



Abbots Ripton Church of England Primary School

Welcome Pack



2020/2021



Abbots Ripton Church of England Primary School
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Headteacher: Mrs Claire Matthews
Interim Assistant Headteacher: Miss Kate Slater
Interim Assistant Headteacher: Mrs Julia Wilcock

June 2020

Dear Parents,

We are delighted to welcome you to Abbots Ripton CE Primary School. We hope that this pack gives you a flavour of life in our school, our Christian philosophy, the teamwork and the beliefs of an environment that promotes learning for all.

The choice of school for your child is probably one of the most important decisions you have to make. Your child's primary school years are a life changing experience and therefore it is crucial that they are happy and are given the opportunities to enable them to reach their full potential.

Abbots Ripton is a school which truly values children as individuals. We have high expectations for all children in our care. We aim to provide a safe, happy and stimulating environment for all children and we are committed to providing the best education for them. We want our children to value effort as well as achievement, and to develop self awareness and sensitivity towards others in order to live harmoniously within the school and wider community.

At our school, children come first. There will be many decisions to be made regarding your child's education during his/her years at Abbots Ripton. We believe in developing a positive relationship between home and school and will endeavour to ensure that you are fully involved and informed about your child's progress and development. By working together we can ensure that your child progresses in a happy atmosphere of encouragement, praise and high motivation.

We hope that you find the answers to the many questions you may have in this pack. However, you are more than welcome to contact us if you have any questions.

We look forward to getting to know you and being able to watch your child flourish and develop at Abbots Ripton CE Primary School.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Matthews'.

Mrs Claire Matthews
Headteacher

THE VISION, AIMS AND VALUES OF ABBOTS RIPTON CE PRIMARY SCHOOL

As a church school, our Christian Foundation is extremely important to us. It is evident in every aspect of school life, but most importantly in our vision, aims and values.

OUR VISION STATEMENT

Our vision statement has been developed with our school community and the children have played an important part in this development. They have a good understanding of our vision and how this vision is rooted in our Christian foundation.

Our vision statement is:

Together, with God's help and with the help of others, we learn for life, achieve our best and grow in faith.

We are a school where we learn for life, achieve our best and grow in faith, helped with the encouragement of Paul's words in Colossians 2: Keep your roots deep in Jesus and have your lives built on him. We use the parable of the mustard seed in Matthew 13 to teach the children about the power of small acts; that even the smallest of actions can make a big difference. They understand that they form a small part of their class, their school, their community, the UK and the wider world but their actions can permeate this.

OUR AIMS

Abbots Ripton Primary School community is based on the values of a Christian family. We work hard to achieve a high quality of care through our Christian foundation, developing values, self-esteem and character to enable everyone to be happy and reach their full potential.

We aim:

- To provide an education which places importance on the development of the whole child, academically, intellectually, physically, spiritually, emotionally and socially.
- To provide an environment where each child is encouraged to develop to the full extent of their ability; where each person is valued and is made aware that they have the potential to make a positive contribution to the school.
- To encourage children to feel part of the local and wider community and contribute to the life of it, including through our close links with St. Andrew's Church.

Abbots Ripton Primary School promotes high achievement and learning for life by working with children to:

- Develop enquiring minds and a spirit of curiosity
- Become highly motivated life-long learners
- Be flexible and adaptable for the modern world
- Have high self-esteem – respecting themselves, others and the environment
- Be able to work independently and collaboratively
- Achieve high standards in all areas of the curriculum
- Gain advanced technological skills
- Seek to extend themselves in mind, body and spirit

We believe that each child will succeed through experiencing quality in:

- A broad and challenging curriculum
- An enriching programme of extracurricular activities and visits
- A stimulating learning environment

- A rich, varied and up to date range of learning resources
- Innovative teaching and an investigative approach to learning
- An ethos of support, challenge and encouragement to succeed
- Learning partnerships between school, home and the community

We demonstrate our commitment to working as a learning community by:

- Striving for continuous improvement in all that we do
- Working collaboratively towards common goals

To help us achieve our aims, within our philosophy of partnership, we ask parents to:

- Be supportive of the vision and aims of our school, our philosophy and practice
- Contact us if they have any queries, concerns or any issues they wish to discuss
- Attend our parents' evenings and other occasions to discuss their child's progress
- Ensure their child is punctual and attends school regularly
- Keep us fully informed of any changes in circumstances so that we can be responsive to their child's needs
- Attend our events in school, e.g. curriculum evenings, open days, harvest festival, special assemblies and fundraising events
- Encourage and support their child's learning in school and through our home learning programme and other activities we may ask them to do at home
- Ensure their child takes care of school property

OUR VALUES

Each half term we focus on a different Christian Value. During our daily Collective Worship we reflect on the theological links as well as how we might reflect this value in our school, in our homes and in our communities. We share these values with you each half term in our newsletter.

