



**Rucstall**  
PRIMARY SCHOOL



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## Our Vision and Values

Rucstall Primary School is a learning community where every child is valued as an individual, and where hard work and perseverance is valued. Within a culture of caring and celebration, we will support our children to develop a love of learning and challenge, with the skills, understanding and resourcefulness to achieve their potential.

Celebration  
Co-operation  
Creativity  
Equality  
Honesty  
Perseverance  
Respectfulness





## Headteacher's Welcome

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Dear Parents and Carers,

It is with great pleasure that I welcome you to Rucstall Primary School.

As a school, we are fully committed to developing each child's unique potential within a secure and caring environment. We believe that our children should not only reach their best academically, but also develop a thirst for knowledge and a love of learning. The children of Rucstall Primary School are happy learners, who work hard to achieve the challenges set by their teachers.

At Rucstall Primary School, we are very proud of our community atmosphere and we strive not only to provide the highest quality of education, but also help our children become happy, successful and fulfilled individuals.

We are here for you and your child, and I invite you to contact the school concerning any aspect of school life, or if you require any further information, through our contacts page.

Mrs R Griffiths

Headteacher





## Chair of Governors' Welcome

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Welcome to Rucstall Primary School.

As a Governing Body we are very proud of all our children and staff, who make Rucstall Primary School what it is today, an Ofsted rated "Good" school and a truly great place for your child to start their educational journey.

Our role as governors is to make sure that the schools' objectives are met and that all planning for the future is robust and realistic. We are here to support and encourage the Headteacher, Senior Leadership Team and teaching staff. We act as a 'critical friend' to preserve the highest standards and progress for all our children at Rucstall Primary School.

The governors meet on average six times a year, where we question and challenge reports regarding the learning outcomes and progression of the entire school population. The Governing Body considers how the schools' resources are used to provide maximum impact to the children, staff and physical environment. Governors test and support the school in achieving its ultimate aims and goals documented in the School Improvement Plan. We also review policies, which allow us to demonstrate that as a school we are forward thinking and committed to supporting your child's achievements. We are passionate about ensuring your children receive the best possible education available during the years ahead.

I am truly honoured to be Rucstall Primary School's Chair of Governors and I am very lucky to lead an experienced and driven team. All the governors work hard to share their expertise to guide the school forward.

If you should wish to contact me, this can be arranged via the school office.

Mr John Sayers

Chair of Governors

What our October 2017 Ofsted says about us:

*Children get off to a good start in the early years. Staff understand the needs of young children well and provide a stimulating, well-resourced environment to foster an enjoyment of learning.*

*Pupils' behaviour is impeccable. They are polite, cheerful and friendly to staff and their classmates alike. Pupils are enthusiastic learners who work hard and take pride in their achievements.*

*Teachers know pupils well because they use a range of information to reach accurate assessments of what pupils know. They use this information to plan lessons that develop pupils' skills and deepen their understanding.*



*Pupils in all year groups are making good progress. Where levels of attainment and rates of progress have not been high enough, leaders' decisive actions to improve teaching have resulted in better outcomes, especially in Key Stage Two.*

*Disadvantaged pupils and pupils who have special educational needs and/or disabilities achieve well and make good progress.*

*Learning support assistants are skilled and well trained. They offer strong support to teachers both in class and when teaching groups of pupils.*

*Welfare and safeguarding arrangements are thorough, detailed and effective. Senior leaders spare no effort to ensure that all pupils are kept safe.*





## Admissions

Rucstall Primary School is a one-from entry primary school for children age 4-11. Our admission numbers are set at a maximum of 30 per class.

Your child is entitled to start school in the September following their fourth birthday (and must start school by the beginning of the term after their fifth birthday). We encourage all of our parents to allow their child to start full time school in the Autumn Term.

An induction programme of visits is arranged to ease the children into school life. Children who begin school in September will make visits in the previous Summer Term.

The school's current admission policy is operated by the Hampshire Local Authority (LA), which is the admissions authority for all community and controlled schools within Hampshire.

Application forms are completed online and returned by January for a place in the following academic year.

In year applications can be made at any time, however we always advise parents to visit us before applying to decide whether Rucstall Primary School is right for their child and to check we have admission spaces.



