



**JOHN RANKIN SCHOOLS**



# Welcome Book

Infant & Nursery School  
Garford Crescent  
Newbury, RG14 REX

Junior School  
Henshaw Crescent  
Newbury, RG14 6ES

Tel: 01635 42376

[www.jrs.w-berks.sch.uk](http://www.jrs.w-berks.sch.uk)



**#IGNITINGPASSION**

**#EMPOWERINGLEARNERS**

**#TRANSFORMINGTHEFUTURE**

Dear Friends and Families,

I am delighted to welcome you and your family to John Rankin Schools. As the Executive Headteacher, I am extremely proud of the school we are creating.

Everything we do is about, 'Igniting Passion; Empowering Learners and Transforming the Future'. At John Rankin, we want to create as many opportunities and provide as many different experiences for our children to help find what their

'element' is, to truly find what it is that inspires them.

We thank you for choosing us to help them in this journey. We look forward to meeting you in person and hope you are as excited as we are about the new school year ahead.

Sincerely,

**Ms F Cooper**

*Executive Headteacher*



# OUR VISION AND VALUES

Igniting Passion ● Empowering Learners ● Transforming the Future

Courage ● Creativity ● Curiosity ● Compassion ● Composure

## MISSION STATEMENT

Our job is not to prepare learners for something; our job is to help learners prepare themselves for anything.

Life always brings challenge – we will develop brave and resilient individuals prepared for an ever-changing world.

Our value 'composure' is taken from Ken Robinson's definition – the ability to connect with the inner life of feeling and develop a sense of personal harmony and balance. At John Rankin School this means individuals who are able to think clearly under pressure; therefore we will provide children with time and techniques to explore and understand themselves.

We firmly believe passionate staff create children passionate about learning; in order to achieve this, wellbeing for both staff and children must be at the core of all policy and practice.

We will always ask three questions of everything that we do:

- **What is the purpose of this?**
- **What impact will it have on our children?**
- **What impact will it have on the workload/wellbeing of staff?**

We are all different, unique and exceptional, this diversity will be celebrated and John Rankin School will help everyone to discover his or her purpose.

We want everyone to find their voice. We aim to ignite imaginations and curiosity to create learners who debate, ask questions, seek answers, and challenge the status quo, equipped to transform their future.

We believe that modelling our core values and conducting ourselves with impeccable manners and character means we will always stand apart from the rest.

We are all leaders and we believe that when we go out into our communities, it is our responsibility to lead with our core values as our compass - always seeking how we can be of service.

“Childhood is not a rehearsal. Young people are living their lives now, and who they become and what they do in the future has everything to do with what they experience in the present.” (from Ken Robinson – Imagine If...)





# SCHOOL UNIFORM



The school uniform gives the children a sense of pride and belonging. The school colours are royal blue and grey and the school logo was designed by our pupils. All children are expected to wear school uniform and we are grateful for your support in this matter.



**Boys** wear grey shorts, or long trousers in cold weather, a white polo shirt and at the Juniors a shirt, optional tie and sweatshirts.

**Girls** wear grey skirts or pinafore dresses, some prefer trousers, a white polo shirt and at the Juniors a shirt, optional tie and sweatshirts or cardigans.

Shoes should be black and socks/tights grey or white. Girls may wear blue and white checked dresses in the summer.

Children may bring a pair of warm jogging trousers to put on for cold playtimes.

We recommend that children bring a book bag or rucksack to school. These are helpful for books and school work to come to and from school.

All school uniform with a logo on it can be purchased from Skoolkit, which is situated in Parkway in Newbury town centre. Alternatively, you can order from their website [skoolkit.co.uk](http://skoolkit.co.uk)

All other uniform without a logo can be purchased from supermarkets or other school uniform suppliers at a reasonable cost.

**Skoolkit**

Please make sure your all child's school clothing is **clearly named**, including coats. We collect a lot of 'lost property' which we and the children are unable to identify because they are un-named.

**PE** Children require a pair of navy shorts, a white t-shirt and a pair of plimsolls or trainers for outdoor PE.

Your child will wear their PE kit to school on their PE day to avoid the children having to get changed in school.