Our values are:

- Love/Agape
- Respect
- Peace
- Hope
- Faithfulness
- Perseverance
- Compassion
- Thankfulness
- Courage
- Forgiveness
- Generosity/Service
- Justice
- Trust
- Truthfulness

CLASSROOM ORGANISATION

We have four classes and the organisation of the pupil's changes depending upon the number of pupils in each year group. The structure of the classes will usually involve vertical grouping with pupils of more than one year group in each class. A variety of teaching styles are used, with pupils being taught in whole class situations as well as in ability and mixed ability groups. Throughout the school we place an emphasis on children developing responsibility and independence, learning to work in a variety of situations with a variety of others, and developing co-operation and collaboration skills.

Early Years Foundation Stage (EYFS) is known as Reception. Years 1 and 2 are known as Key Stage 1 (KS1) and Years 3,4,5 and 6 are known as Key Stage 2 (KS2). We have named our classes after famous artists and your child will have the opportunity to learn about these artists as they move through the school. Your child will be in the Van Gogh class this year.

OUR STAFF

The school enjoys the support of a happy, hardworking staff team.

The Staff	
Mrs Claire Matthews	Head Teacher
Miss Kate Slater	Interim Assistant Headteacher and Class Teacher
Mrs Julia Wilcock	Interim Assistant Headteacher and Class Teacher
Mrs Melissa Hawthorne	Class teacher
Mrs Sarah Jackson	Class teacher
Mrs Charlotte MacLeod	Class teacher and SENDCo
Mrs Keldy Whales	Class teacher
Mrs Sarah Gibbons	Teaching Assistant
Mrs Vicky McCabe	Teaching Assistant
Mrs Kerry Mead	Teaching Assistant
Mrs Claire Murray	Teaching Assistant
Mrs Sarah Richardson	Teaching Assistant
Mrs Angie Upshall	Teaching Assistant
Mrs Linda Nixon	Office Manager
Mrs Joy Pollock	School Receptionist
Mrs Jo Brown	Cook
Miss Natalie Billimore	Midday Supervisor
Miss Siobhan Bristow	Cleaner

Your child's class teacher will be Mrs Wilcock and she will be supported by Mrs Murray and Mrs Mead.

STARTING SCHOOL



Starting school is an important and exciting time for your child. We work hard to make sure that it is a happy and successful experience.

We work closely with you and the local pre-schools to ensure that the first day of school is an enjoyable experience for all. Before your child starts, we will make contact with your child's pre-school (if they attended one) to discuss your child. In addition, your child will be invited to our school for a series of visits, at different times of the day, and at the moment we plan to do this in the

first week of term in September and not in the summer term as we usually would. During these short visits, your child will meet their teacher and teaching assistants and we will introduce them to the classroom, cloakroom and outside play area.

Mrs Wilcock will also be offering a short, individual 'Zoom' session with each family in order to answer any questions and to meet your child in a familiar environment. We will share further details of this later in the Summer term.

As a school we are currently only open for children from some year groups and the children of key workers. At present, there are no plans for any further children to return until September, therefore we are still a little unsure about what the return to school may look like for these children. We will continue to follow Government and Local Authority Guidance on this and at present the advice is that early years children should start in September too. We would like to share our current plans, however, these may change and we will of course communicate with you as we know more about the expectation on schools in September.

At present, we plan to stagger the children's start dates and children will initially be in school for the morning session only. Our aim is to have all our Reception pupils full-time by the week commencing 21st September. However, we do try to be flexible and if you feel your child is not ready, we are happy to discuss alternative arrangements with you, particularly if being away from their usual routine over the last few months has had an impact on your child's readiness for school.