## Facilities

We are fortunate at Rucstall Primary School to have plenty of space for the children to learn in both inside and outside. Our facilities include:

- 7 well-equipped classrooms.
- A children's kitchen.
- Two extensive and well stocked libraries, one for each Key Stage (including computer facilities).
- A community room, used for music teaching, break-out groups and breakfast club.
- Full class sets of laptops and iPads for the teaching of computing.
- An excellent school meal service and onsite kitchen.
- A nurture room for small group and 1:1 support from our ELSA.
- Two dedicated outside learning areas for EYFS, one under canopy and always accessible to the children, and another within a woodland for physical development.
- A role play and outdoor area for use by our Year One children as they transition from EYFS to the Key Stage One curriculum.
- Extensive, attractive grounds used to support learning, including an adventure trail, three playgrounds and quiet seating areas.
- A large hall within modern gymnastic equipment and facilities for drama productions.
- Sports field for hosting events.



## Starting School

At Rucstall Primary School, we believe that high quality early years experiences in school is of vital importance and can have a lasting effect on a child's attitudes to education, personal and social skills and attainments. First days at school for young children are a mixture of all kinds of emotions. The school day and its demands can be quite daunting and, at first, very tiring. Children and their parents/carers are invited to spend some time with us in an informal way before admission. We invite our new parents and children to some induction afternoons in June and July where they stay at school with their parents for a short period of time, so that they can become acclimatised to their new surroundings. Parents then get the opportunity to attend information sessions on phonics, reading and maths before collecting their children at the end of the day. This gentle introduction is intended to make the children's first day in school a little less daunting - and the parents' first day at home less anxious!

An induction evening is also held for the parents of the new intake. This meeting outlines the induction process and gives the parents a chance to meet the staff and to find out anything they want to know about early education in general and Rucstall in particular. The meeting is held by the Headteacher and EYFS team.

The Early Years Foundation Stage curriculum follows the Statutory Framework as implemented in September 2012. All areas of the curriculum are covered both inside and outside, and contains seventeen 'goals' for the children to work towards. The children build up a Learning Journey showing some examples of their work and photographs of some of their other learning, which contribute to the teachers' assessments of each child. At all times through the year parents are invited to contribute to, share and ask about their child's Learning Journey.



## The School Day

The school office is open every day between 8.30am and 4pm.

8.00am	Breakfast club opens (Community Room)
8.45am	School gates and doors open
8.55am	School doors close
9.00am	Registration closes
9.00-10.10am	Session 1
10.10 to 10.30am	Breaktime
10.30-12.00pm	Session 2
12.00 to 1.00pm	Lunchtime
1.00-3.15/20pm	Session 3
3.15pm	End of the school day for EYFS and KS1
3.20pm	End of the school day for KS2
3.20–4.15pm	After school clubs





## School Uniform

At Rucstall Primary School we believe that the wearing of a school uniform encourages pride in the school, helps children to feel they belong to the school community and makes them look ready to work. We expect children to wear school uniform and ask parents to support us in ensuring that children come to school dressed appropriately. Please ask if you have any questions concerning school uniform.

School uniform should be selected from the following items:

- Grey skirt or pinafore, grey trousers or shorts (no leggings or joggers)
- White polo shirts
- Burgundy sweater or cardigan (this item must have the school logo)
- White/grey socks or tights
- Burgundy gingham dress (summer)
- Flat black school shoes (no trainers or boots, and suitable for playtimes)

PE and Sports Clothing Kit List:

- White t-shirt (round neck)
- Black shorts
- Black plimsolls (indoor PE)
- Black trainers, plain (outdoor PE)
- Black tracksuit (colder weather)

None of these items should be 'labelled' items. Plain items only are required.



## General Information

It is essential that all items of clothing and bags should be clearly marked with the child's name.

The wearing of jewellery is not permitted. Rings, dangling earrings and necklaces can be dangerous. 1 x small plain stud earring in each lobe and watches are allowed, but must be removed for PE and sports activities. Nose studs, retainers or body piercings are not allowed.

Hair should be modest in style and colour - nothing less than grade two. Bows larger than 6cm will not be allowed. Hair longer than shoulder length must be tied back. There should be no snoods, hats, sunglasses or neckerchiefs during learning time and no makeup or nail varnish.



### Our Suppliers

Our school uniform can be purchased from two suppliers:

- Skoolkit - [www.skoolkit.co.uk](http://www.skoolkit.co.uk), 15 Church Street, Basingstoke Town Centre
- MyClothing - [www.myclothing.com](http://www.myclothing.com)

Water bottles are available from the school at a cost of £1.50.

