

# Middleforth Church of England Primary School



***‘Let your light shine!’***

***Matthew 5.16***

## Parent Book

# Welcome to Middleforth Church of England Primary School

As a caring, Christian community, we aspire to 'let our light shine'. We will open up the world to celebrate God's wonderful creation and foster a sense of awe and wonder.

We will nurture our God given talents to ensure that everyone reaches their full potential academically, socially and spiritually.

**'Let your light shine Matthew 5.16'**



We are delighted to welcome you to our school community. At Middleforth, we strive to provide the very best for every child – academically, socially, and spiritually – within a caring, Christian environment. Our school values, based on Christian teachings, help every child grow in confidence, respect, and kindness.

We offer a rich and exciting curriculum, outstanding outdoor learning and nurturing support. We work closely with parents, knowing that a strong partnership helps every child thrive.

We hope this booklet answers your key questions and gives you a clear picture of life at Middleforth. If you have any questions or concerns, please speak to your child's teacher or come and see me.



Mrs Nicola Pilkington  
Headteacher

LET YOUR LIGHT SHINE - MATTHEW 5:16

## Our Christian Vision and Values

As a proud Church of England school, we are guided by our Christian vision:

“Let your light shine.”

As a school we focus on teaching children through our Christian values, the main six which we focus on at Middleforth are:

- Respect
- Service
- Perseverance
- Thankfulness
- Trust
- Justice

Our worship is at the heart of school life and we start each day with collective worship and on a Friday, we celebrate all our unique talents. Parents are invited to join us on a Friday and any other special services. We enjoy strong links with St Leonard’s Church, with regular visits and shared celebrations. Each term we hold a eucharist service in Church which families are welcome to join too.



## The School Day

At Middleforth, we aim to ensure a smooth and safe start and end to each school day. We appreciate your support in helping us keep these routines calm and efficient.

### School Day Times

- Classroom doors open: 8:40am
- School starts: 8:50am (registration closes at this time)
- School ends: 3:20pm

Please make sure your child arrives on time so they can begin the day calmly and not miss valuable learning time. Children who arrive after 8:50am must sign in at the school office.

### Morning Drop-Off

- Children in Nursery, Reception, Year 1 and Year 2 should be dropped off at their classroom doors, where they will be welcomed by their teacher.
- Teachers are happy to have a brief chat at drop-off, but if you need a longer or more private conversation, please arrange a separate time.
- Children in Years 3 to 6 enter via the bike path gate. Staff members are on duty there each morning to greet and supervise.

## End-of-Day Collection

- Children in Nursery, Reception, Year 1 and Year 2 should be collected from their classroom doors. A staff member will hand each child over directly to their collecting adult.
- Children in Years 3, 4 and 5 are brought out to the playground by a teacher. Staff must be able to see the collecting adult before releasing the child.
- Year 6 pupils may make their own way home or meet a parent at a designated spot (e.g., playground, front of school, or fence), but this must be arranged in advance.
  - If the adult is not at the agreed meeting point, children must return to the school office.
  - If you would like your Year 6 child to go home alone, we require this in writing beforehand.

If a child is not collected by 3:20pm, they will be taken to After School Club, and a wraparound care charge will be applied.

## Wraparound Care

We offer flexible, affordable before and after school care in a safe and happy environment.

### Morning (Breakfast Club):

- 7.30am–8.40am: £4.00 (includes breakfast)
- 8.30am–8.40am: £1.00 (Early Birds, no booking needed)

### After School Club:

- 3.20pm–4.30pm: £4.00
- 3.20pm–5.30pm: £8.00
- After 5.30pm: additional charge of at least £4

Bookings must be made in advance via Scopay. Last-minute bookings may incur an extra fee. We currently offer breakfast club for our nursery children every day and Monday to Thursday until 4:30pm in after school club. Please contact the office for more information regarding this and the costs.

Contact after hours: 07922 422461





## Curriculum and Learning

At Middleforth C of E Primary School, our curriculum is designed to excite, inspire and challenge every child within a nurturing Christian environment. It is broad and balanced, meets the needs of all learners, and promotes personal growth alongside academic achievement.

