

# Rice Lane Primary School and Nursery



Parent/Carer Handbook

2023-2024

Headteacher: Mrs L Roach

Email: [admin@ricelane.liverpool.sch.uk](mailto:admin@ricelane.liverpool.sch.uk)

Website: [www.ricelaneprimary.co.uk](http://www.ricelaneprimary.co.uk)

Twitter: @ricelaneprimary

## Welcome

A very warm welcome to Rice Lane Primary School and Nursery.

We are a happy, inclusive and family orientated 3 form entry school with a 90 place nursery and two specialist SEND classrooms. Our mission statement is a crucial element in enabling each child to make the most of the opportunities provided for them at Rice Lane:

### Vision

*We strive to provide a happy and caring ethos in which every child is valued and feels safe. We develop strong relationships between staff and children which reflect our positive and respectful culture.*

*We aim for all children to leave us with the necessary skills and vocabulary required to succeed in life, as well as to be well-read and reasoned children and to aspire to pursue and realise their full potential in the wider world.*

### Mission Statement

*We are respectful, resilient and together we achieve.*

We also have our own set of values that guide our curriculum at Rice Lane and direct our children in their daily school life. We develop our children to be:

Respectful and resilient

Independent

Creative and critical thinkers

Engaged in learning,

Listeners

Achievers

Nurturing

Enthusiastic learners.

Thank you for choosing our school. We feel privileged to support you at this very important time in your child's life. We very much look forward to getting to know you and to working in close partnership in order to ensure your child settles happily, enjoys school life and fulfils his or her full potential.

We hope that this booklet contains useful information to support your introduction to our school, but if you have any other queries, please do not hesitate to contact your Class teacher, the office staff or myself.

Kind regards

Mrs L Roach

Headteacher

## School Staff

<b>Senior Leadership Team</b>	<b>Leadership and Management Team</b>
Mrs L Roach – Headteacher/Deputy Designated Safeguarding Lead	Miss B Coffey – EYFS Lead/ Phonics Lead
Mrs N Blain – Deputy Headteacher/ Deputy Designated Safeguarding Lead	Miss H McWhan – Assessment Lead/Year 3/4 Phase Lead
Mrs K Carr – Assistant Headteacher/Key Stage 1 Lead	Mr S Quirk – Assistant Curriculum Lead/ Maths Lead
Mr S Jones – Assistant Headteacher/ Designated Safeguarding Lead	Miss H Thomas – Pupil Premium Lead/ Senior Mental Health Lead
Mr J Smith – Assistant Headteacher/ Year 5 & 6 Phase Lead	Mrs C Sharkey – Office Manager/ Deputy Attendance Lead/Deputy Designated Safeguarding Lead
Miss S Murphy – SENDco/Deputy Designated Safeguarding Lead	
Miss M Hanford – School Business Manager/ Attendance Lead / Deputy Designated Safeguarding Lead	

<b>Office Staff</b>	<b>Premises Staff</b>	<b>Kitchen Staff</b>	<b>Midday Staff</b>
Miss Hanford – Business Manager	Mr Carr - Site Manager	Mrs Azzopardi - Cook	Mrs Simpson
Mrs Sharkey – Office Manager	Mr Jones - Caretaker	Mrs Marlowe – Cook	Mrs Fagan
Mrs Jones – Admin assistant	Mr Lee - Cleaner	Mrs Penny	Miss Moignard
Miss Jones- Admin assistant	Mrs Da Silva - Cleaner	Miss Preston	Mrs Liversage
	Mrs Ingram - Cleaner	Mrs Kaba	Miss Timmins
	Miss Quane - Cleaner		Mrs Mossman
	Mrs L Melia - Cleaner		Mrs Shaw
	Mrs K Williams - Cleaner		Miss D Brogan
			Mrs S Cunningham
			Mrs McLeod
			Mrs S McCormick

