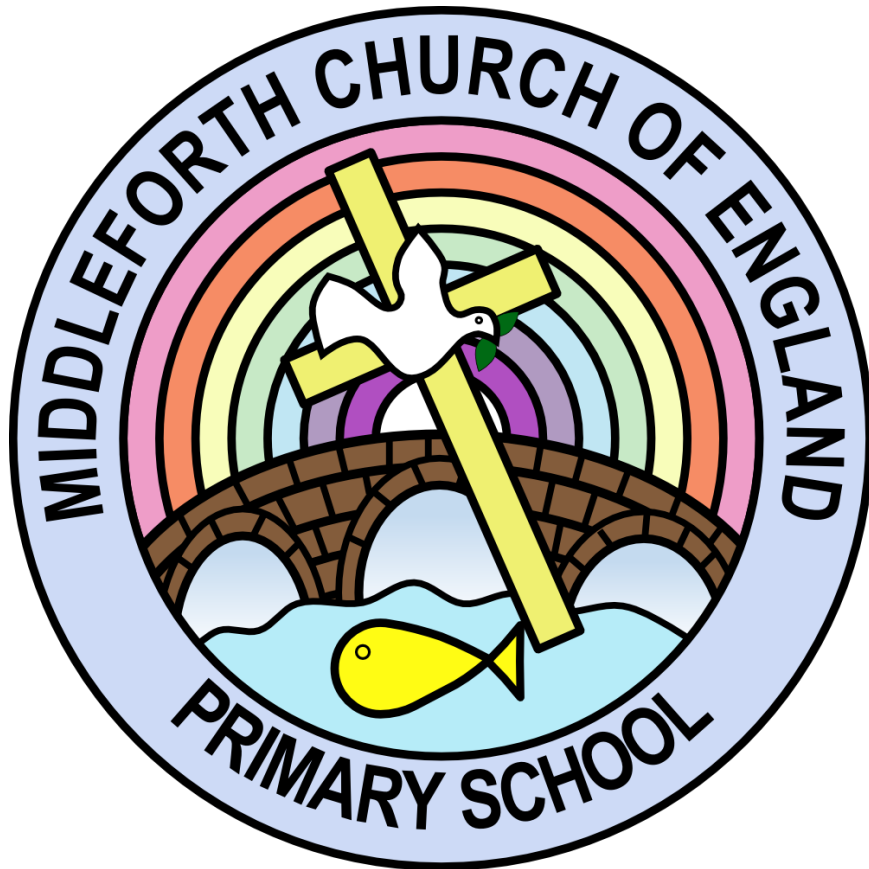


Middleforth Church of England Primary School



'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

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.

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) when pre-booked, £5.00 for same day booking
- 8.30am–8.40am: £1.00 (Early Birds, no booking needed)

After School Club:

- 3.20pm–4.30pm: £4.00 when pre-booked, £5.00 for same day booking
- 3.20pm–5.30pm: £8.00, when pre-booked, £10.00 for same day booking
- After 5.30pm: additional charge of at least £4

Bookings must be made in advance via Scopay. Last-minute bookings incur the additional £1 fee per each session as above as above.

Contact after hours: 07922 422461

Curriculum and Learning

We provide a broad, balanced and engaging curriculum that supports all learning styles and interests.

- Forest School – outdoor learning for confidence and resilience
- Educational Visits – learning beyond the classroom
- Homework – pick and mix activities with a focus on reading
- SEN – personalised support from our SENDCo, Mrs Allton
- Worship – children lead and participate in daily reflection

Behaviour and Expectations

We promote a safe, respectful and nurturing environment rooted in our Christian values and the Middleforth Golden Rules:

- Be Ready
- Be Respectful
- Be Safe

We use a restorative approach that encourages reflection and positive relationships. Rewards include Stars of the Week, house points and Headteacher postcards.

Our behaviour policy is supported by families through the Home School Agreement signed each year.

[Insert image of children engaged in collaborative learning here]

Attendance Matters

Good attendance supports strong learning and a settled routine. School runs from 8.50am to 3.20pm. Children arriving after 9.20am are marked as unauthorised.

Holidays during term time are not authorised unless exceptional. Attendance is monitored and support offered where needed, in line with Department for Education guidance (2024).