We want our children to leave Middleforth with the skills, confidence, and values they need to thrive. Our curriculum is built around six key principles:

### Faith

Children are encouraged to explore and deepen their understanding of faith. Through daily worship, celebration of Christian festivals, and Religious Education, pupils learn about Christianity and develop respect and tolerance for other faiths and those with no faith.

### Communication

We place a strong emphasis on helping children become highly articulate and confident speakers. They are taught to express themselves clearly, use rich and expressive vocabulary, and listen attentively to others. Opportunities to perform, speak to different audiences and read, widely help children build a deep knowledge of language and communication.

### Independence

From the very beginning, children are encouraged to take responsibility for themselves, including their learning and belongings. We nurture independence through leadership roles, decision-making opportunities, and high expectations for self-motivation and problem-solving.

### Aspiration

We set ambitious goals for every pupil. Our curriculum challenges children across all subjects and includes a strong offer in music, sport, and the creative arts. We believe all children should have the chance to shine and discover new talents.

### Imagination

We value creative thinking and problem solving. Children are given rich, varied experiences to spark curiosity and develop original ideas – both in the classroom and beyond it.

Visits, themed days, and project-based learning help children make connections and think creatively.

### Resilience

Children are supported to embrace challenge and learn that mistakes are part of growth.

We provide a safe environment for risk-taking, and help pupils manage emotions, build confidence, and resolve conflicts constructively. Through guided reflection, children develop the tools to face setbacks with strength and a positive mindset.



## Behaviour and Expectations

At Middleforth, we believe children flourish when they feel safe, respected and valued. Our behaviour policy reflects our Christian vision:

"Let your light shine" – Matthew 5:16

We promote strong, positive relationships, clear expectations, and consistent support. All children are taught and encouraged to follow our Middleforth Golden Rules:

- Be Ready
- Be Respectful
- Be Safe

These rules are displayed throughout school and are part of our daily routines, worship, and conversations.

### How We Encourage Positive Behaviour

We celebrate and reward good behaviour through:

- Praise and encouragement
- Stars of the Week – shared with the school and parents
- House Points – earned daily, with a reward each term for the top house
- Headteacher Postcards – sent home for special achievements
- Classroom rewards – tailored to each class
- Taught behaviour curriculum



### When Things Go Wrong

We use a restorative approach, helping children reflect on their actions, repair relationships, and make better choices.

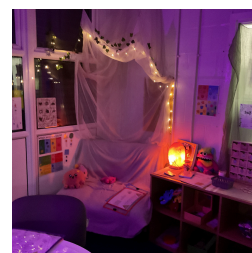
- Children are gently reminded or given time to calm down
- If needed, they may take a short break in class or in another room
- A restorative conversation helps the child think about what happened and how to put it right

For more serious issues or repeated behaviour, parents will be contacted and extra support may be put in place.

### Working Together

We ask families to support our behaviour policy and refer to the three Golden Rules at home too. Every child and parent is asked to sign our Home School Agreement, showing our shared commitment to high standards and mutual respect.

Our full Behaviour Policy is available on the school website.



## School Uniform

We expect all children to wear the correct school uniform each day. A smart appearance helps children feel confident and ready to learn, and it reflects our high standards across school life.

### Where to Buy

Our uniform can be purchased from:

- Justs Clothing (Penwortham): [www.justsclothing.co.uk](http://www.justsclothing.co.uk)
- Sew Stunning Designs (SSD): [www.ssduniformshop.co.uk](http://www.ssduniformshop.co.uk)

Plain royal blue items without the logo are also permitted.