Class	Teacher	Teaching Assistant
Nursery	Mrs Dean/Mrs McKee	Mrs Murphy/Mrs Jones
Acorn	Mrs Doyle	Mrs Douglas/Mrs Hastings
Oak	Miss Ratcliffe	Mrs Appleton/Mrs Gornall
Reception, R1	Miss Coffey (Lead)	Miss Ellison (R1) Miss Quane (R2) Mrs Cornall (R3)
Reception, R2	Mr Collett	
Reception, R3	Mrs Kelly	
Year 1, 1Q	Mr Quirk (Lead)	Mrs Hignett (1Q) Mrs Lunt(1J) Miss Ball/Miss Cluskey (1W)
Year 1, 1J	Mr Jones Assistant Headteacher/Designated Safeguarding Lead	
Year 1, 1W	Miss Webb	
Year 2, 2BH	Mrs Brown / Mrs Hollis	Mrs Da Silva (2BH) Mrs Spence (2C) Mrs Bowles (2Y)
Year 2, 2C	Mrs Carr (Lead) Assistant Headteacher/Phase Lead	
Year 2, 2Y	Mr Young	
Year 3, 3S	Mrs Saunderson	Mrs Devine/Mrs Evans
Year 3, 3M	Miss McWhan (Lead) Phase Lead	
Year 3, 3K	Miss Koukas	
Year 4, 4S	Mrs Smith (Lead)	Mrs Dickson/Mrs Chadwick Morgan
Year 4, 4C	Miss Cunningham	
Year 4, 4L	Mr Lunt	
Year 5, 5K	Mr Kendrew	Mrs Carter /Mrs Woodbridge
Year 5, 5S	Mr Smith (Lead) Assistant Headteacher/ Phase Lead	
Year 5, 5P	Miss Philips	
Year 6, 6C	Miss Carter	Mrs Ingram/Ms Fernandez
Year 6, 6O	Mr Overs	
Year 6, 6T	Miss Thomas (Lead)	
PPA Cover	Mrs E Smith and Miss Hughes	
Schools Direct Student Teacher	Mr Harvey	
Learning Mentor	Mr Soulsby	
HLTAs	Mr Guy and Mrs Davies	

### School Governors

Governor	Role
Mr Frank Hilliard	Chair of Governors
Mrs Elizabeth Baxter	Vice Chair of Governors
Mrs Pauline Davies	Vice Chair of Governors
Mr John Hankin	Co-Opted Governor
Miss Mary Dowrick	Co-Opted Governor
Mr Mark Gilbertson	Co-Opted Governor
Mrs Audrey Mattocks	Co-Opted Governor
Mrs Ellen McGrath	Parent Governor
Ms Hayley Taylor	Parent Governor
Mr Bradley Guy	Staff Governor

## Our School Day

### Nursery

#### Session 1 (Monday, Tuesday & Wednesday)

Monday 8.45am to 3.30pm (packed lunch required & £2 charge per day for lunch time cover)

Tuesday 8.45am to 3.30pm (packed lunch required & £2 charge per day for lunch time cover)

Wednesday 8.45am to 11.45am

#### Session 2 (Wednesday, Thursday & Friday)

Wednesday 12.30 pm to 3.30 pm

Thursday 8.45 am to 3.30 pm (packed lunch required & £2 charge per day for lunch time cover)

Friday 8.45 am to 3.30 pm (packed lunch required & £2 charge per day for lunch time cover)

#### Session 3 (Full time)

Nursery: 8.45am – 3.30 pm (30 hours per week & £2 charge per day for lunch time cover)

Classroom doors open at 8.50am and children should be ready on the yard to enter the classroom at 8.50am. Classroom doors and the school gates close at 9am. If your child arrives after this time they must be brought to the office to be signed in by an adult as late.

Parents of children in Nursery, Reception and Years 1 and 2, must stay with their children until the class teacher opens the classroom door.

