Curriculum.

SHROPSHIRE FAMILY INFORMATION SERVICE

There is a wealth of information, advice and support on all aspects of family life available from Shropshire Council. Topics include:

- **Childcare Information:** on all aspects of childcare, early years and play settings in Shropshire including, childminders, day nurseries, pre-school playgroups, out of school activities and clubs, holiday play schemes and carer and toddler groups.

- Family Support: information on organisations which can offer advice and support on some of the issues or concerns any family may encounter, including a wide range of information for parents of children with disabilities or additional needs.
- Finance and Benefits: information on help available towards the costs of childcare and other family benefits, including free nursery education funding, tax credits, care to learn and employer childcare vouchers.
- Shropshire Family Information Directory: an online database featuring local and national organisations and services that exist to support families, covering topics such as, events and activities, drugs and alcohol, health and safety, disabilities and additional needs and family.
- Resource Library: leaflets, booklets, and publications on a wide variety of topics.
- Outreach Sessions: events, drop ins or one to one appointments with members of staff in the local community, held in a variety of locations such as libraries, schools, children's centres, health clinics.
- Childcare careers and training: information on the wide range of career opportunities in early years, childcare and play, and the training and support available to help you reach your goal.
- Childcare Providers: support for prospective, new and existing childcare providers including free advertising, regular newsletters and providing a vital link between providers and parents and carers looking for childcare.
- Related Agencies: providing support and a central point of contact for all related agencies working with and supporting children, young people and families.

Please contact:

Telephone: 01743 254400

Email: ShropshireFIS@shropshire.gov.uk

Website: [https://shropshire.gov.uk/early-years-and-childcare/shropshire-family-information-service-\(0-19\)/](https://shropshire.gov.uk/early-years-and-childcare/shropshire-family-information-service-(0-19)/)