Uniform and Bags

Uniform can be purchased from:

- Justs Clothing: www.justsclothing.co.uk
- Sew Stunning Designs (SSD): www.ssduniformshop.co.uk

Uniform includes:

- Grey trousers/skirt/pinafore, white shirt or polo
- Royal blue jumper or cardigan
- Sensible black shoes
- Blue gingham dress or grey shorts (summer)
- PE Kit: white T-shirt, royal blue shorts, hoodie (optional), black pumps/trainers, jogging bottoms

Jewellery and Hair:

- No jewellery or earrings
- Simple watch (KS2 only, no smart watches)
- Long hair tied back, small school-coloured accessories

Bags:

EYFS and Key Stage 1 - Book bags only – no large rucksacks (lockers are small)

Key Stage 2 – small rucksacks (lockers are small)

Scopay is used for uniform payments, wraparound care, meals, trips and clubs. You will be issued a code to register.

[Insert image of children in uniform here]

Middleforth Minis – Our Nursery Class

Middleforth Minis is our nursery for children aged 3 and up. As part of our Early Years Unit, the nursery shares our school's values and offers a warm, engaging environment for learning through play.

Children benefit from:

- A Key Worker

- Outdoor and Forest School play
- A curiosity-led and nurturing learning environment which build on children's individual needs

Nursery runs term time only. You may be eligible for 15 or 30 funded hours – check www.gov.uk for details.

Advance Bookings

Breakfast Club

- Breakfast Club 7.30am – 8.40am £4.00
- Early Birds 8.30am – 8.40am £1.00 (pay on arrival)

After School Club

- 3.20pm – 4.30pm £4.00
- 3.20pm – 5.30pm £8.00
- Late collection after 5.30pm will incur an additional fee of minimum £4.

Same Day Requests

There will be an additional £1 charge per session for any bookings not made in advance via Scopay (excluding Early Birds).

The prices are for children from Reception to Year six. (Please speak to the school office regarding requirements for nursery children).

Bookings

All bookings should be made online via Scopay and must be booked as early as possible as places cannot be automatically guaranteed due to the staff ratios. Same day bookings and cancellations cannot be made via Scopay. Last minute emergency bookings may only be made by calling the school office if places are available and will incur an additional charge, however, there must also be credit on the Scopay account.

To contact the after school club team when the office has closed, please call **07922 422461** – please save this number. (This number is not for making bookings).

Cancellations

If you no longer need an after school club session please cancel your place as soon as possible as there may be other children waiting for a place. Cancellations must be made online via Scopay to remove the booking and any cancellations must be made by the day before in order to not incur a charge.

A refund will not be made for cancellations on the day and bookings cannot be cancelled or refunded retrospectively. This is due to the resources (staffing and food) put in place for the day of the booking.

If your child is representing school at an after school event or attending another club such as 'multi-sports', please ensure you cancel your child's after school club place online beforehand. Your child can go to after school club when another event has finished, for example at 4.15pm, if you need childcare until 5.30pm. Just contact the office in advance and they will help with allocating the charges just for the session required.

Payments

All services (including paid lunches, school trips, events and clubs), must be paid for in advance via Scopay and you will be given a code to register. Payments can also be made for wraparound care through existing childcare vouchers and through the **tax-free childcare** scheme through Gov.uk. Here you can set up an online childcare account for your child which the government will top up. You can find out if you are eligible at www.gov.uk/tax-free-childcare.

Behaviour

Our full behaviour policy is available on the school website and its success relies on a commitment from all staff, governors and others involved within the school. Children learn best when they are happy, secure and clear on what is expected of them and when they are encouraged consistently to behave well. We seek to provide a caring and stable environment in which every member of the school community feels valued, respected and safe. Our school is a place which respects and cares for others and where each person is treated fairly and well. High standards of behaviour and manners are fostered, expected, encouraged and displayed by staff and pupils alike.

A child's behaviour is often a symptom of how they feel about themselves. A child who is unhappy or has low self-esteem is more likely to misbehave than a happy, well-adjusted child. Consequently, we have sought to establish a policy rooted in celebrating children's success and reinforcing good behaviour by a variety of positive means.