Teaching times are as follows:

Reception: 8.50am – 3.15pm

Years 1 and 2: 8.50am – 3.20 pm

Years 3 and 4: 8.50am – 3.25 pm

Years 5 and 6: 8.50am– 3.30 pm

Woodlands (Oak and Acorn): 8.30am – 2.30pm

## Safeguarding & Child Protection

**Designated Safeguarding Lead:** Mr Jones

**Deputy Designated Safeguarding Leads:** Mrs Roach, Mrs Blain, Miss Hanford, Mrs Sharkey, Mr Soulsby and Miss Murphy

Whilst the prime focus of Rice Lane Primary School and Nursery is to secure the best educational provision for our children, the school believes that the safety, welfare and care of children is paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted into our care at all times.

In order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly and effectively to cases of suspected abuse.
- Monitor and support children at risk.
- Use the curriculum to raise children's awareness, build confidence and skills.
- Work closely with parent/carers and support external agencies.
- Ensure that all adults within our school/service who have access to children have been checked as to their suitability.

Rice Lane Primary School and Nursery will support all children by:

- Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care Services via the approved mechanisms as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

## Communicating with School

We believe that the strength of our school family lies in the positive relationships between staff, parents/ carers and children. School staff seek to involve parents in any key decisions about their child's education and keep parents informed about progress and we always welcome parental interest in the welfare of our children. Whatever the nature of the issue, you can be assured of our help.

We communicate with parents through our school website [ricelaneprimary.co.uk](http://ricelaneprimary.co.uk), Arbor (our school app), newsletters and tapestry for children in EYFS. We update parents by sending out termly curriculum information sheets, twitter @ricelaneprimary. Our school PTA communicates with parents through their email at [pta@ricelane.liverpool.sch.uk](mailto:pta@ricelane.liverpool.sch.uk) and through our newsletter.

Parents/carers are invited to attend school in September for a 'meet the teacher' meeting and then a formal parents meeting in October and March to discuss the children's progress. A written report is sent to parents in July outlining the children's achievements and progress.

## Teacher Appointments

Mrs Roach and other school staff are at the school gates at the start of each day and if you would like an informal chat please speak with them. Teachers are also available the start or end of the of the day for a brief chat but If you would like a longer meeting then please arrange this through the school office. Parents of children in Key Stage 1 and 2 can email teachers through our school email address - [admin@ricelane.liverpool.sch.uk](mailto:admin@ricelane.liverpool.sch.uk) and office staff will then direct this to the relevant member of staff. Parents of children in EYFS ( Nursery and reception) can contact their child's class teacher via Tapestry

Emails may also be sent directly to our learning mentor - Mr Soulsby - [a.soulsby@ricelane.liverpool.sch.uk](mailto:a.soulsby@ricelane.liverpool.sch.uk) and he will respond within his working day.

## Class organisation

We are a 3 form primary school and nursery and as such have 3 classes per year group. Children stay with the same class all of the way through their school journey from Reception to Year 6. Teachers in each year group work and plan the curriculum together to ensure that children in every class receive the same curriculum and enrichment opportunities.



## SEND

SENDCo: Miss Murphy

If you have any concerns about your child in the first instance please speak with your child's class teacher.

We do everything we can to identify and support pupils with a wide range of needs. support is offered in a graduated approach, taking the form of a four-part cycle, assess - plan - do - review. We recognise that high quality teaching and adjustments are for individual children is the first step in responding to pupils who have or may have SEND. Adjustments may involve modifying learning objectives, teaching styles and access strategies. If following appropriate teacher assessments, a child does not make satisfactory progress (as outlined in Code of Practice 2014) the class teacher, in liaison with the SENDCo, will invite the child's parents to an early identification of support meeting to discuss how best we will support the child.

Woodlands is our in school SEND enhanced provision. This is funded by Liverpool LA and children with EHCPs are placed with us. We have two classrooms - Acorn ( EYFS/Key Stage 1) and Oak (Key Stage 2).

