

**Rucstall**  
PRIMARY SCHOOL



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## Our Vision and Values

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Rucstall Primary School is a learning community where every child is nurtured 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 full academic potential, 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 to provide the highest quality of education, as well as ensuring 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 school's 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 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 Jay Allen

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

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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.

### Starting School

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 our youngest 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

If your child is joining us mid-year, then an application 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.



## Curriculum

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Here at Rucstall Primary School our curriculum reflects what our children and community need. We are ambitious and passionate for our children and this is conveyed in our school slogan: 'A caring, fun loving, learning community'. We are committed to developing a school community that is driven to continuously develop and improve. The school's values underpin everything we do and these are: Celebration, Co-operation, Creativity, Equality, Honesty, Perseverance and Respectfulness.

Our curriculum is designed to deliver these values. Everyone at the school works hard to ensure all our children are challenged to have the age related skills and knowledge needed to read, write and calculate with numbers. Closing the gap in vocabulary on entry and promoting rich language throughout the curriculum gives children the tools they need to appreciate and participate in the world around them. We want our children to develop their voice and to be able to communicate, with confidence, their view and understanding.

We believe in ensuring every child is valued as an individual, and where hard work and perseverance is valued. Within a culture of caring and celebration, we support and nurture our children to develop a love of learning and challenge, with the skills, understanding and resourcefulness to achieve their potential. The school also actively seeks to nurture children's healthy lifestyles, mental health, instil kindness and understanding of others and the ability to keep safe and happy in our modern society.

In the 21st Century we believe that the most successful learners will be those who are excited about learning, ambitious and motivated for themselves. As well as encouraging innovation and flexibility within the children's learning, the school also aims to develop enquiring children who are confident to investigate and design solutions. We are eager to develop these skills through opportunities for our children to be creative and expressive, enabling development of their own interests and talents.



### How our curriculum is implemented

Our curriculum is purposeful and relevant. Children receive lessons alongside engaging experiences that bring learning to life.

Each subject is valued individually, ensuring that our children develop subject specific skills, knowledge and understanding, as well as making links in other subjects where relevant and to enhance engagement and retention. Key elements within each subject area are developed from Early Years in order to provide solid foundations for the subsequent years' teaching and learning, to facilitate the learning journey.

Staff receive high quality development opportunities from outside providers, subject leaders, senior leaders and Hampshire County Council to enable them to confidently deliver the curriculum and lead their individual subject areas. Our rigorous assessment processes ensure that all children are supported and challenged appropriately throughout their learning journey at Rucstall Primary School.

Extra provision is provided to enable children to achieve key skills or to enrich learning experiences, including the use of our school grounds. Our judicious use of school funding enables children to ensure our curriculum is broad and rich.

### Our Early Years Curriculum

At Rucstall Primary School, we believe that a successful start to school through the Early Years are key to ensuring a continuation of children's thirst for knowledge and further developing their enquiring minds. Whilst we follow the Statutory Framework for Early Years, our bespoke curriculum focuses on ensuring children develop appropriately to their age to embed both skills, knowledge and a love of learning.

### 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 an understanding of 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.

The school's approach to social development encourages children to work and socialise with their peers. Children are encouraged to understand what it means to have British Values and to be inclusive despite different backgrounds, religions, ethnicity or socio-economic circumstances. Our children are therefore well-prepared to 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. 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, our curriculum content, collective worship, circle times, visitors and workshops.





## Educational Visits, Experiences and the Rucstall Primary School Promise

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We recognise the value of educational visits for all children. The trips and wider experiences on offer enrich the curriculum and help to improve the children's educational attainment. At Rucstall Primary School we make a promise to our children that they will have a wide variety of opportunities which we believe every child should experience within their primary school years. Examples of some of our trips include: Longleat Safari Park, Highclere Castle, Intech Science Museum and Wellington Country Park. We are also fortunate to have a large variety of visiting speakers and workshops to further enhance our learning provision. For example, a falconry display in the school hall and a re-enactment of a Victorian school day.

At Rucstall Primary School we believe residential trips are important for the development of all children. These experiences enable our children to be challenged in a different context and can be life-changing and memorable for all. Our two most recent residential trips include a week on the Isle of Wight for Year 6 and an optional adventurous activities trip for children in Years 3, 4 and 5.

Some trips and experiences incur a cost to parents. Where possible, we use the school budget to subsidise trips to ensure costs are kept to a minimum for parents and carers.



## Facilities

We are fortunate at Rucstall Primary School to have plenty of space for the children to learn 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 'The Nest' for small group and 1:1 support from our ELSA – Emotional Literacy Support Assistant.
- Two dedicated outside learning areas for Early Years, one under canopy and always accessible to the children, and another within a woodland for physical development.
- An outdoor area for use by our Year One children as they transition from Early Years to the Key Stage One curriculum.
- Extensive, attractive grounds used to support learning, including an adventure trail, woodland walk, outdoor classroom, three playgrounds and several quiet seating areas.
- A large hall within modern gymnastic equipment and facilities for drama productions.
- Sports field for hosting events.