### Personal Equipment

In addition to a draw string bag for PE clothing, children need a school bag to transport their homework, reading materials and lunchbox. We ask that children use a bookbag in EYFS and Key Stage One. In Key Stage Two a small rucksack is suitable, but please bear in mind that there is limited storage space. Children do not need to bring a pencil case to school.

Children's personal equipment is their own responsibility and they should look after it. All the items which your child brings to school should be clearly named.

A named bottle containing only water should be brought into school every day. We do not provide cups and do not have fountains. It is highly important that children drink plenty of water during the day, to keep them well hydrated. A water bottle can be purchased from the school office if needed.

### Valuables and Lost Property

Children should not bring large sums of money, valuables or mobile phones to school. Year Five and Six children who walk home are, however, allowed to bring their phones into school. These are locked away, in the office, during the day. Money brought in for a particular reason (e.g. school visits, music tuition) should be given to the class teacher at morning registration and should be in an envelope clearly marked with your child's name and class. Watches and other items of value are sent to school at parents' own risk. Toys, games and other personal belongings should not come to school. All items of clothing and property must be clearly marked with the name of the owner. Lost property is kept in each cloakroom. Please ask at the School Office if you wish to check for lost items. Unclaimed lost property is disposed of at the end of each term.



## Clubs

The school runs a breakfast club daily from 8am until the start of the school day. Children are provided with a breakfast of cereals or toast, and play games together. The club costs £3.00 daily and must be paid in advance (late cancellations will still incur charges).

Staff run after school clubs across the year. These vary throughout the year depending on the weather. They include sport activities, art and design activities, street dance, cooking and choir - to name but a few. A list of clubs is available on the website and from the school office each term.

Clubs offered by external organisations sometimes incur charges, which are payable in advance.

The local preschool (Little Ducklings) runs a full after-school childcare facility and they collect from Rucstall. We advise parents to review this themselves, as it is not run by the school.



## Food and Drink

### HC3S

Hampshire Catering serves a wide range of high quality dinners, which are planned to deliver a balanced and healthy diet. All EYFS/Key Stage One children are entitled to a 'universal free school meal'. Key Stage Two children can pay for their meals on a weekly or monthly basis. Payments must be made in advance. If you believe your child may be entitled to a 'free school meal' (this is based on your current financial situation) please speak to the school office to complete the online form. Children not wanting a school meal may bring in their own packed lunch. Packed lunches must be healthy and include a balanced meal. We ask that chocolate items are kept to a minimum. Chocolate sandwiches are not permitted and no items containing nuts can be brought into the school (this includes bake sales).



### Milk

Milk is available to EYFS pupils via the "Cool Milk" scheme. This is free for all under-fives. If you would like to order milk for your child please register at [www.coolmilk.co.register](http://www.coolmilk.co.register) or pick up a registration form from the school office.

### Snacks

All children in EYFS/Key Stage One are provided with a piece of fruit or vegetable every day. No snack is required. Key Stage Two children are able to purchase a snack from the school shop or alternatively can bring in a healthy snack from home.





## Attendance

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It is the legal responsibility of parents to ensure their children attend school continuously. Legislation requires schools to keep a register of attendance and to record the reasons for a child's absence, such as sickness, medical or dental appointments. A school can authorise such absences if they believe parents are being open and honest about pupils' absences. However, the school cannot authorise all absences. Absence may be unauthorised if no communication is received from parents, or the Headteacher receives information contradictory to what has been shared. Parents should telephone the school before 9.15am on the first day of a child's absence, stating the reason. Emails are not accepted.

We encourage parents to get children to school as much as possible. Although absence is sometimes unpreventable, we encourage parents to send children in to try and we will always send them home if we do not feel they can manage.

The Headteacher cannot authorise holidays during term time. If you consider that exceptional circumstances apply and your child requires time off school please complete a 'Leave of Absence' form available from the school office. We ask all parents to complete the form for any absence over that of a usual appointment time. Penalty notices will be issued if parents choose to remove children from school without approval, in the event of unauthorised absences or persistent lateness. 10 week attendance letters are sent to parents whose children's attendance has fallen below 95% or 90% to keep them informed and encourage improvement.

## Health

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If your child has been prescribed a medicine by their doctor and a dose is required during the day you will need to complete a medical form to enable school staff to administer it on your behalf. We are unable to give over the counter medicines to children.

If your child is asthmatic, diabetic, extremely allergic or has epilepsy, you will be asked to complete a detailed medical form, providing all relevant information, and provide us with emergency/preventative treatment for use in school. This will help us develop a Health Care Plan for them.