## Positive Behaviour

In Rice Lane, our approach is based on helping everyone to be and feel safe, building relationships, understanding individual needs and supporting the development of self-regulation skills so everyone can achieve their potential in school. We build a culture in which people can talk about how they feel, ask for help, learn from mistakes, put things right and get the support they need to manage their mental health, well-being, feelings and behaviours.

We understand that humans do not develop in isolation; they learn about themselves, the world and form an inner working model of themselves through 'attachment' relationships with parents, carers and other adults, including teachers.

Where attachment relationships are broken or disrupted by loss, neglect, trauma or abuse, schools and the adults in them can do a lot to support children to rebuild the sense of safety and trust they need to learn. We consistently meet the relational and developmental needs of our children, which means we are flexible, compassionate and intelligent in our approach and always focused on enabling children to build confidence, resilience and the ability to self-regulate.

We need to feel safe in order to be able to learn. Feeling under threat can make us go into 'survival mode' sometimes described as 'fight, flight, freeze, flop' and this impacts on our ability to self-regulate, focus and learn. Therefore, we do not act in a way that causes people to feel under threat and we

recognise the importance of ensuring our pupils feel physically and psychologically safe and supported to regulate when they feel anxious or afraid.

We see mental health, well-being and behaviour as inextricably linked. All behaviour communicates our mental health and well-being. Understanding this does not mean we condone poor behaviour, but it does help us to make sense of it (within a wider context) and manage it more effectively. When children behave in a way that is inappropriate or unacceptable for a school setting, we need to understand why and help them to behave in a more appropriate way. Once we feel that we have a greater understanding of what has happened, we have shown some empathy and acceptance, the child is regulated and feeling okay, then, we try to explore with them the wider context of their behaviour and the outcome. We do this through a **restorative conversation**, which allows the child/children to reflect on what happened; repair the relationship that has been broken (apologise) and rebuild the relationship (discuss how to move forward).

Because of our understanding of attachment and trauma, we work through relationships. Within this, we recognise the value of rewards and consequences. The biggest reward for a child is the affirmation of an adult with whom they have a positive relationship. The biggest consequence is that an adult with whom you have a relationship does not approve of your actions.

Rewards and consequences without relationships tend to become bribes or threats and these have negative consequences, making children vulnerable to manipulation or coercion. Therefore we do not use traditional rewards and consequences.

For some children getting symbols and tokens can become an end in itself and create dependency and anxiety and this does not help them internalise their own sense of worth. So we don't use rigid systems but instead actively notice and explain children's achievements in the moment, so they know what they've done right and can do more of it.

Consequences for poor behaviour are linked to putting it right and are natural and logical e.g. If you drop litter, you pick it up; if you hurt someone, you listen to them and apologise through a restorative conversation.

## Promoting Equality and Diversity

Rice Lane Primary School and Nursery is committed to creating an environment for the whole school community that demonstrates shared values of inclusion, equality, fairness and respect.

Our school recognises and celebrates difference and we focus on providing equal and inclusive educational and non-educational services in a non-discriminatory manner for all members of our school community.

We work together with our children and young people, families and staff to ensure that inclusion and equality are part of all our activities. Our policy aims to:

- Promote positive attitudes and behaviours towards equality and diversity
- Promote understanding of equality and diversity through the school curriculum and ethos
- Help the school to meet these aims and fulfil our legal obligations

We are committed to meeting the statutory duties of the Equality Act 2010 and this policy includes information about how we will comply with our duties and also provides guidance about our approach to promoting equality and diversity.

## Curriculum Statement

### Intent

At Rice Lane, our curriculum is designed to be accessible to all and to provide the knowledge, skills, and character development required to enable your children to become culturally and globally-aware and to develop into accepting, and responsible members of our community and beyond. We provide an environment in which the dignity of each person is recognised and developed and underpin this with the promotion of the four core British values: democracy; the rule of law; individual liberty; mutual respect and tolerance of others.

