

Rothwell Schools

Parent Handbook 2024/25

Welcome

Welcome and thank you for choosing Rothwell Schools for your child; we are committed to working in partnership with parents and carers. You are always welcome in school; meeting and getting to know parents goes a long way towards forging the partnership that helps make teaching and learning more effective. We need your help, support and advice to assist us in our efforts providing the best quality of education we can for your children. We look forward to a long and happy partnership between home and school as your child becomes part of our 'school family'.

We have put together this information booklet with the aim to answer some of those frequent questions you might have about your child's schooling. If your question is not answered in this booklet please email parentsrvs@rothwell.pfschools.org.uk for the Infant School or parents.rjs@rothwell.pfschools.org.uk for the Junior school. Alternatively, please contact us on 01536 906699 and select option for the school you wish to talk to.

Getting to School

Walking to School

As part of a healthier and more environmentally friendly approach, we encourage children to walk to school wherever possible. Children should be accompanied by a responsible person where applicable, and we encourage all persons to wear high visibility clothing, especially in the winter months. There are two pedestrian entrances to the Infant school and three pedestrian entrances to the Junior school.

Driving to School

Parking is difficult as the car park is for staff and visitors only. Private cars are not allowed into the school grounds to deliver or collect children at the beginning or end of the school day. The main gates remain closed during lesson time. The surrounding roads can get very congested at times, so please park with consideration for other road users and local residents and park in the market square. Please note that during school hours there is a 20mph speed limit immediately outside the school.

What time does school start?

Rothwell Nursery

The main school gates will open at 08:45 and close at 08:55 for the morning session and 11:55 and close at 12.05 for the afternoon session. Pupils in Nursery will use the path on the left-hand side and enter at the gate to the Nursery setting, this will open at 08:55 and close at 09:05 for the morning session and open at 12.00 and close at 12.05 for the afternoon session.

Rothwell Infant School

At the Infant School the **gates will open at 08:45 and close at 08:55**. Reception children will enter through the side brown gate and walk up to their teachers who will be waiting to greet them. Pupils in Year 1 and Year 2 can enter via the front entrance.

Rothwell Junior School

At the Junior School the **gates will open at 08.40**. Pupils in Years 4, 5 and 6 will enter via their classroom doors. Children in Year 3 will enter via the white double doors near the Gladstone Street gate. **The doors/gates will be closed at 08.50**. Morning tasks begin at 08.45. For the safety of the children, we would be grateful if parents could ensure their children do not arrive earlier than 8.40am as the school cannot take responsibility for pupils who arrive before this time. Only children in Years 5 and 6 are permitted to walk to school on their own.

What time does school finish?

Rothwell Nursery

The Morning session finishes at 12:00 and the afternoon session finishes at 15:00. The gates will be open from 11:55 and then again at 14.55.

Rothwell Infant School

At the Infant School the gates will open at 15.10 and school finishes at 15:15. Reception children will leave via their outdoor area. Year 1 will leave through the front door. Year 2 Kingfisher class will leave via the front door and Magpie and Parrot class will leave via the side door. Parents of Infant school children should wait on the school playground at home time in front of the appropriate entrance. Children will be handed over to parents/carers once you have been identified in the playground. Main school Children must be collected by an adult or somebody that is over the age of 16. Nursery children must be collected by somebody that is 18 years or older.

Rothwell Junior School

At the Junior School the gates will open at 15.10 and children will leave at 15.20. Children will walk onto the playground from their year groups with class teachers. Children in years 3 and 4 will only be able to go once we have seen you or another named person aged 14 or over, who you have named on our collection arrangement form. Children in years 5 and 6 can walk home if you are happy for them to do so, we will require written confirmation from you for them to be able to do this.

Year 3 children will come out on to the Year 3 side of the playground near the Victorian part of the building. All other year groups will exit on to the main playground.

What if my child is late for school?

Good timekeeping is not just good manners, it is also essential in the world of work. If a child arrives late, they will need to enter through the office and be signed in, a late mark will be recorded. You must accompany your child to the school office to give a reason for being late.