Bikes and Scooters

We provide an area for bikes and scooters to be stored during the day which is accessible via the Bike Path entrance. Parents are responsible for ensuring bikes are collected at the end of the day and that children wear a helmet to and from school. Children up to Year five cannot walk/cycle home on their own. In Year six parents can provide consent for this when your child is ready. A consent form will need to be completed.

It is our school policy that children riding to school on a bike must wear a helmet. Children must not ride their bikes or scooters on the school grounds. At playtimes we provide scooters through our OPAL play scheme.

Child records

Privacy

School holds information on each child on our SIMS database and school systems. This information is provided by you upon your child joining and is updated as they progress through school. Their file includes contact names, numbers, GP addresses, medical information, family information, SEN information etc. Sometimes we may need to share information with third parties such as the school nursing team. Our Privacy notice for pupils can be found on our website. We collect this information for a number of reasons including:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to safeguard pupils
- to provide medical support (such as for health care providers carrying out hearing/sight tests, nasal flu vaccinations and school nurse referrals)

Personal information

It is important that we understand your family dynamic so we know how to talk about your family to your child and what information we can send to who. We need to know who has parental responsibility and who can collect the children on a daily basis, whether court orders are in place

for who can collect when and so forth. Please be aware that this information is treated sensitively in school and is only given to staff on a need to know basis. We have a secure electronic system where we hold all our records. Access to this system is for safeguarding leads only.

Emergency contacts

We need to have another contact for children other than parents/main carers in case you are unavailable.

Changes in information

Please notify school of any change of address, home phone number, email address, mobile phone number, work contact or emergency contact as soon as possible. Please also notify school of any changes in circumstances at home as these may affect your child in school and will help us to support them.

Christian Values

As a Church school we have a distinctive character where Christian values are promoted in all aspects of school life. We encourage all members of the school community to promote a Christian ethos where care and respect is shown to everyone and through our Christian values let "Let our light shine." We use Jesus as an example when exploring our Values asking 'what would Jesus do?'. It is really important at Middleforth that we are all key role models for our children and we use teaching from the Bible to assist in the preparation of the children for the responsibility and duties of adult life.

Christmas Cards

We strongly encourage children not to send individual cards to their classmates and, instead, send one card to the class which will be shared with everyone and displayed in the classroom for the Festive period. If anyone would like to make a donation instead of sending cards school will donate the money raised to St Catherine's Hospice.

Class Dojo

We use Class Dojo as our main communication App. Whole school announcements, news and updates are uploaded as a 'school story' and each class also has their own Class Dojo page for class specific messages, photos and news. Here you will be able to message your child's teacher. You will be set up with Class Dojo access through your child's teacher and you will need to download the free app.

Church (St. Leonard's Church, Penwortham)

We are proud to have a strong partnership between our school and St. Leonard's Church. We regularly welcome Father **xxxx** into school to lead, plan and join in worship. Throughout the school year we attend church to celebrate and give thanks. Over the year we also support the wider life of the church through special events and services. Once a term the church holds its Sunday service in school and the children lead the service.

Clubs

Each term a range of lunchtime and after-school clubs are offered which can include:

- 3Cs – Caring Christian Community
- OPAL breakfast club
- Multi-sports
- Netball
- Football
- Tag Rugby
- Music tuition
- Young Voices
- Rock Steady

Some activities may involve competing against other schools such as sports tournaments. Parents will be informed of travel requirements and timings.

Dropping off and collection

Drop off

Children in nursery, reception, year one and year two should be dropped off every day at the classroom door where they will be greeted by their teacher. Teachers are happy to have a quick chat in the morning but please avoid long or confidential discussions with staff as they have responsibility for the children at this time, instead please arrange a time when they can give you their full attention. Junior children access and leave school via the bike path. Members of staff will be at the bike path gate each morning.

Collecting children from school

Children in nursery, reception, year one and year two should be collected from each classroom door. The teacher/teaching assistant will hand the children over to the collecting adult. Please ensure school know in advance if someone different is collecting your child.

Children in years three, four and five should be collected from the playground. They will come out with a teacher who must be able to see the collecting adult before allowing the child to leave. Year six parents should make arrangements about where the child is to meet them. This can be on the playground, at the front of school or by the fence. If an adult is not there to collect the child at the meeting place the child must come back into school via the office.

If parents wish for a child in year six to go home alone school must be made aware of this in writing in advance.