## Liaison and reporting to parents, including communication methods

Parents are invited into the school at different times during the year. If you have a concern or query at any point, we ask that parents follow our below communication flowchart:

Learning Concerns	Pastoral Concerns	Concerns relating to particular learning or physical needs ↓	Issues relating to staff	Concerns & Queries relating to school administration
<p>Please raise your concern with your child's class teacher in the first instance.</p>	<p><i>(Pastoral care covers our support of child's individual needs, their emotional wellbeing, behaviour management and helping them with any personal problems they may be experiencing at school)</i></p>	<p>Where a concern is related to a special need and you feel an adjustment may be required to support successful learning e.g. issues related to ASD (Autistic Spectrum Disorders), dyslexia, dyspraxia or physical disabilities</p>	<p>Please contact the school office, who will forwards your concern to the most appropriate person.</p>	<p>Please speak to the school office team.</p>
	<p>Please raise your concern with your child's class teacher.</p> <p>They will develop some actions and review them with you initially. They may also decide to enlist the help of other school staff to arrange some parenting support or Emotional Literacy Support.</p>	<p>Please raise your concern with your child's class teacher in the first instance.</p> <p>Please arrange an appointment with the class teacher and they may invite the Special Educational Needs Coordinator (SENCo).</p>		
<p>If you feel the class teacher has been unable to help, please contact the Key Stage Leader. Our Key Stage Leaders are responsible for the behaviour and pastoral care of each of their year</p>				

groups.			
Please make an appointment to see our Deputy Headteacher, if you remain concerned following the steps above, or the matter is of a safeguarding nature.	↓		
Please make an appointment to see our Headteacher, if you remain concerned following the steps above.			
<p>Teachers are available after school for informal conversations and appointments can be made with all of the above by contacting the school office on 01256 466524 or emailing the request only to <a href="mailto:adminoffice@rucstall.hants.sch.uk">adminoffice@rucstall.hants.sch.uk</a></p> <p>Please be aware that staff will not respond to any attempt at email communication.</p>			
<p>Our Chair of Governors is also here to deal with parental complaints that have followed the above procedures and are in keeping with the school's complaints policy. This policy can be found on the school website, or a hard copy can be obtained from the school office.</p> <p>Please remember that social media IS NOT an appropriate platform to raise any concerns with the school.</p>			

### Reporting to Parents

A positive and supportive link between home and school can help your child's time in school to be a happy part of their life. Your child will learn more readily in a secure and happy environment that such a link can provide. We will keep you informed of your child's progress and of any concerns we might have. Please let us know of any factors at home that might affect your child during the day. It can be difficult to help if we are not clear about the situation. Parents' Evenings are held every Autumn and Spring Term. In the Summer Term you will be provided with a written report regarding your child's effort and attainment across the academic year.

Please do not feel that you have to wait for parents' evenings to talk to your child's class teacher. You can make an appointment at any reasonable time and date.



## Behaviour

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At Rucstall we are incredibly proud of the behaviour of our children. All of the children are encouraged to make positive choices about their behaviour and we focus on rewarding rather than consequences.

All of the children are divided into four houses—Phoenix, Unicorns, Dragons and Centaurs. Children can earn points for their house which are collected every Friday. The winning house is allowed to come into school the following Friday in their own clothes.

We also have different awards that are presented on a Friday during celebration assembly. Each week children are chosen by their class teachers for demonstrating one of our school values. The children have a certificate and this is presented to them with a clear explanation as to why they have received it.

In the event that a child makes a poor choice we use a card based system. Children are given a warning, then receive a yellow card, a further warning and then may receive a red card. Yellow cards result in time being missed from the child's next playtime, or immediate thinking time in EYFS. Red cards are dealt with by a member of the Senior Leadership Team, who may impose a sanction. Parents are always contacted in the event that a child receives a red card.



## Curriculum

The National Curriculum (2014) is taught at Rucstall Primary School. Our teachers work hard to ensure the curriculum is stimulating and exciting, so that the children enjoy learning and are inspired to become lifelong learners. We have built in many links with the local area, as we are lucky enough to have a wealth of resources right on our doorstep and we therefore plan as many trips out of school as possible, to excite and interest them in their learning and to create a real-life context to learning.

Our aim is to deliver our whole school curriculum in a cross-curricular way. Within each theme of work, maximum opportunity will be taken to integrate cross-curricular links, with literacy and numeracy at the core.