What if my child is absent – illness/medical reasons?

Should your child be absent for any reason, please let us know by using the **Studybugs App** before 8.30am on the first day of illness and each subsequent day. We are required to record any absences not notified to us as 'unauthorised' and to report on these annually. If your child has a medical appointment, please bring the letter with you so a copy can be taken for your child's file.

What if I need to make a medical/dental appointment during the school day?

If your child needs to leave school during lesson time to visit the doctor, dentist or optician, we will require some formal confirmation of the appointment this can be either by a letter with the appointment details or text/email confirmation clearly showing the date and time of the appointment. Children will not be allowed out of school on their own. We advise that, if possible, appointments are made after school or in holiday times. All children must be signed in and out of school in the arrivals/departures book.

What if my child requires medication in school?

If your child needs to take medicine during school time, you will need to bring the medicine into the school office and complete a permission form allowing staff to administer the medicine, this form can also be found on our website to complete prior to bringing medication to the office. Please ensure that medication is only brought into school if it is essential, and doses cannot be administered outside of the school day. The form can only be completed by a parent who holds Parental Responsibility. For the safety of children, please do not send any medication into school in children's bags or lunchboxes etc. It is the responsibility of parents to ensure that all medication kept in school is within date. All medication should be clearly labelled with the child's name and class.

Can my child bring a mobile phone to school?

No pupils are permitted to have mobile phones at Rothwell Victoria Infant School.

At Rothwell Junior school please only send your child to school with a mobile phone if it is essential for their safety as they walk to/from school unaccompanied (Year 5/6 pupils only) – we require a letter from parents notifying us of this. **All mobile phones must be handed into the class teacher for safekeeping during the school day.** **We do not accept any liability for the loss or damage of phones.**

What homework will my child have?

Homework is introduced to all children at an early age – regular practice of reading and spelling at home supports learning in the classroom. We also have several subscription-based websites which support learning which the children will have access to.

What clubs are available for my child?

We run a range of school clubs across the week (before, during and after school) - some are provided by school staff as well as private providers. Some of the clubs are funded by the school using our sports premium funding and some require parents to pay for their child to attend. Further details about clubs are sent home as regular parent letters.

Wrap Around Care

We are very lucky to have a company that offers wrap around care on our school site. Fiesta sports coaching offer a breakfast club from 7.30am and an after-school club until 6.00pm they are Ofsted registered and except tax free childcare vouchers. They offer a very varied timetable of activities including arts and crafts, games and sport, outdoor learning and so much more. You can book wrap around sessions or after school clubs by going to: <https://fiestasportscoaching.magicbooking.co.uk>.

What if I want to take my child out of school for a holiday?

Since September 2013, regulations from the Department of Education prevent Headteachers authorising absence for family holidays. Headteachers may only grant leave in exceptional circumstances through a prior written request but not for family holidays. A leave of absence form can be downloaded from the Parents tab at www.rothwellschools.org.uk or from the school office. This must be completed 2 weeks prior to the absence and returned to the school office for approval by the Executive Headteacher.

From September 2016, the Multi Academy Trust has followed the guidelines introduced by the local authority that state that a Penalty Notice (PN) may be issued for 10 sessions of unauthorised absence within a 6-week period. This may include 5 consecutive school days (which may be either side of any school holiday) of unauthorised absence, which could include a term time absence or holiday. If the request is for 5 or more school days continuous leave and is not authorised it will automatically be referred to the Education Entitlement Service for a Fixed Penalty Notice to be issued. In majority of cases, schools and local authorities will try and provide support to help you improve your child's attendance first, but if this isn't effective or the absence is for unauthorised term time holiday, parents may face paying a fine. Currently, it's the responsibility of the local authority to decide when to issue fines to parents, meaning the process varies from council to council. However, under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days, or £160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500. Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government. **Please note that the school does not receive any of this money.**

Where a pupil's absence raises concerns, the school will make every effort to contact the parents at an early opportunity. Attendance is monitored half termly for all children by our pastoral and attendance manager. **Letters are sent to you if your child's attendance is cause for concern.** Research shows that regular attendance at school supports improved academic performance and social wellbeing.