By the end of year 6, we aim for all of our children to leave us with the necessary skills and vocabulary required to succeed in secondary school; be well-read and reasoned children, able to access literature in all walks of life and, perhaps most importantly of all, to aspire to pursue and realise their full potential in the wider world. Our curriculum is carefully planned and sequenced, building on prior knowledge and towards clear end points. Current curriculum planning seeks to address any gaps in children's learning as a result of the pandemic.

### Implementation

All national curriculum subjects are carefully planned, structured and sequenced by our subject leaders to ensure that knowledge and skills build on what has been taught before and pupils work towards clearly defined end points. Our curriculum is structured to help pupils embed key concepts in their long-term memory and apply them fluently across the curriculum. Retrieval practice is embedded throughout the curriculum which aids teachers in identifying gaps in knowledge, check for misunderstandings and helps children to learn and retain information.

Our aim is to equip children with the knowledge and skills that our pupils will need in order to ensure that they develop resilience; growing and developing academically, physically, socially and morally. Our curriculum is designed to be stimulating and challenging so that children develop a curiosity about the world around them and enable them to grow and develop in becoming independent and active learners.

Throughout all areas of the curriculum, reading is prioritised and children are given access to a wide range of age appropriate texts across all subject areas.

In addition, we take a carefully considered and rigorous approach to vocabulary development throughout every aspect of our curriculum and the broader life of the school. There is a sharp focus on phonics for our younger pupils and we follow the Read, Write Inc Scheme throughout school, which also supports our older pupils.

A range of after school activities and additional experiences such as fieldwork, educational visits and visitors to school, ensure that both enjoyment and learning are enhanced.

## Impact

Children's achievement and progress is carefully monitored through a mixture of formative and summative assessments which enables our teachers to plan the next steps for each child. All children are expected to make good or better progress but where children are found to need additional support, we have a variety of interventions to meet their specific needs.

At Rice Lane, we regularly monitor our curriculum design throughout the year to gauge the impact. Senior leaders and subject leaders monitor individual subjects: reviewing learning, evaluating pupil voice, providing individual feedback to move practice forward, celebrating positives and highlighting areas of development, that through coaching and continued professional development, are developed and strengthened. The impact of the curriculum is reviewed regularly and progress is measured against end of year outcomes.

Enjoyment of the curriculum promotes achievement, confidence and good behaviour. Children feel safe to try new things. Our pupils work collaboratively with their peers and independently as inquisitive learners, who are motivated to excel and who have a thirst for learning. Rice Lane pupils embrace challenge and are resilient learners.

Our curriculum enables our pupils to become good citizens and demonstrate an appreciation for each other, the school community and the world. Our pupils are respectful and show tolerance and acceptance to those from different faiths and backgrounds.

The staff at Rice Lane Primary School and Nursery work hard, and are incredibly proud of, our stimulating and progressive curriculum that meets the needs of all of our pupils.

## Extra-curricular Activities

School staff volunteer to run a range of extra-curricular activities and it is our aim to provide clubs for each year group which range from sports, languages and the arts. This year we have held clubs on the following:

You will be notified on a termly basis about the clubs which we will be offering,

## Homework

Homework can provide children with the extra practice they may require to consolidate the skills they have learned in school. This extra practice can improve children's speed and confidence in maths, reading and spelling etc and is designed to support their learning in school.

Please feel free to contact your child's teacher if you require information and guidance about homework.#

## Transfer to High School

At the end of year 6, pupils transfer to a range of High schools. A transition programme takes place in the summer term which offers reciprocal visits with staff and children to familiarise them with their new school and teachers. Enhanced transition is arranged for children who require it and additional support needs to ensure a smooth and supportive transition.

## School Access

The main school car park is for use by school staff, visitors to the school and disabled visitors. Cars are parked at the owners own risk.

Parents are able to use the prison officers car park at Hornby Close off Hornby Road when coming to school.

To ensure the safety of children coming to school, we politely ask that parent /carers do not use the Brockenhurst Road as a car park or turning circle, especially during the drop off and pick up times. Brockenhurst Road also needs to be kept clear of parked cars so that emergency services can have clear access to the school if required. There are three pedestrian entrances into school. Two are on Lynwood Road and one is in Brockenhurst Road and parents may use any entrance when coming in to school and when leaving.