**Jewellery** The only jewellery to be worn is a watch; pupils should not be wearing bracelets, ankle bracelets, rings etc. The only earrings should be the stud type which will have to be removed or taped over for PE/Games with micropore tape which they should keep in their school bag. Makeup, dyed hair, "extreme" haircuts, nail varnish and braids are **NOT** part of the school uniform and should not be worn.



## THE SCHOOL DAY

We believe that it is important to invest time in a child's education. School days are very busy and children learn a lot in one day, therefore, always try to be on time for the beginning of the school day. If you are delayed, please take your child to the infant reception to sign in.

### Infant School Day

8.35 - 8.50am	Children enter school
9.00am	Registration
11.45am - 1.15pm	Lunch break
3.10pm	School day ends

### Junior School Day

8.35 - 8.50am	Children enter school
9.00am	Registration
12.15 - 1.15pm	Lunch break
3.15pm	School day ends





## TRAVEL TO SCHOOL

We encourage all children to walk, scoot or cycle to school whenever possible. If you do need to drive your child to and from school, please park responsibly and respectfully in the surrounding roads. The car park is strictly for the school staff and Blue badge holders.

If you have a medical condition which requires you to park in the car park, please ask for a parking permit application form from the office. Please park respectfully in the surrounding roads and please switch your engine off. We appreciate your co-operation.



## COLLECTION

If your child is being collected by someone other than yourself, please inform the school. We will not release your child to a different person unless we have had confirmation from you.

## OTHER INFORMATION

- ◇ Dogs are not allowed anywhere on the school site, for health and safety reasons.
- ◇ Smoking is not allowed anywhere on the school site and we also request that you do not smoke directly outside the school gates.
- ◇ Mobile phones must not be used on the school site, for safeguarding reasons. This includes when waiting to collect children at the end of the school day.

# ATTENDANCE

Good attendance gives your child the best opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause. Evidence shows there is a clear link between attendance and their success.

Missing school damages pupils' learning, disrupts routines for themselves and their classmates and can make them feel isolated from their peers.

**Every school day counts.**

## ARRIVE ON TIME

The school gates open from 8.35am. If your child is late and arrives after 8.50am, they are missing the valuable start to the day. They will also need to be brought to the office to sign in.

## WHAT SHOULD I DO IF MY CHILD IS OFF SCHOOL?

Telephone the school office by 9.30am on each day of their absence so that we know your child is safe at home.

If your child has a cold, a cough or a headache, we would expect them to attend school. If your child suffers from a sickness/diarrhea bug, we request that they stay at home for a period of 48 hours from the last bout.

Please try to make any medical/dental appointments out of school time to avoid disrupting your child's learning.

## ABSENCE IN TERM TIME

We actively encourage parents to book family holidays out of term time so as not to disrupt their children's education. Permission for any planned absence from school must be sought by the Executive Headteacher, by completing this form. Only requests with '**exceptional circumstances**' such as attending a funeral of a relative, will be authorised.



# BEHAVIOUR

BE CONSIDERATE  
BE COMPASSIONATE  
BE COMPOSED

Our school has high standards of behaviour and we expect all our pupils to demonstrate our three simple rules at all times. Children are encouraged to be respectful and sensitive to each other's needs and to care for personal and school property.

- Help children to become good citizens who will relate positively to other members of society, at home and in the community.
- Create an environment in which children can achieve their full potential and do as well as possible in their learning.
- Create the best conditions for learning by developing good behaviour.

We adopt a therapeutic approach to managing behaviour.

We aim to promote good behaviour at all times so that pupils can grow in self-discipline, self-esteem and self-confidence. We aim to:

- Promote the positives and ensure children are clear about expectations.
- Provide children with stimulating and well planned learning opportunities.
- Encourage children to take responsibility for their own behaviour and help them to recognise their behaviour is of their choosing.



Negative behaviour choices are dealt with by staff in a calm manner. Children are given the opportunity to reflect on dysregulated behaviour choices. Children who have difficulty meeting the school's behavioural expectations are further supported by a member of the leadership team.