Key Stage 2 SATs week is normally in early to mid-May and all Year 6 pupils should make every effort to attend. Year 1 Phonics screening check and the Year 4 multiplication check is in mid-June. No holidays should be requested during these times.

Snacks and Lunchtime

Mid-Morning Break

Infant School

We participate in the government free school fruit and vegetable scheme and all children in school receive either a piece of fruit or vegetable each day. In the Early Years foundation stage (Nursery and Reception) this is supplemented with additional food and drink, which has often been cooked by the children themselves. NO NUTS are allowed in school. Children should bring a named water filled bottle to school with them every day.

Junior School

Children may bring in a healthy snack to eat at morning break. This should be either fruit, dried fruit, vegetables or cheese. NO NUTS are allowed in school. Children should bring a named water filled bottle to school with them every day.

Lunches

We are very fortunate to have a kitchen at both schools where our lunch provider can prepare our school meals on site with lovely fresh ingredients, they also offer Jacket potato and sandwich options. The Infant school meals are currently free to parents under the government's Universal Infant Free School Meal scheme. All parents need to do is select from a menu that is changed on a regular basis. The same meal choices are also available to children in Years 3-6 at a cost to the parent/carer. Menus are available to order a week or longer in advance this is done through the App.

Children in receipt of Pupil Premium are entitled to free meals; further information on how to apply is included later in this booklet or can be completed online at North Northamptonshire Council's website. We strongly encourage you to investigate whether your child is eligible as the school's funding depends partly on this figure. You can also speak directly to the school office staff if you need help accessing the service.

Lunchtime Care

Over the lunchtime period the children are in the care of the Teaching Assistants. They are responsible for the safety and well-being of all the children both in the dining area and outside in the playground. If, during lunchtime, your child is regularly unable to conform to the expected standards of behaviour and are considered to be posing a risk to the safety and well-being of the other children, you may be contacted and asked to make alternative arrangements for supervision at lunchtime as per our policies.

What is Pupil Premium Funding?

The Government allocates money to schools and academies to help children from lower income families. The funding is called a 'Pupil Premium'. This money goes towards supporting the school to support your child.

How does Pupil Premium funding work?

1. First, check if you qualify – it is not just if you are unemployed, so please look at the list below.
2. Registering is easy; apply online at <https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/Pages/free-school-meals.aspx>
3. If you want your child to have a free, healthy meal at lunchtime, that's great – they will get the free meal (saving you more than £350 per year).
4. If you don't want your child to have the school meals, they can continue as normal – as long as you qualify and are registered, the school still gets additional funding.
5. If your child is confirmed as being eligible for Pupil Premium Funding, you will receive an allocated allowance from the school in the form of a virtual voucher.

No-one will know you have registered, and it will not affect any other benefits you are claiming.

Please talk to us about registering your child today. If you would like any support in making this claim or need to ask any questions, please contact the school office on 01536 906699. All enquiries are treated with confidentiality.

Do you qualify for EXTRA money to help your child?

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190.
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Either parent works in the armed forces

Other qualifying factors:

- Looked after by the local authority for at least one day.
- Adopted from care in the local authority.
- Have left care through special guardianship; and subject to a child arrangement order setting out with whom the child is to live (formerly known as residence orders) in Northamptonshire.

What school uniform will my child need?



For children in the main school, we have a recommended school uniform; children in Nursery are welcome to wear this if they wish. Children are not required to wear a uniform with the school logo, plain alternative items can be worn which are available from most supermarkets and clothes stores **ALL clothing should be clearly marked with your child's name.** Please note that jeans are not acceptable.