BEING READY TO START SCHOOL

We encourage our Reception children to be as independent as possible, as this builds their confidence and makes their daily school routines easier. We thought you might find it useful to be given a list of some key skills which will help your child to make the most of the opportunities in the Reception class. Some children will already be competent in these basic skills, but all children will benefit from regularly practising them:

- Putting on and taking off a coat (including doing up and undoing the zip/buttons)
- Putting on and taking off a jumper
- Putting on and taking off shoes and trainers
- Tidying away games and toys after use
- Waiting for and taking turns in a game
- Going to the toilet independently



- Following simple two step instructions (e.g. please put on your coat and collect your book bag)
- Using cutlery and eating independently
- Sitting quietly with an adult to enjoy a story (either told or from a book)
- Recognising their first name when it is written for them

The Pacey website, [Spotlight on starting school](#), is full of ideas and activities to support a child starting school and would be a useful site for parents and carers to look at.

BUDDY SYSTEM

At Abbots Ripton CE Primary School we are very proud of the friendships that children form across age groups and classes. One way we actively encourage this is through our reception 'Buddy' scheme. We give each Reception child a 'buddy' who is in Year 5 or 6 to help them to settle into the school. They often sit with them at lunch to start with and generally help them during break and lunchtimes.

READING

Your child will need a school book bag for their reading book/reading diary for the early years of school. (These are available from our uniform suppliers School Trends www.schooltrends.co.uk or Your School Uniform at www.yourschooluniform.com) We ask that you check your child's book bag daily, as paper communications from school will be sent home in this bag.

Your child will be given a reading diary once they have started to blend sounds, which will be used to log the books they have been reading and record their progress. Please write any comments you have in the diary and sign it when you have heard your child read or read to them each day. We do check the reading diary daily and you are welcome to write messages for your child's class teacher in it – the class teacher may also include messages for you occasionally.

OUR SCHOOL DAY

Below, we have outlined our 'normal' routines for the school day, however, we may need to alter these slightly if we are encouraged to stagger start and end times to enable social distancing. Again, if any plans differ from the norm outlined below, we will inform you prior to starting school.

Our school day starts at 8.50am and finishes at 3.15pm. To enable your child to start the day positively, it is important that they arrive promptly.

Morning

Pupils are welcome to arrive from 8.40am and from this time there will be a member of staff on duty at the main school entrance. When children arrive, they go straight into their classroom.

It is helpful if you say goodbye to your child at the door into school as we limit the number of adults coming into the building. Any children arriving after 8.50am will need to enter via the school office. We do monitor lateness and any children arriving after 9.00am will be recorded as late after registration closes in the register.

Break Time (10.30am - 10.45am)

We encourage children at Abbots Ripton CE Primary School to learn the foundations of a healthy diet from an early age. Children in Reception and KS1 receive a piece of fruit for their break time snack provided by the Government's Free Fruit and Vegetable scheme.





We offer a milk scheme called Cool Milk where you can purchase daily milk for your children through their online scheme. Information flyers are available from the school office with more details. www.coolmilk.co.uk. All children can be registered for free milk until their 5th birthday. After this time, you will need to re-register and pay for the milk if you would like your child to continue to receive this.

Lunch (12.00pm – 1.00pm)

Each class goes into the Dining Hall for lunch. We join together in grace each day:

*Bless,
The food before us,
The people beside us,
And the love between us
Amen.*

The children tidy up their playground toys from 12.50pm and line up ready for the afternoon at 1.00pm.

School meals are provided by ABM Catering services and they are cooked on the premises. Balanced, nutritious meals are on offer each day from which the children may choose. School lunches are an important 'social' part of our school day and this is an area where appropriate mealtime behaviour is encouraged and emphasised.

Menus are sent home each term. A link to the school meals website is also provided on our school website. All children in Reception and KS1 are entitled to a **free hot meal each day** so our expectation is that as many children as possible will eat a hot meal. We are able to cater for all food allergies and a vegetarian option is available each day.



If your child needs to bring a packed lunch, we ask that all food brought into school is in a suitable container, with relevant cutlery. Children should not bring in fizzy drinks, cans, glass bottles or sweets.

In the interests of minimising risks to pupils and staff with nut allergies, we ask that you do not send your child into school with any nut-based foods. We thank you for your understanding and co-operation.

Afternoon

The school day finishes at 3.15pm. Please wait for your child on the path outside their classroom. The children will be dismissed from their classroom door. Older children will wait for you on the playground.

Anyone from your contact list can collect your child from school however please let the school office know if children are going home with a friend. If there is a late change in plan please also phone the school office to let us know. KS2 children may walk home but we must have written permission from their parents before we will allow them to do this.