## Parent Access to School

The school gates will be open from 8.45am and closed at 9am for a fluid drop off. They will re-open at 3.10pm and closed at 3.40pm for a fluid pick up.

Parents of children in Nursery, Reception and Years 1 and 2, must stay with their children until the class teacher opens the classroom door.

At all other times access to the school site will only be achieved by using the intercom located on Brockenhurst Road.

Please note, there is no longer access to the Key Stage 2 playground via the EYFS playground and parents/carers and children should access it by the Year 5 path.

## No Smoking

Our school is a no smoking area. This applies to staff, parents and visitors. Please do not smoke or vape on our school premises or directly outside the school gates.

## Mobile phones

We respectfully ask that parents/carers do not use mobile phones on the school premises.

## Dogs

Liverpool City Council has a strict no dogs policy for all council owned sites. Please do not bring dogs onto our school premises.

## School Uniform

Children from Year 1 to Year 6 may come to school wearing the school PE kit for the day of their PE lesson. Children should not wear football kits or other sports wear for PE.

We do have a selection of pre loved uniform available for children which is available from our school office. If you require any help with uniform so please do contact our office staff who will be happy to help you.

<b>Nursery</b> All children require their own book bag.	
<b>Autumn/Spring</b>	<b>Summer</b>
Burgundy sweatshirt or cardigan with logo Burgundy Jogging Bottoms Yellow Polo top Black Shoes (no laces or buckles) Black, grey or white socks.	Burgundy sweatshirt or cardigan with logo Burgundy Jogging Bottoms Yellow Polo top Black Shoes (no laces or buckles) Black, grey or white socks.
<b>Reception - Year 6</b> All children require their own book bag.	
<b>Autumn/Spring</b>	<b>Summer</b>
Grey skirt, pinafore or trousers White shirt School tie Burgundy school jumper or cardigan with embroidered badge. White or grey socks or tights Black shoes (NO TRAINERS)	Pink and white gingham summer dress Grey shorts or trousers White polo top Burgundy school jumper or cardigan with embroidered badge. White or grey socks or tights Black shoes (no sandals) (NO TRAINERS)
<b>PE Kits</b>	
Burgundy shorts Burgundy t-shirt embroidered with school badge Black pumps/Trainers	

Please remember to write your child's name on all items of uniform and sports kit.

Uniform will be available to buy from:

Trutex School wear 27 County Road Liverpool, L4 3QA	Peggy Clives Children's Wear 66 Walton Vale Liverpool L9 4RQ
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PE kit, pump bags, book bags and ties will available to buy from the school office and you can pay online on the Arbor app



## Hair Cuts and Accessories

- 🏰 Hair that falls below the child's shoulders should be tied back at all times.
- 🏰 Jewellery, bracelets, necklaces should not be worn in school. Children will be asked to remove them and they will be stored in the school office.
- 🏰 Children may wear stud earrings for school but for health and safety reasons, no large or dangly earrings should be worn in school.
- 🏰 Children may wear watches but we discourage children from wearing 'smart watches'. If children do wear a 'smart watch' then school mode should be activated which prevents access to messages and the internet.
- 🏰 Nail varnish, acrylic nails and make-up should not be worn for school.
- 🏰 Mobile phones can be brought in by children in Years 5/6 Upper School but they must be switched off and handed to the office staff as soon as children come to school. We reserve the right to stop children from bringing their mobile phone to school.

## Attendance

**Designated Attendance Lead:** Miss M Hanford

**Attendance Team:** Mrs Sharkey, Mrs Roach, Mrs Blain and Mr Soulsby

The expectation at Rice Lane:

Attendance should be 100% for every child

The Government target is 97%

(Unless medical conditions or exceptional circumstances prevent this)

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all children during the school day therefore need to know the whereabouts of absent children.