## 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 Early Years and Key Stage One
3.20pm	End of the school day for Key Stage Two
3.20—4.15pm	After school clubs



## 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 per session 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 Primary School. We advise parents to review this themselves, as it is not run by the school.

## Behaviour

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At Rucstall Primary School we are incredibly proud of the behaviour of our children. All of the children are encouraged to make positive choices about their behaviour using self-regulation. We focus on reward rather than consequence.

Children use our school's own characters to help them communicate how they are feeling and develop self-regulation skills.

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 and rewards shared by the winning team.

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 Early Years. 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.

## Additional Support for Pupils

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We work hard to ensure that children requiring additional support are provided with this in a timely manner. At any point in their school career a child may require some additional support in class or within specifically designed interventions or booster groups. Teachers, who know the children in their class best, are quick to identify required support and put it in place to enable all children to achieve their potential.

Where children have Special Educational Needs or English as an Additional Language, their access needs are reviewed and provision outlined for any staff working with them. This support is also regularly reviewed and progress tracked to ensure the support is enabling them to fully access the curriculum and make progress. These children are overseen by the school's Special Educational Needs Coordinator.

At Rucstall Primary School we also provide additional support for children who are in receipt of Pupil Premium funding or are Looked after Children. All of these pupils have the opportunity to take part in the school's Pupil Premium Life Experiences Programme. They may also receive academic support, depending on what help they require.





## School Uniform

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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 support them being 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.

We insist on full and proper school uniform, with parents notified directly if items do not meet our policy with immediate correction expected. Children are also expected to tuck in their polo-shirts.

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 shoes (no trainers or boots, and suitable for playtimes)
- Book bag (this item must have the school logo) or small rucksack from Year Three only

### PE and Sports Clothing Kit List

- Plain drawstring bag
- White T-shirt (round neck)
- Black shorts
- Black trainers, plain (outdoor PE)
- Black tracksuit trousers
- Rucstall fleece with logo (from Skoolkit) – or children can wear their school jumper

None of these items should have logo's/branding i.e. Nike, Adidas. Plain items only are required.



## General Information

Children wear uniform across the school week, bringing their PE kit in every Monday and taking it home on a Friday to be washed. It is therefore essential that every child has items in school to access the curriculum.

The wearing of jewellery is not permitted. Rings, dangling earrings and necklaces can be dangerous. 1 x small plain ball 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 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 book bag to transport their homework, reading materials and a lunchbox (if appropriate). We ask that children use a book bag in Early Years 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 in Early Years and Key Stage One have cubby holes and Key Stage Two children have lockers within our cloakrooms to store their PE kit and personal items.



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

### Valuables and Lost Property

Children should not bring large sums of money, valuables or mobile phones to school. Year Six children who walk home are, however, allowed to bring their phones into school for safety. These are stored in a cupboard during the day. 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.

It is essential that all items of clothing and bags should be clearly marked with the child's name. A number of items go missing across the year so please ensure all uniform is clearly labelled with your child's name so it is easy to reunite any lost items easily. We do not keep 'lost property', so named items will be returned to children immediately to be stored in their new cubby holes/lockers. Unclaimed and unnamed items are disposed of on a fortnightly basis.



## Food and Drink

Hampshire Catering serves a wide range of high quality dinners, which are planned to deliver a balanced and healthy diet. All Early Years and 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 of the child ordering. 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).

Children should have a water bottle in school at all times. We only allow water. No squash, juice, fizzy or other drinks should be brought into the school.

### Milk

Milk is available to Early Years 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 Early Years/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 bring in a healthy snack from home (no chocolate or sweets).



## Attendance

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It is the legal responsibility that parents 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 cannot be accepted.

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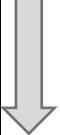
If your child has been prescribed a medicine by their doctor and a dose is required during the day you will need to complete a medical form to enable school staff to administer it on your behalf. We are unable to give over the counter medicines to children.

If your child is asthmatic, diabetic, extremely allergic, has epilepsy, or a significant health need, 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><i>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</i></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</p>	<p>Please raise your concern with your child's class teacher in the first instance.</p>		

	staff to arrange some parenting support or Emotional Literacy Support.			
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 arrange an appointment with the class teacher and they may invite the Special Educational Needs Coordinator (SENCo).		
Please make an appointment to see our Headteacher, if you remain concerned following the steps above.				
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>				
Please be aware that staff will not respond to any attempt at email communication.				
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.				
Please remember that social media IS NOT an appropriate platform to raise any concerns with the school.				

### 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 and may be able to offer further support. Parent Consultations 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 a formal invitation to talk to your child's class teacher. You can make an appointment at any reasonable time and date.



## Home Learning

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, vocabulary development and a range of other online platforms or games to engage the children. Each year you will be invited to an Information Meeting where teachers share the home learning expectations and other information about your child's education that year.





## Parent, Teacher Association

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When your child starts at Rucstall Primary School 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 Early Years 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 check out our school website gallery, class pages and the latest newsletters.

### Rucstall Primary School

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