PRAYER AT OUR SCHOOL

Children will pray in school each. We start our day with a prayer linked to our vision:

Dear God, Please help us together, to learn for life, achieve our best and grow in faith.
In Jesus's name.
Amen

We also have a whole school prayer which we say collectively during Collective Worship:

Dear Lord,
All together we are Abbots Ripton School
Bless each one of us this day.
Bring joy to our lives.
Open our hearts to peace
Together we pray to you our Father
Stand by us as we grow.

May we:

Reflect your goodness
In all that we do.
Protect the world around us and
Take care of your creation.
Our family and friends we trust to your care
Now and forever we say AMEN.

REWARDS AND SANCTIONS

Pupils are rewarded for their successes whether this is related to their academic success, social skills or behaviour. We strive to reward each individual's achievements, developing self-esteem and feelings of worth.

Whole school reward tokens

Tokens are a reward given to children for their work, effort or attitude which exceeds normal expectations. For example if a work target has been set and the child exceeds this, or if a child shows great determination and effort in completing a task, then a token can be given.

These tokens are placed in the reward box outside the office by the children. Each half term, there are 3 choices for a reward e.g. film and popcorn, non-uniform, sports afternoon, cooking and so on. At the end of each half term, the office counts the tokens and the winning reward is given to the whole school at a time agreed by all staff.



What certificates/awards do the children receive?

The children have the chance to receive different awards, all of which are awarded in our Celebration Assembly which is held every Friday:

- The Leading Learner is presented to two children each week by the class teacher for something that they have achieved that they should be particularly proud of.
- Each class teacher will also choose a child to receive the Headteacher's Award each week and this is focussed on one or more of the 5Rs of effective learning
 - Readiness
 - Resilience
 - Resourcefulness
 - Reflectiveness

➤ Remembering

- We also name three Mathletic Masters each week for the three children from Years 1 to 6, who have accrued the most engaged time on Mathletics (an online maths resource) for that week.
- The Headteacher will read the weekly attendance totals for each class and a trophy is awarded to the class with the highest overall attendance. This trophy is given to the class to keep in their classroom for the following week.

OUR BEHAVIOUR CODE

At school, we expect all pupils to follow the school code that consists of three words: **Ready, Respectful** and **Safe**. All of our expectations for positive behaviour fall into this code. Some examples below have been suggested by the children themselves:

READY	RESPECTFUL	SAFE
To learn To listen To share To try our best To include others To be kind	Of each other Of other's views Of other's needs Of belongings Of school equipment Of our environment In the way we speak to others	In the way we move around school In the way we play in the playground In the way we behave towards ourselves and others In the choices we make

There are staged consequences which we call 'steps' and these are used when pupils are not following the code:

1. An adult will talk to you.
2. An adult will talk to you again.
3. You will be moved within the classroom/dining room/playground away from other children and you miss 5 minutes of your own time e.g. at the start of break or at lunchtime.

Missing 5 minutes of free time such as during break or lunchtime will happen as soon as possible after this consequence has been given and the time will be spent being supervised by the adult who has issued the consequence. This time is seen as an opportunity to talk with the pupil about their behaviour and give them an opportunity to reflect on how they could have behaved differently.

As a Church school, we expect that pupils will show remorse and apologise for their behaviour. Every opportunity will be given to make amends and help pupils to understand their mistakes. We also expect others to show forgiveness when an apology has been offered. We often refer to a 'fresh start' with our pupils so that they can be helped to understand that they have been 'forgiven'.

GENERAL INFORMATION

COMMUNICATION

We operate an electronic communication system. This enables us to send school communications to your email address. We publish a fortnightly newsletter which includes a lot of important information and an updated school diary. Your child relies on you reading your newsletter and other letters in order that they do not miss information; no child enjoys arriving at school in their uniform, only to discover that it is a non-uniform day!! So please ensure you read your newsletter!! In addition, our school website is full of information and is regularly updated with photos of the pupils' activities. Our website address is: www.abbotsripton.cambs.sch.uk

GENERAL DATA PROTECTION REGULATIONS

You will be asked to complete consent forms when your child first starts school, giving your permission for your child to participate in local trips around the village, food tasting, use of the internet, etc. You will also be asked to complete a photo and video permissions form. Please keep us up to date with your contact details, in case we need to get in touch with you in an emergency.

WATER BOTTLES

We ask that all children bring a named, clear plastic bottle filled with **fresh water** for consumption during the day. We are able to refill these bottles if required throughout the day.



MEDICATION

Please ensure that school is advised of any medical conditions that affect your child. Medication will only be accepted in school if it is in the original container and is clearly labelled with the child's name. Parents/carers must complete a "Parental Agreement for Administration of Medication" form which is available from the office. Each item of medication must be delivered and collected by an adult from the school office.