Rice Lane Primary School and Nursery is determined to achieve excellent attendance and we aim to ensure that all children attend school regularly and on time wherever possible. School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. We strive to work with parents/carers in partnership in making education a success and in ensuring that all children have full and equal access to all that our school has to offer. As a school, we encourage parents/ carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified so that school staff can support children and families.



## Absence from School

We understand that children are occasionally ill and are unable to attend school. If this is the case then parents must contact school before 9.00am on 0151 525 9776 to report the absence.

If a parent has not contacted school and the absence remains unreported, the absence may become a safeguarding matter and school staff will follow school procedures. This may involve a home visit from school staff, the school education welfare officer or if staff remain concerned then the police may carry out a welfare check.

Our school target for attendance is a minimum of 97% and above. Parents of children whose attendance falls below this, or those who are regularly late or absent from school will be contacted by the school Education Welfare Officer. We would much rather support families and we do understand that there may be times where support is needed with attendance. Please do contact the school office, Miss Hanford, Mrs Sharkey or discuss concerns with your child's class teacher. All staff in school are happy to help and work with families.

## Holidays

School is unable to authorise any term time holidays. If you are considering taking your child out of school during term time, please complete a leave of absence form which can be obtained from the office. Mrs Roach will then contact you to discuss. All holidays will be recorded as an unauthorised absence and parents may be fined for taking their children out of school on holiday. The school term dates are available on the school website and from the school office upon request.

## Medical Appointments

Where possible, we do ask that appointments are made out of school time, but we do understand that this isn't always possible to arrange. If appointments do have to be made in school time then please bring proof of the appointment into the school office. If it is possible please bring your child to school before and after any appointment.

## First Aid and Administration of Medicine

Please remember to inform us of any changes to contact numbers for parents/carers and emergency contact details, as we may need to contact you in an emergency.

Most of the teachers and support staff in school undertake first aid training and those working in EYFS have a paediatric first aid training qualification. We also have 4 medical welfare officers in school who have received personalised training towards the medical needs of our children.

First aid will be administered to any child who requires it and if a child receives a bump to their head then parents/carers will be contacted immediately. First aid forms are completed by school staff when administering first aid and these are given to the parent/carer at the end of the school day.

School staff will contact parents/carers if a child requires additional first aid and If your child requires immediate medical attention, you will be contacted and if needed an ambulance will be called. Your child will usually be taken to: **Alder Hey Children's Hospital, Eaton Road L12.**

A member of staff will remain with your child until an adult arrives.

We have several children who have nut allergies and we ask that parents/carers do not send in any food which contains nuts, this includes chocolate spread.

### Administration of Medicines

**Please keep school staff updated regarding any changes to your child's health.**

School Medical Welfare Officers are trained to look after any child with specific health needs and will administer any frequently used medication.

Any parent/carer of a child that is required to take any medicine whilst at Rice Lane Primary School and Nursery, must complete a medicine form in the school office before any medication can be given. In most circumstances, medication (e.g. antibiotics) prescribed three times a day can be taken at home – before school, after school and before bedtime.

However, if you wish prescribed medication to be administered during the school day, clear written instructions must be provided and the medicine must be kept in a properly labelled container.

The label must be clear and free from alterations or defacement and must show:

- The name of the medication
- The name of the child
- The dosage
- Specific directions for the medication
- Precautions relating to the medication (e.g. "caution, may cause drowsiness" or "store in a refrigerator")
- The expiry date and the date of issue

The use of non-prescribed medication is generally discouraged but we recognise that very occasionally pain relief may be required. Calpol is the only non-prescribed pain relieving medication which may be administered and only by our school medical welfare officers or school leadership team. If this is required then school staff will contact parents to ask for verbal permission before administering the medicine.

A school asthma card must be completed by parents/carers as soon as a child has been diagnosed with asthma. This will detail triggers, indicate signs of an asthma attack and how best to support children. Parents/carers must also ensure that the inhaler is in date. There is a salbutamol inhaler in school which we would use in emergencies when a child with asthma cannot access their own inhaler. If this is needed then parents/carers will be informed about this.