If children are not picked up from school at 3.15pm they will be put into after school club and a charge will be made.

Educational Visits and Out of Hours Activities

Throughout the year Educational Visits are organised which complement the work being covered in various curriculum areas. They are always designed to support the children's studies in class and they frequently bring to life ideas, which are difficult to demonstrate or communicate in the classroom. The school will always try to keep the costs attached to educational visits to a minimum. However, parents will be asked to offer voluntary contributions as described in the governors' policy. Without these contributions towards the cost, the trips cannot take place.

Encompass

We participate in the Operation Encompass partnership scheme, between local school, academies, colleges, community health agencies and the Lancashire Police. Operation Encompass was set up to provide early reporting to schools about any domestic abuse incidents that occur outside of school hours to which a young person attending our school has been exposed, and which might then have an impact on their schooling the following day. This information will be shared throughout the year, including school holidays and the weekends.

Family Support

Mrs Knight, our Family Support Worker, works closely with our children, families, school staff and outside agencies to try to remove barriers to children's learning to help them to reach their full potential. She completes direct work with children needing support and also provides an ear for them to talk to when needed.

All support and advice is confidential, and Mrs Knight is there for our families when we just need someone to talk to as we understand that parenting can be challenging at times. She will try to help and support you to find a solution or signpost you to the relevant agency for help. Mrs Knight is regularly at the school gates in the mornings and appointments can also be booked through the school office.

Forest School

We are very lucky to have our own Forest School at Middleforth in our beautiful grounds. Forest School allows children to achieve and develop skills of self-esteem and confidence within an outdoor, woodland environment. Children are allowed to explore and discover for themselves, take appropriate risks (through fire lighting, tree climbing and tool use), seek challenge, solve problems, co-operate with others and experience regular success. Focusing more on learning processes rather than on the content, it is not what children achieve but how they have achieved it and the steps that they have taken along with the skills learn.

Children will need to have in school outdoor clothes, waterproofs and wellies. Your class teacher will let you know what days your child has Forest School.

Home school Agreement

We have a home school agreement that we ask you to sign each year. This is a promise between parents and school to do the best we can to support each other to help the children the best we can.

Homework

Homework at Middleforth school can take many forms depending on the age and ability of the child. Many classes now opt for a “pick and mix” style of homework which gives children opportunities to do homework through their preferred learning style.

Reading is an important part of homework and parents are encouraged to read to their children as well as listening to them read to help their child access more complex language and vocabulary.

We also acknowledge the important role of play and free time in the children’s growth and development. For this reason, we believe that homework should not prevent children from taking part in a wide range of out-of-school clubs, activities and organisations that play an important part in the lives of so many children.

Illness and Medicines

Should your child become unwell or injured at school every attempt will be made to contact you, or your emergency contact, if you are not available. If your child requires emergency medical treatment, we will act quickly on your behalf to ensure that every reasonable action is taken until you can be contacted. Please let us know if your child develops a particular medical condition – for example asthma or an allergy. For children with asthma, please bring in a spare inhaler to be kept in class, and make a note of the expiry date. Please bring this to the school office and complete an asthma card.

It is also essential that we know if your child wears glasses or hearing aids.

If your child is absent from school due to illness or an accident, please let us know on the first day. A phone call to the school office will ensure that the information is passed on to the class teacher. We particularly need to know if your child contracts a contagious illness such as Strep A, Scarlet Fever, Norovirus or Chicken Pox. In the case of infectious diseases, please keep your child at home for the period advised by your doctor.

If your child requires a medicine that has been prescribed this can be administered in school. Please bring the medicine to the school office where you will be required to complete the necessary forms. Medicine must not be left in a child’s bag in school.

If your child has a health care plan, any medicines that are listed can be administered in school. Please provide school with all the necessary information regarding the care plan.

Lost Property

Please label all clothing (coats, bags and bottles) clearly with your child’s name. It is difficult to reunite items with their owner when they are not labelled. We do not have a lost property container, as items that are found are sent to classrooms to check. Children should not bring valuable items to school as these can be easily lost or broken.