Our curriculum intent is focused around our school values and a desire to:

- Excite children about learning;
- Develop children's love of learning for life;
- Meet the needs of all learners;
- Link learning to life and be contextual, in order to prepare them for the future;
- Teach knowledge and develop children's skills progressively;
- Instil within children ambition for themselves;
- Teach children about their development and positive mental wellbeing;
- And allow the development of own interests and talents.





### SMSC and British Values

The promotion of SMSC and British Values takes place across the curriculum.

Spiritual development encourages the children to reflect on their beliefs, religious or otherwise, and reflect on their experiences, and to try and answer some of life's fundamental questions. The use of imagination, creativity, and a sense of fascination in learning about themselves and the world around them is developed.

Moral development encourages the children to recognise the difference between right and wrong; to have a concern for others and develop and to understand the consequences of their actions. They are helped to think about moral and ethical issues and to think about the views of others in these matters.

Social development encourages the children to work and socialise with others and to relate to those from different backgrounds, religious, ethnic and socio-economic and they are helped to understand and accept fully the British Values in order to participate fully and contribute positively to life in Modern Britain.

Cultural development encourages the children to understand and appreciate the wider range of cultures in their local community and further afield. They are taught to respect different faiths and diversity in local, national and global communities.

The children are also encouraged to take part in artistic, sporting and cultural opportunities. British Values are promoted, so that the children can be prepared for life in Modern Britain. They are helped to accept and engage with the fundamental values of Democracy, The Rule of law, Individual Liberty, Mutual Respect and Tolerance of those with different faiths and beliefs.

All of these are experienced in a variety of activities, including discussions, circle times, assemblies, visitors, workshops and specific lessons.



## Educational Visits and Experiences

Each year we use offsite visits or onsite visitors as a stimulus for work across the curriculum. You will always be informed of any visits planned. All visits are planned with care, taking full account of the LA and government safety recommendations. Most trips and experiences incur a cost and these vary depending on the activity.

When the children are in Year Six they go on a residential for an exciting, action packed week. This is a wonderful opportunity for the children and one which will leave them with positive memories for years to come.



## Home Learning

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Our approach to home learning is focused on parents supporting the development of their children's fluency skills. This includes daily reading, number based practice and a range of other online platforms or games to engage the children.



## Special Educational Needs

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The Governors and staff work hard to ensure that children with SEND have access to a fully inclusive curriculum and can take part in all opportunities within the school. The school operates within the guidelines contained within the revised Code of Practice that came into effect in September 2014. We will always consult parents if we feel that a child needs special support with learning and parents are encouraged to voice any concerns they may have with their class teacher. Children will also be encouraged and helped to express their views, and all staff work towards supporting these children effectively and boosting their self-esteem. All children entering school will be assessed and this highlights any possible developmental areas, which may benefit from very early identification and intervention. The support which children with SEND receive may be given in class, as an individual or in a small group.



### Support for children

Children with SEND will receive specific help from their class teachers, the SEND co-ordinator and teaching assistants. Where necessary, the school and parents will consult with and receive advice from various outside agencies, such as Speech and Language Therapists, Educational Psychologists and Occupational Therapists. At all times, the progress of children with SEND is assessed and reviewed and individual or group education plans are produced accordingly. We have a number of interventions that teachers can choose to use to support children with any identified learning need. We also run groups to specifically support children who experience speech and language difficulties. Finally, we have an Emotional Literacy Support Assistant who provides invaluable support to many children in school to try and ensure they develop as a whole child and address any social or emotional barriers to learning.





## Parent, Teacher Association

When your child starts at Rucstall you automatically become a member of the Parents, Teachers and Friends of Rucstall Primary School (PTFA).

The PTFA is a registered charity which raises money to support the school, by holding different events throughout the year.

In the past, money raised from discos, competitions, fairs, and second-hand uniform sales have helped the school to purchase iPads, improve EYFS resources, outdoor seating and wet breaktime games.

Help with any of these events is very much appreciated. The PTFA meet as a group throughout the year to plan these events, and think of new and exciting ways to raise money.





## Contact Information

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If you would like more information, please contact the school office, write to us, or complete our online form on the school website.

To see more of what is happening at the school, please do checkout our school website gallery, class pages and the latest Newsletters.

### Rucstall Primary School

Holbein Close

Black Dam

Basingstoke

RG21 3EX

T 01256 466524 / 475108

E [adminoffice@rucstall.hants.sch.uk](mailto:adminoffice@rucstall.hants.sch.uk)

W [www.rucstall.hants.sch.uk](http://www.rucstall.hants.sch.uk)







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