Girls

- Navy Crew Neck Sweatshirt/ Cardigan
- White Polo Shirt Years N-4; White blouse - Years 5 and 6
- Tie-Years 5 and 6
- Black/Grey Pinafore Dress
- Black/Grey Knee Length Skirts/Shorts (We don't feel it is appropriate for girls to be wearing shorts that are above the knee.)
- Black/Grey Trousers
- Summer Dresses which are made from a navy and white striped or checked gingham material.
- In severe winter we suggest girls wear warm tights – navy/black/grey.
- School Shoes: should be a dark colour with no heel. **We will not be accepting any form of boots (woollen, Ugg or leather) or trainers (unless for PE).** In periods of bad weather girls can bring wellington boots to change into at break and lunch times. In summer weather closed sandals in leather and manmade material may be worn (but please no crocs or pumps). If girls wish to wear trainers for playtime they must change from their school shoes at break time.

Boys

- Navy Crew Neck Sweatshirt/Cardigan
- White Polo Shirt Years N-4; White Shirt - Years 5 and 6
- Tie-Years 5 and 6
- Black/Grey Trousers
- Dark Socks
- School Shoes: should be a dark colour. **We will not be accepting any form of boot or trainers (including dark shoe effect trainers) (unless for PE).** In periods of bad weather boys can bring wellington boots to change into at break and lunch times. If boys wish to wear trainers for playtime they must change from their school shoes at break time.

Indoor and Summer Wear PE Kit (Boys & Girls)

- A navy cotton t-shirt with the school's name printed on, these are available to order online.
- Navy Shorts or plain black shorts (no logos or football shorts)
- Trainers
- PE kits should be stored in a drawstring bag not a holdall or rucksack.

Outdoor PE Kit for Winter Weather only (Boys & Girls)

- A navy tracksuit or a dark colour tracksuit
- Trainers

Other Clothing Items (Boys & Girls)

- An outdoor coat especially in the winter weather, preferably with a hood. If not, children need to bring in a hat.
- A raincoat for wet weather, preferably with a hood.

Clothing with the school's name embroidered (sweatshirts, cardigans, PE t-shirts and ties) are available to order via Karl Sports (karlsports.co.uk) - order forms are also available from the school office.

Early Years and KS1

No jewellery or watches at all; if ears are pierced, they must be with a stud only and be removed by the child for PE.

KS2

No jewellery is to be worn except for a watch; if ears are pierced, they must be with a stud only and be removed by the child for PE. Ears should be pierced at the beginning of the summer holidays.

Hair/Make-up

- No make-up or nail varnish, false nails to be worn or brought into school (or 'tattoo' transfers)
- Please – no dyed, coloured or 'in-fashion' razor cut hair during term time. Long hair needs to be tied back.
- No body piercings or tattoos please

Swimming Kit (KS2)

Children in Key Stage 2 will need a swimming costume/trunks, towel and swimming cap. A waterproof bag is required to keep swimming gear in. Goggles are allowed but must be accompanied by a parental note. Please note your child will be asked to remove goggles when jumping into the pool due to the risk of damaging their eyes.

We hope you will find these guidelines useful (some were introduced at the request of parents) and that it will save arguments between children and adults as to what they can and can't wear.

Parent Teacher Partnership

At various times during the school year, you will be invited to come in and see your child's class teacher to discuss progress. Parents will receive a school report at the end of the summer term and will have the opportunity to discuss these with the class teacher.