## SCHOOL LUNCHES

ISS Catering offers our children a broad variety of freshly prepared delicious food at lunchtime.

Should your child wish to have a hot meal at school, you must order your child's lunch online. This can be done up until 9:30am on the day. Every child in the Infant school is entitled to receive a free school lunch. The cost of a meal at the Junior school is £2.63. If you are entitled to certain benefits, you may qualify for Free School Meals and should apply [here](#).

Children bringing packed lunches should place them in the cloakroom on arrival to school. Please note that glass bottles, fizzy drinks and nut products are not allowed in lunch boxes. We encourage children to eat a healthy and balanced lunch.

To set up your online account and order, please visit the ISS website <https://parents.feedinghungryminds.co.uk/login>



## ALLERGIES AND INTOLERANCES

ISS successfully caters for children with allergies and intolerances.

If your child has an allergy and you wish them to have school meals please complete and return an [allergy and intolerance form](#) to the school office.

Alternatively when you set up an account on the ISS website you are able to message them directly with any queries.



## SNACKS AND WATER

All children at the Infant school are provided with a fruit or vegetable snack as part of the Government School Fruit and Vegetable Scheme.

Junior school children are required to bring their own snack in for break time. This should ideally be a piece

of fruit or vegetable or other healthy snack.

Children are required to bring a drinks bottle containing **fresh water** every day. Should they forget their bottle, water will be available during the school day.



## MILK

Every child under the age of five is entitled to free school milk. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth. Please let us know if you do not want your child to be registered.

If you wish for your child to continue to receive milk after they turn 5, you can apply via the [Cool Milk website](#) to pay a subsidised rate for your child to continue. For children entitled to free school meals, this can be paid for by the school, however you must still apply for this provision.

# SCHOOL TRIPS



At John Rankin we are pleased to be able to offer many trips and activities throughout your child's school life.

We work hard to keep costs to parents as low as possible, however with residential trips taking place in both years 5 and 6, at least one trip in each of the preceding years, as well as swimming lessons, we recommend that parents start saving as early as possible for school trips during your child's time at John Rankin.

All of our extracurricular trips and activities are enriching to the children's learning and our teaching staff work hard to ensure the children get the most from these experiences. We encourage all children to attend where possible to support their learning. Many of the classroom activities are centred around these, therefore their learning and achievements are enhanced.



# SAFGUARDING YOUR CHILD

We are committed to ensuring that all our children are well cared for, safe and protected. We have a detailed Safeguarding Policy, which looks at all aspects of safety throughout the school, but which also incorporates Child Protection. We follow West Berkshire's Child Protection procedures and aim to work together with other agencies that support children and families. We are required to be watchful for signs and symptoms of: physical abuse, sexual abuse, emotional abuse and neglect.

## PUPIL WELFARE

Parents should be aware that in urgent/repeated incidents of neglect or abuse, the school is obliged to discuss with/refer these to other agencies. There are designated persons with responsibility for the implementation of these procedures. Every member of staff, teaching and non-teaching has been formally trained regarding Child Protection issues.



## ILLNESS AND MEDICINES

There may be occasions in which your child needs to have medicine in school. Our first aid trained staff will be happy to administer this once a medical request form has been completed and returned to the office.

Regular medicines such as inhalers are held centrally in clearly marked containers and can be quickly and easily accessed by the pupil concerned.

It is the responsibility of the parent to check that any medicines held in school are in date.

There are fully trained first aiders on the staff. In the event of any concerns about your child feeling unwell, we will contact you. We do not give any medication without your authorisation.





# FOREST SCHOOL



At John Rankin we offer a broad and balanced curriculum to develop the whole child. Forest School enhances this work further with a range of experiences designed to develop the whole child; physically, intellectually, emotionally, socially, spiritually and morally. We aim to challenge and support the children to become independent resilient learners who enjoy trying out their ideas, working together with their peers to solve problems and conquer challenges in the natural world.

Here are some activities that the children enjoy in forest school:

- Tool Skills – Bow Saw, Rubber Mallet, Hammer, Bill Hook, Whittling Knives
- Cooking – Toasted Crumpets, Smores, Campfire Bananas, Hot Chocolate
- Mud Slide
- Bug Hunting
- Den building
- Natural Jewellery

and much, much more...