### School Uniform

- Grey trousers, skirt or pinafore dress
- White shirt or polo shirt
- Royal blue jumper or cardigan with school logo
- Grey or white socks or tights
- Sensible black flat shoes (no trainers)



### Summer options

- Pale blue gingham dress
- Grey tailored shorts

### PE Kit (worn on PE days)

- White T-shirt (with logo or plain)
- Royal blue shorts
- Royal blue PE hoodie
- Black pumps or trainers
- Plain black jogging bottoms or leggings for outdoor PE



### Bags

In Reception, Year 1 and Year 2, children should bring a school book bag (available from uniform stockists). In Year 3-6 please avoid large rucksacks or bulky bags, as our lockers are compact (40cm deep x 26cm wide) and need to fit both coats and bags

### Jewellery, Earrings and Watches

- For safety reasons, no jewellery or earrings should be worn in school
- KS2 children may wear a simple watch (no smart watches)
- Watches must be removed for PE and swimming
- The school cannot be responsible for loss or damage of any personal items

### Hair and Accessories

- Long hair must be tied back at all times
- Haircuts should be neat with no extreme styles or colours
- Hair accessories should be simple, in school colours, and not over-sized



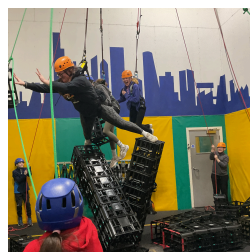
## Clubs and Enrichment

At Middleforth, learning goes far beyond the classroom. We offer a wide variety of lunchtime and after-school clubs to help children discover new interests, build confidence and have fun with friends.

Some of our popular clubs include:

- Multi-Sports, Football, Netball and Tag Rugby – promoting teamwork, fitness and enjoyment of physical activity
- Rock Steady – where children can join a real band, play instruments and perform in school concerts
- Young Voices – a chance to sing in a huge arena concert with thousands of other children from across the UK
- 3Cs (Caring Christian Community) – a pupil-led group that helps promote kindness, prayer and positive actions in school
- OPAL (Outdoor Play and Learning) – enriching outdoor play every day, encouraging creativity, collaboration and resilience

We update our club list termly to reflect children's interests and staff availability. Clubs are open to different age groups and often fill up quickly – more details are shared via Class Dojo and newsletters.

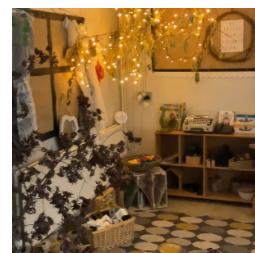


## Middleforth Minis – Our Nursery Class

Middleforth Minis is our warm and welcoming nursery for children aged 3 years and up. Set within our Early Years Unit, it is very much part of our school community and shares the same values, routines and high expectations.

Our nursery offers:

- A vibrant, curiosity-based learning environment
- A dedicated Key Worker for each child
- A rich mix of indoor and outdoor play, including access to Forest School
- A focus on developing independence, language and social skills



We follow the Curiosity Approach, which encourages children to explore, ask questions and discover through hands-on, imaginative experiences. Children are supported to follow their interests while developing the foundations for a lifetime of learning.

## Opening Times & Sessions

Middleforth Minis runs term time only and caters for up to 16 children per session. Funded places (15 or 30 hours) are available, and families can check their eligibility via [www.gov.uk](http://www.gov.uk). If you'd like to arrange a visit or find out more about availability, please contact the school office.



## Family Support

At Middleforth, we understand that life has its ups and downs – and that children and families sometimes need a little extra support. We are proud to offer a range of pastoral and emotional help, led by our experienced Family Support Worker, Mrs Knight.

Mrs Knight works closely with children, families, staff, and outside agencies to remove barriers to learning and promote wellbeing. Her door is always open for a chat, a bit of advice, or just a listening ear when things feel overwhelming – whether it's school worries, home pressures or something in between.

Support might include:

- 1:1 emotional check-ins with children who need someone to talk to
- Drawing and Talking therapy to help children express thoughts or worries in a safe, creative way
- Lego Therapy to build confidence, social skills and problem-solving
- Friendship groups and social story sessions for children who need help with relationships
- Help for families to access Early Help assessments, support plans or referrals to other services if needed
- Practical advice on routines, sleep, behaviour or school attendance
- Guidance and signposting to local support, including parenting courses, food banks or housing advice

Mrs Knight is regularly available on the school gate in the mornings and is a familiar, friendly face to many of our families. She is here when you just need someone to talk to. Appointments can also be made confidentially through the school office.

At Middleforth, no worry is too small – we're here to help you and your child feel safe, supported and heard.