Under no circumstances should pupils be sent to school with medication. This includes over-the-counter remedies, e.g. throat lozenges, junior paracetamol, mouth ulcer gel, cough sweets etc.

ILLNESS

If your child is unable to attend school due to illness, please inform the school before the start of the school day and on each subsequent day of absence. A full guide from the Department of Health showing recommended times for children to be away from school when suffering from childhood diseases is displayed in the school office. Obviously, parents and doctors will assess each case on its merits when judging the appropriate length of absence, but the following table is a basic summary of the Local Authority guidance:

Condition	Recommended Absence
Chicken Pox	Until spots are crusted or healed
Impetigo	Until lesions are crusted or healed
Measles	5 days
Scarlett Fever	5 days
Sickness/diarrhoea	48 hours after symptoms stop
Conjunctivitis	None
Headlice	None
Mumps	5 days
Tonsillitis	None

BEFORE SCHOOL CLUB

Each morning, children may arrive from 8am and take part in physical activity in our hall – this is known as our Rise and Shine club! Sessions must be paid in advance and may be booked as a regular sessions or on an ad hoc basis via the school office.

AFTER SCHOOL CLUBS AND LUNCH TIME CLUBS

We offer a selection of activities for the children to enjoy. Recently the clubs have included:

- Football
- Judo
- Athletics
- Art/Craft
- Athletics
- Gymnastics
- Dodgeball

The clubs are offered on a termly basis, although many after school clubs are not open to our Reception children until the summer term. You will receive a letter each term with more details.

HELPING IN SCHOOL

We would love to hear from you if you would be interested in coming into school to help, whether that is to help out with cooking, craft projects, reading, music or anything else you may be interested in or have a talent for. We do often need help for our weekly trips to the Wild Wood! We do need to ensure that all regular helpers have a Disclosure & Barring Service (DBS) check before they can work with the children, but we can arrange this for you. Please ask in the school office for more information.

PARKING

We recognise that our car park is crowded at the beginning and end of the school day. It is therefore essential that parents drive with extreme care at all times in order to keep our children safe. Children should not be dropped off or collected from Wennington Road as this causes dangerous traffic congestion. **Parking at the front of the school is not permitted** at any time and is restricted to the use of buses, taxis and emergency vehicles only.

SCHOOL TRANSPORT

Some children may be entitled to free school transport. To qualify, your child must meet all of the following criteria:

- live within the area where Cambridgeshire is the local council
- be registered at his or her catchment school
- be in or above the school year when they will pass their fifth birthday
- live more than 2 miles from their school
- be able to complete the journey in less than 45 minutes

To check your child's eligibility and to request transport please visit the [school transport website](#).

MOBILE PHONES AND HAND HELD ELECTRONIC DEVICES

Please be aware that children should not bring mobile phones or any hand held electronic games devices to school.

DOGS ON OUR PREMISES

Most of us love dogs but for health and safety reasons they are not allowed on school premises unless they are guide/support dogs. If walking your dog to school, please do not tie them to school railings but stay with them outside the gates. Some children are easily frightened by dogs

and can be fearful of passing, especially if the dog is barking or there are several. Thank you for your understanding.

SECURITY IN SCHOOL

We ask that ALL visitors report to the school office if they enter the premises outside the normal dropping off and collecting times. In this way we can keep a record of who is on site. All visitors will be asked to complete the visitors book and will be issued with a badge to wear. If you see anyone who is unknown to you then please approach them and ask them to report to the office. It is important for us to work together to make our school as safe as possible.

STARS

The Parent Teacher Association (PTA) known as STARS (Support Team for Abbots Ripton School) is run by a committee of parents and teachers and fundraising is the largest part of their role. A lot of their funds go towards enhancing the provision which school provides as well as funding and organising children's events, e.g. cinema nights. The PTA has recently bought some outdoor equipment for the children to use during lunch time and iPads for use in the classroom. There is always room for new members on the committee at any time. You don't have to give an enormous amount of time as a PTA member – you could become a PTA helper. We are always looking for parents to do odd jobs for us, e.g. wrapping lucky dip prizes or helping to set up or clear away at the end of our events!!

More information will follow in September of how you can sign up to the STARS team including their Facebook page so you can keep in touch with all the events happening and how you can get involved.

How to contact the school

Tel: 01487 773318

Email: office@abbotsripton.cambs.sch.uk