Senior Leadership and Designated Safeguarding Team



Mrs Barker
Executive Head



Mrs Harvey
Deputy Head
Acting SENDCO



Mrs Leder
Assistant Head
Junior School



Mrs Cross
Assistant Head
Infant School



Miss Van Davies
Parent Support
Worker
Designated
Safeguarding
Lead



Mrs O'Neill
Year 3 Lead

Class Names

Rothwell Infant School

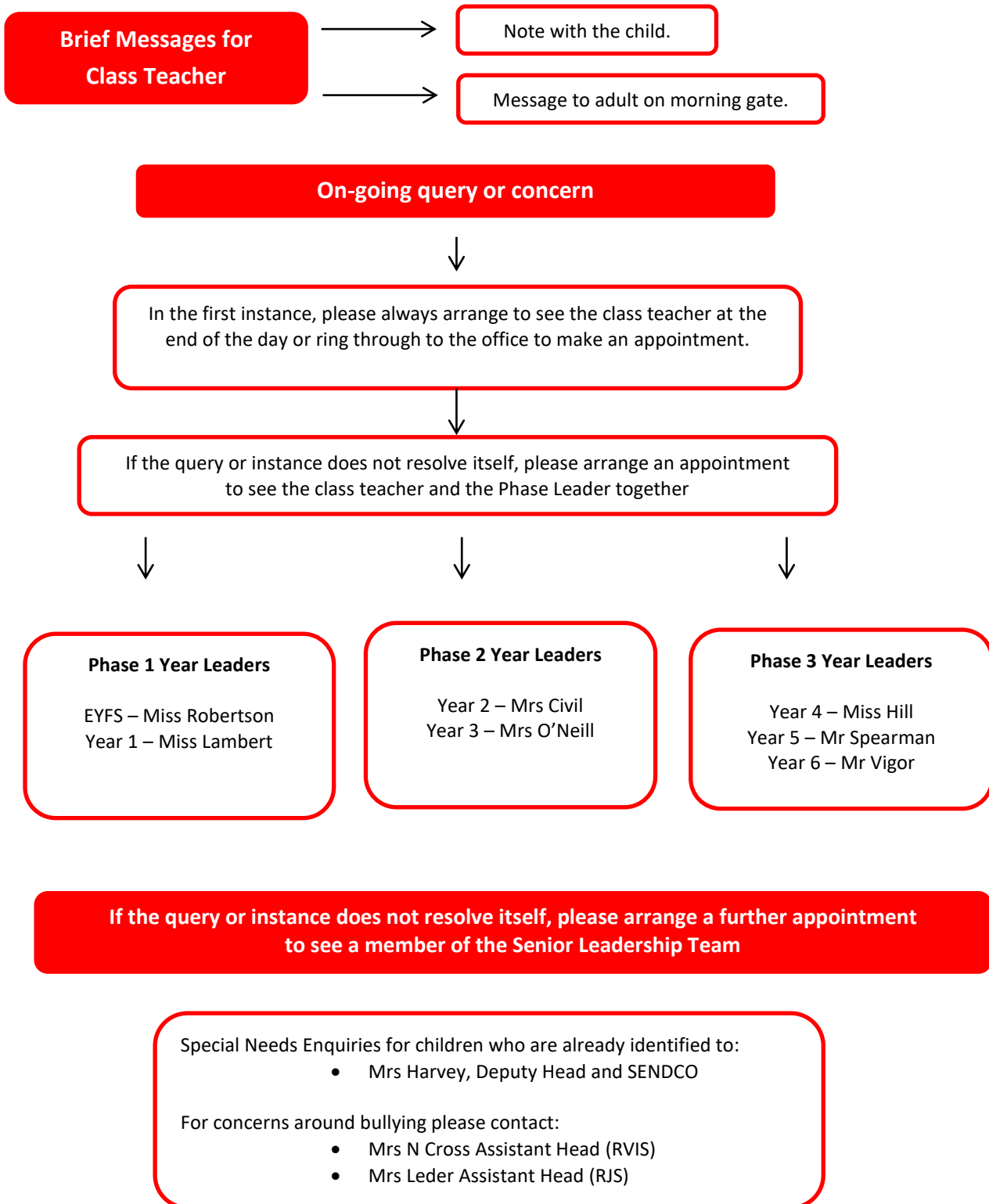
Nursery	Reception	Year 1	Year 2
Ducklings	Canary	Hummingbird	Kingfisher
Goslings	Penguin	Robin	Magpie
	Wren	Woodpecker	Parrot

Rothwell Junior School

Year 3	Year 4	Year 5	Year 6
Cedar	Amazon	Jupiter	Ben Nevis
Maple	Colorado	Mars	Etna
Oak	Nile	Saturn	Snowdon

Who do I speak to if I have a problem or a concern?