## Attendance Matters

Good attendance is essential for every child to make the most of their learning. Being in school every day helps children feel part of their class community, enjoy routines, and make steady academic and social progress.

The school day starts at 8.50am and finishes at 3.20pm. Children arriving after 8.50am must enter through the main entrance and be signed in. After 9.20am, lateness is recorded as an unauthorised absence.

We are proud of our high attendance rates and ask all families to support this by avoiding unnecessary absences. Holidays during term time are not authorised unless there are exceptional circumstances. Requests must be made to the Headteacher using the appropriate form available from the school office.

In line with Department for Education guidance (2024), attendance is closely monitored, and families will be contacted if concerns arise. Persistent absence (below 90%) may be referred to the local authority and can lead to further action.

If your child is unwell or has a medical appointment, please contact the office before 9.00am on the day of absence. For appointments during the school day, we ask for advance notice and a copy of the appointment confirmation.

Together, we can ensure your child makes the most of every school day.



## **Payments and Final Information**

All payments for school services must be made in advance using our secure online system, Scopay. You will receive a unique registration code when your child joins the school. Through Scopay, you can pay for:

- School lunches (for nursery and junior pupils)
- Educational visits and trips
- After-school clubs and enrichment activities
- Wraparound care (breakfast and after school club)

We also accept payments for wraparound care through existing childcare voucher schemes and via the government's Tax-Free Childcare programme.

To check your eligibility and set up an online childcare account (which the government will top up), visit:

👉 [www.gov.uk/tax-free-childcare](https://www.gov.uk/tax-free-childcare)

## **Bikes and Scooters**

We encourage healthy and active travel to school, and many of our pupils enjoy riding their bikes or scooters. We provide a designated storage area for bikes and scooters near the Bike Path entrance, which is open before and after school.

Please note the following:

- All children riding a bike to school must wear a helmet – this is part of our school safety policy
- Bikes and scooters must not be ridden on school grounds at any time
- Parents are responsible for ensuring bikes and scooters are locked and collected at the end of each day

Children in Reception to Year 5 must always be accompanied by an adult when walking or cycling to and from school.

Year 6 children may travel independently with written parental consent – a permission form will be provided by the school when your child is ready for this step.

## **Emergency Contacts**

We must have at least one additional emergency contact (other than a parent or main carer) in case we are unable to reach you. This ensures your child can always be safely collected or supported if needed.

## **Keeping Information Up to Date**

Please let us know as soon as possible if there are any changes to:

- Address
- Home, work or mobile phone numbers
- Email address
- Emergency contacts
- Medical needs
- Home circumstances that may affect your child emotionally or socially

Sharing updates helps us to support your child quickly, sensitively and effectively. All information is treated confidentially and with care.

We are so proud of our school and delighted that your family is part of our Middlefirth community. We hope this booklet has helped you get to know us a little better.

If you have any questions, worries, or feedback – please do get in touch. Our doors are always open, and we're here to help every child and every family to shine brightly.

Welcome to Middlefirth!

“  
I love Middlefirth  
because of all the kind  
teachers who always  
help us when we need it.

Year 2 Pupil  
”

“  
I love my buddy in  
Year 6, he always plays  
with me and looks out  
for me.

Reception Pupil  
”

“  
I think that OPAL is one  
of the best things at  
Middlefirth because  
there will always be  
something you want to  
do.

Year 5 Pupil  
”

“  
What we love about Middlefirth are the  
long standing caring and thoughtful  
teachers. Nothing is too much trouble!  
The teachers go above and beyond for  
each child, making sure that each child's  
voice is heard and they feel comforted  
and nurtured. Thank you  
”

“  
I love all the learning in  
lessons, and all the  
activities. It makes  
everything exciting.

Year 1 Pupil  
”

“  
As a parent of two SEN children and two neurotypical  
children, I have nothing but praise for the time,  
dedication, patience and understanding we have  
received from Middlefirth.  
I have been a Middlefirth parent since 2014 when my  
eldest child started, we have been a part of the  
Middlefirth family ever since and can't sing their  
praises highly enough, I wouldn't send my children  
anywhere else.  
”