Lunches

School lunches

We offer a very flexible system in school for school lunches. All children in our infant classes receive a free school meal. Many continue to have these in the juniors where the cost is currently £2.50 per meal. Meal choices are selected and paid for (where applicable) online via SCOPAY. Meals must be paid for in advance. If no menu choice has been made in advance children may not get the meal of their choice.

Packed lunches

If your child brings in a packed lunch these will be stored in the classrooms until lunchtime. Please ensure that your children's lunches are healthy and balanced, therefore no chocolate bars or fizzy drinks.

Children must bring in a water bottle with fresh water every day. This can be refilled during the day.

Milk

Milk is available for all children aged under five in school, free of charge, funded by the UK government. Parents may opt to pay for milk for children over 5 years old. You will be given a form to complete at the start of the school year which will calculate what you will need to pay for milk once your child turns 5.

Money into School.

Children should not bring money into school unless it is for a school related purpose. All money brought in by children should be handed to the teacher as soon as possible in a named sealed envelope with details of the payment/donation.

Newsletter

A newsletter is uploaded onto Class Dojo every Friday. This contains diary dates for the term and updates on events in school. Please read the newsletter to ensure you know of events happening in school and any important updates.

Nursery – Middleforth Minis

Middleforth Minis is our nursery class for children **aged 3 years and up**. The nursery is run term time only and caters for up to 16 children per session. As well as the classroom children have access to an amazing outdoor area and Forest School. Middleforth Minis is a happy, vibrant and caring nursery within Middleforth Primary School which has grown successfully over the past few years. The children are an integral part of our Early Years unit within our school.

Our learning environment focuses on the 'Curiosity Approach' The curiosity approach aims to give children back their freedom by igniting their natural curiosity and imagination

Each child is given an allocated Key Worker who will work closely with them throughout their time in Middleforth Minis. Children are planned for accordingly and their interests and needs are at the heart of the provision.

Funding

Check Gov.uk to find out how many hours of free childcare you are eligible for. This can get depend upon:

- your child's age and circumstances
- whether you're working (employed, self-employed, or a director)
- your income (and your partner's income, if you have one)
- your immigration status

Parents' Evenings

At the start of the Autumn term we hold a "class" parents evening so parents can come in and learn about the organisation and expectations for learning in that particular year group. Parents are encouraged to come along and learn how they can best support their child in that class. Individual meetings can be arranged, on request, in the Autumn term.

In the Spring term we hold an individual parents meeting for all children in school.

In the Summer term you will receive a formal school report and have the option to come in and discuss this if you wish.

Sometimes you may have a concern that you need to discuss with the class teacher. Please ring school to arrange an appointment if this is the case. If you have something you do not feel has been resolved satisfactorily please ask to speak to Mrs Adams.

Parking

There is limited parking at the school and for this reason, we must be conscious of our children's safety especially at busy drop off and collection times. The car park is for staff only and parents and children must not walk across the carpark. There is pedestrian access to all school entrances. Please do not park on double yellow lines or block the drive ways of our neighbours on Hill Road South or Stricklands Lane.

Photographs

You will be asked at the start of the year to sign consent for when and where your child's photograph can be used by school. Please ensure these forms are filled in accurately.

Please be aware that some parents may not give consent for their child's photo to be taken so please do not take photos of other children or post on social media without the consent of other parents.

PTFA (FMS) - The Friends of Middlefirth School

All parents of children at our school are members of the FMS and are very welcome to come along to our meetings, which are held each term. The FMS arranges events which are an opportunity for us all to get together and enjoy socialising with other families from the locality. At the same time, funds are raised to support the work of the school. We are always grateful for offers of help to sell tickets, manage stalls or serve refreshments.

Punctuality

Doors to school open at 8.40am and children may then enter school. This allows children time to hang up their coats and bags and be in the classroom ready for registration at 8.50am. Gates to school are locked at 8.50am. After this time children must enter through the main office and be signed in using the electronic system. Children will get a late mark if they enter after 8.50am. After 9.20am children are marked with an unauthorised absence.

Pupil Premium

If you are in receipt of certain benefits then you may be eligible to receive pupil premium which will give your child access to free school meals and help toward the cost of school trips. School will also receive some extra funding which we use towards providing support in school. If you think you may be eligible to apply please speak to the Business Manager who can check this for you very easily with just your name, national insurance number and date of birth.