If a concern or problem arises then an arrangement to meet the class teacher should be made. An appointment can be made for you with the teacher via the school office so that the matter can be discussed properly and resolved. The following flow chart will help you to understand who you should direct your query towards:



What if I am concerned about a child's welfare?

If you are concerned for the welfare and safety of a child in or out of school then please share your concerns with our Designated Safeguarding team who can be identified by their purple lanyards or email your concern confidentially to a DSL via safeguarding@rothwell.pfschools.org.uk.

Who I speak to if I need extra support and advice for my child/family?

We are lucky to be able to offer all families the support of our Parent Support Worker Miss Van Davies who is available to listen and work with families on a range of issues such as behaviour, sleep, adult learning. If you wish to speak to Miss Van Davies, please ask at the school office who will pass on your details and arrange for her to contact you to visit you at school or home.

What if my child has a worry?

Encourage your child to speak to the class teacher about their concerns, often their worries can be eased quickly. If your child's worries cannot be eased by their teacher, there are many resources on our website under the wellbeing Wombat that you can access, alternatively you can request a call from Megan Van Davies our Parent support worker.

How will information be sent home to parents?

All communication is sent via our My Child At School App (MCAS), via this app you can make payments for trips, dinners or events, update information i.e. change of address, give parental consents. Please click the guide below that will give you some more information.



MCAS-Parent-Guide
-July-23-android-ad

How can I keep in touch with what is happening in school?

Across the academic year we hold several school events, performances and assemblies which parents are invited to attend. We have a weekly Friday Flyer and termly sway newsletter which will be sent to you via the MCAS App. We also have lots of information on the school website www.rothwellschools.org.uk as well as sharing information on Facebook account you can also follow us on Twitter and Instagram links to all these accounts are on our website.

Governing Body

The school has an active governing body whose job it is to work closely with the Headteacher, Senior Leadership Team and the Pathfinder Schools Academy Trust to ensure the smooth running of the school. When vacancies for Parent Governors arise, these are advertised in the school newsletter. Mrs Katherine Fairbairn is our Chair of Governors. If you wish to express an interest in becoming a Governor, then please email clerk@rothwell.pfschools.org.uk

Permission Forms

We have a variety of agreement forms that we need you to sign and return to us.

- At the start of your child's school career, you will be asked to sign a home School agreement which lists the expectations and responsibilities of school, pupils and parents.
- Internet use – before pupils use the internet parents will be asked to discuss and sign an agreement for acceptable and responsible use.
- Occasional local visits are arranged which may involve walking short distances or visiting other schools within the Multi Academy Trust. These visits are 'risk assessed' in advance and risk assessments must be approved by the Educational Visits Co-ordinator before they can go ahead. Adequate staffing levels are paramount.
- To comply with new General Data Protection Regulations which came into force in May 2018, additional permission requests have been added to the agreement to ensure that the school identifies how your information is used.
- We also request permission to publish your child's photograph on the school website.

Once these have been signed and returned to us at the very start of your child's school career it is your responsibility to keep them up to date via the MCAS (My Child At School) App or informing the school office of any changes.

Thank you for taking the time to read the parent handbook. We look forward to working in partnership with you.

How to get in touch

Rothwell Victoria Infant School
School Lane
Rothwell
Northants
NN14 6HZ

T: 01536 906699
E: parentsrvs@rothwell.pfschools.org.uk
W: www.rothwellschools.org.uk

Executive Headteacher:
Deputy Headteacher:
Assistant Head Infant School:
Assistant Head Junior School:
School Business Manager Rothwell Schools:
Chair of Governors:
Designated Safeguarding Lead:

Rothwell Junior School
Gladstone Street
Rothwell
Northants
NN14 6ER

T: 01536 906699
E: parents.rjs@rothwell.pfschools.org.uk
W: www.rothwellschools.org.uk

Mrs M Barker
Mrs G Harvey
Mrs N Cross
Mrs B Leder
Mrs M Johnston
Mrs K Fairbairn
Miss M Van Davies