# PURPLE LEARNING

At John Rankin we encourage our children to be *Purple Learners*. This means that the level of learning for the children is challenging enough to stretch them, but not so difficult that they become disengaged. It is a simple philosophy that the children respond well to and understand.



## *I will be a purple learner when...*

*I think for myself before I ask for support*

*I take on things that will challenge me*

*I try to solve problems myself*

*I persevere when things get difficult*

*I stay determined!*

*I aim high...*



# COMMUNICATIONS

We keep our families up to date with school events and activities via email. Every Friday a weekly reminders email is sent for the coming week, just to help you keep on top of school life.

Every half term we share with you, in the form of our newsletter, what our children have been learning across the school.

To ensure you receive all of our communications, please notify the school office if any of your contact details change so we can update our records.

We also have a Facebook and X (previously Twitter) account where we share news. Please search for John Rankin Schools.



## PUPIL PREMIUM

The Pupil Premium provides additional funding on top of the main funding a school receives. It is targeted at students from less advantaged backgrounds to help them benefit from the same opportunities as other students. The school receives £1320 per pupil (2018/2019) and uses this money to fund staff and resources targeted towards the children receiving the funding.

In addition to receiving the Pupil Premium funding, your child will also be entitled to free school meals. At the Infant school, all children receive a free school meal under the governments Universal Free School Meals Scheme. However this is a

considerable saving for parents of children in years 3 to 6, where school meals are charged at £2.63 per meal.

### WHO IS ELIGIBLE?

You can apply for Pupil Premium if you receive universal credit. If you think you may be eligible, please apply so the school will receive the Pupil Premium grant to use to provide extra support for your child.

### HOW DO I APPLY?

Apply online at [www.westberks.gov.uk/free-school-meals-apply](http://www.westberks.gov.uk/free-school-meals-apply)



## WRAP AROUND CARE

We offer a Breakfast Club and After School Club provision from Monday to Friday, which is based in both the Infant and Junior school halls. Places are limited and we often hold a waiting list so it would be prudent to also explore alternative childcare options.

**Breakfast club** is open to all our Infant and Junior school children from 8am. It provides a stimulating start to the day with various activities to engage children of all ages and abilities, and of course a variety of breakfast options.

This club costs £5.95 per session. (SUBJECT TO ANNUAL INCREASE)

**After School Club** children are welcome to attend from FS2 up to Year 6. The clubs run from each of the school halls from the end of school day until 4.30pm (Half) or 6pm (Full). The costs per session are £6.85 Half (until 4.30pm) and £13.65 Full (until 6pm). The club includes healthy snacks and fun and engaging activities for all age groups.

If you would like to register your interest in our wrap around care, please see our Getting Set Up page on our website.

## EXTRA CURRICULAR ACTIVITIES

Our children benefit from a wide range of teacher, parent and outside agency led clubs. Some clubs will run every term; some will vary to provide a range of opportunities. You will receive full information on the clubs and always be told in advance if a club has to be cancelled for any reason.



We encourage children to take part and impress upon them that if they join an activity, it is a commitment which they have undertaken and should follow through.



## GETTING SET UP

At John Rankin Schools, we use a number of third party providers to provide services for our families, such as receiving communications, paying for school trips, ordering lunches, supplying milk, receiving progress updates and hosting parents' evenings. These companies have many benefits to improve the

efficiency of the school and make parent's lives easier. If you need any help with activating your accounts with our third party providers, please do contact the school office. Please read our Privacy Notice for School Pupils Policy to understand how your child's data is protected.

John Rankin payments are made online with a credit or debit card via the Scopay. We will notify you when new items such as school trips or tickets for events are available for payment and consent on Scopay.

**What you need to do now:** Activate your Scopay account. It's quick and easy to do; simply follow the link on the activation email sent to you. Download the app: If you have a smartphone,

Please download Scopay from your app store (Android and iPhone). The



app shows the same information as the website PLUS it saves the school money when we send you a text message. OR Visit the website: <https://www.scopay.com/login> and click on 'Register as a New User' and follow the instructions.