Safeguarding

Our school is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken. We have a number of policies and procedures in place to contribute to this commitment, including our Safeguarding and Child Protection Policy, which can be viewed on our website.

Sometimes we may need to share information and work in partnership with other agencies when there is a concern about a child's welfare. We will ensure that our concerns about our pupils are discussed with their parents and carers unless we believe such a move would be contrary to the child's welfare.

Our Designated Senior Lead (DSL) in Child Protection is Mrs Pilkington. Our Deputy DSLs are Mrs Alton, Mrs Knight and Mr Noblet.

School Parliament

Each year, children from each year group are nominated by their class to be a member of the School Parliament. Together they discuss and help to make decisions about things related to school life and organise fund raising events such as cake stalls and sponsored events.

School Uniform

School Uniform can be bought from Justs in Penwortham (www.justsclothing.co.uk) and SSD, Sew Stunning Designs (www.ssduniformshop.co.uk)

The approved school uniform is as follows: The approved school uniform is as follows:

- Grey trousers, skirt or pinafore dress
- White shirt or polo shirt
- Grey or white socks or tights
- Sensible black flat shoes (no trainers)
- Royal blue sweatshirt/jumper/cardigan with school logo (plain royal blue without logo may also be worn)

Summer

- Pale blue cotton print (gingham or stripes) dress
- Grey Shorts

PE KIT - to be worn on PE days (you will be advised of the PE days by your teacher each year/term)

- White T-shirt with school logo (or plain white T-shirt)
- Royal blue PE Hoodie with school logo
- Royal blue shorts
- Black plimsolls
- Plain black jogging bottoms or leggings for outdoor PE or colder weather
- Trainers for outdoor PE

Other items

- Water proof reversible coats, Fleece, Sun Hats, Wellies

PE Kit

- White T-shirt
- Royal blue shorts
- Sports footwear
- Outdoor wear is optional

Earrings & Jewellery

Items of jewellery including earrings must not be worn for school as they are inappropriate and a potential source of danger to the wearer and others. Watches, except for smart watches, may be worn by KS2 children only, and are brought to school at their owner's risk. It should be remembered that they will need to be removed for certain lessons - PE/games - and the school cannot accept responsibility for their safety/loss. On the days that children go swimming watches should not be worn.

Hair

Children should not have extreme hairstyles or hair colours. Long hair should be tied back at all times in school for safety and to reduce the spread of head lice. Headbands and bobbles should be in school colours and not over large or over decorative.

Scopay

The school office will give you an online access code for you to create your Scopay account, you will need to download the free App. All payments to school are made via Scopay including wraparound care, paid lunches, trips, clubs, movie nights etc. We do accept cash for the Early Birds breakfast club, currently charged at £1.00 for an 8.30am drop off which does not need to be pre-booked. Scopay is also used for selecting and ordering school lunches (including free school meals).

Snacks

When your child is in the infants they will be provided with a daily fruit or vegetable snack. All children may bring their own **healthy** snacks to eat at breaktimes.

Social Media

Please do not post pictures of children, other than your own on social media, without the consent of the parents or carers. Please do not make personal comments about school or teachers on social media as these can cause upset for those involved.

Special Educational Needs – SEN

We believe that every pupil has an entitlement to develop to their full potential. Experiences are provided which develop pupils' achievements and recognise their individuality. Diversity is valued as a rich resource which supports the learning of all. In our school we recognise a child's right to a broad, balanced, relevant and challenging curriculum which is appropriate to their own abilities, talents and personal qualities. Our policy can be found on the website and our SENDCo is Mrs Alton.

Water

Children are encouraged to drink water in school. They will need a clearly labelled re-usable water bottle. Children should bring home their bottles daily for a wash and a refill.

Worship

As a church school we have a daily act of worship. This may be whole school, key stage or as a class. It has been our vision that children lead worship as much as possible and this is an area which we have begun to develop further as part of our commitment to Vision 2026.

We believe that we should develop the spirituality of all children whether they are of Christian faith, other faiths or of no faith. This ensures that we can all respectfully understand the beliefs of each other and develop a mutual respect for everyone.

Our Friday celebration worship is open to parents and friends. If your child has received an award you will be notified on the Thursday so you can organise someone to attend if possible. Worship starts at around 9am and lasts for approximately 30 minutes.