In Nursery (FS1) and FS2 we capture, record and track your child's progress using 'Tapestry', an on-line observation and assessment tool, a system, which is hosted in the UK on secure servers.

'These servers are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure on-line Learning Journey. tool'.

# FREQUENTLY ASKED QUESTIONS

## WHAT TIME IS THE SCHOOL OFFICE OPEN?

The school office is open from 8.30am to 4pm, where the staff will be pleased to deal with your enquiries. The office email is [office@jrs.w-berks.sch.uk](mailto:office@jrs.w-berks.sch.uk)

## WHAT HAPPENS IF MY CHILD HAS SPECIAL DIETARY REQUIREMENTS?

Please complete the ISS special diet form and return it to the school office as soon as possible. A temporary menu will be put in place for your child until a personalised menu is agreed.

## CAN I TALK TO MY CHILD'S CLASS TEACHER?

Yes, we encourage open communication with families and teachers. The mornings are generally a busy time welcoming the children into school, therefore we recommend contacting the office to arrange a mutually convenient time to meet.

## MY CHILD HAS A SERIOUS HEALTH PROBLEM, HOW WILL THE SCHOOL DEAL WITH THIS?

The school will work closely with you and the relevant health professionals involved with the your to draw up a care plan. The staff will also undertake any necessary training to enable them to care for your child during the school day.

## WHAT SHOULD I DO IF MY CHILD IS LATE FOR SCHOOL?

Please call the office to let us know as soon as possible. If you arrive after 8:50am, please come to the infant office to sign in.



## WHAT DO I NEED TO DO IF MY CHILD IS TAKING MEDICATION?

You will need to complete a request to give medication form on our website and bring the medication to the school office. We can then administer medication for your during the school day.



## **IF I AM RUNNING LATE TO COLLECT MY CHILD WHAT SHOULD I DO?**

Please call the office as soon as possible. We will let your child's class teacher know and your child will then be brought to reception to wait for you.

## **WHAT SHOULD I DO IF MY CHILD IS UNWELL?**

Please call the office and leave a message on our absence line by 9.30am or email the school at [office@jrs.w-berks.sch.uk](mailto:office@jrs.w-berks.sch.uk), detailing your child's name, class and the nature of their illness.

## **WHAT WILL HAPPEN IF MY CHILD IS ILL AT SCHOOL?**

We have first aid trained staff at school, who will assess your child and contact you if necessary.

## **CAN MY CHILD BRING A MOBILE PHONE TO SCHOOL?**

Pupils are NOT permitted to have a mobile phone in school. Should there be a need for them to have one on their journey to and from school, it must be given to their class teacher in the morning and will be returned at the end of the school day.

## **HOW TO I MAKE PAYMENTS FOR SCHOOL TRIPS?**

We use an online payment system called Scopay. Shortly after starting at John Rankin, you will be sent an invitation email to register with Scopay. When a trip is planned, you will receive an email from the school when it is visible on Scopay to pay.







## **HOW DO I ORDER SCHOOL DINNERS?**

To save the class teacher time in the mornings, all school dinners should be ordered at home via the Feeding Hungry Minds website. This can be done up to 9.30am on the day.

## **HOW WILL MY CHILD WITH SEN BE SUPPORTED AT SCHOOL?**

We have a strong SENCo team who will work closely with you and your child. You will be sent regular targets and updates and your child will have additional classroom if necessary.

## **WHERE CAN I FIND LOST PROPERTY?**

There are lost property bins in each year group where all unnamed property is

collected. The children are encouraged to look for their own lost property during school time.

## **WHAT SHOULD I DO IF SOMEONE ELSE IS COLLECTING MY CHILD?**

Please call the school office in advance to let us know any changes to collection. We will not release your child to any other adult unless we have had confirmation from a parent.

## **WHAT SHOULD I DO IF I HAVE CONCERNS ABOUT THE SCHOOL OR A CHILD?**

Please talk to your child's class teacher initially. If you feel you can't talk to the teacher, contact the office to arrange a mutually convenient time to meet with a member of the senior leadership team.





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