An individual health care plan will be completed by staff and parents/carers for any children who have long term illnesses or conditions such as diabetes.

### School Lunches

Lunch is served in sittings, with the youngest children and children in Woodlands eating first. The menu for the term is displayed outside the dining hall and a termly menu is sent home. Children have a healthy school lunch and there is always a vegetarian option available. All children in Reception, Years 1 and 2 are entitled to a free school meal. We encourage ALL children to take up this offer. If your child has a specific food allergy or dietary need, please ensure this information is given to the school.

If you are receiving any of these benefits, you are likely to be eligible for Free School Meals (FSM):

- Income Support
- Income Based Job Seekers Allowance
- Employment and Support Allowance (Income-Related)
- National Asylum Seekers Support (NASS) • Guarantee Element of the State Pension Credit
- Child Tax Credit Only, but not Working Tax Credit If you receive Working Tax Credit and no other qualifying benefit other than Child Tax Credit you will not be eligible for Free School Meals.

If you require any help with this please contact the school office and staff will help you.

Children are encouraged to eat a balanced lunch and to try a range of foods. If there are concerns about what your child is eating then school staff will discuss this with you. If you have any questions or concerns about lunches please speak with your child's class teacher.

Midday meal supervisors (some of whom also work in classes) supervise the children in the hall, and, after they have eaten, in the playground. A member of the Senior Leadership Team is always on duty too and staff ensure that children can eat at their own pace and are always given time to finish their food.

The cost of a school lunch will be £1.80 per day and is payable through our school app Arbor.

We are a healthy school and provide good, nutritional school lunches. However, if you would prefer to provide your child with a packed lunch, please ensure that our school guidelines for healthy packed lunches are followed.

Packed lunches **should not** contain:

Fizzy or canned drinks, sweets and bars of chocolate, fast food meals such as McDonalds, nuts of any kind

We recognise that children, as part of a balanced diet, eat these foods but we ask they are they are not brought into school for children to eat during lunch time or as part of their snack.

### School Trips

We believe school trips are such an important part of your child's education. They enrich the curriculum greatly and for that reason that we aim to plan for a trip or visitor most terms. For all school trips that take place during the school day, we will ask parents for a contribution. Please remember that we are only charging enough to cover costs. No child is excluded from going on a trip if the parents are unable to pay however we do not have money coming into our school budget for trips. If we had a lot of parents not able or willing to pay, then we would have to consider cancelling the trip. Over this last year, we have used money raised from our PTA events to contribute towards our trips to keep the cost at a minimum for you.

We also know that residential visits enhance our children's educational experience. All residential are optional and whilst we encourage all children to take part, if they choose not to, then alternative education is arranged in school for them. We have residential in Year 5 and 6 (Skiing to Italy) and Year 6 ( Isle of Man). All of these residential enrich our curriculum and are age appropriate and payment plans can be set up to help you with the cost of these trips.

### Snacks

Children in EYFS and key Stage 1 will be offered a free, healthy fruit snack every day

Children in Key Stage 2 can bring in their own healthy snack but please do not send children in with bars of chocolate, packets of sweets or energy drinks

Liverpool City Council currently provide free fruit for all children in Foundation Stage & Key Stage 1 and any child in Key Stage 2 who would like fruit is provided with it for free by school staff.

## School Milk

School milk can be ordered for children in Nursery to Year 2

Children under 5 years of age, who attend approved day care facilities, are entitled to receive 189ml (1/3 pint) of milk each day, free of charge.

Once your child reaches the age of 5, your child, will still be able to receive milk on a daily basis, at a small cost.

Parent/carer must order from Dairylink UK Limited at the following link:

<https://www.dairylink-uk.com/order-milk>

## Water Bottles

Children are encouraged to bring in a water bottle every day and children are encouraged to refill these throughout the school day. Due to the high sugar content, we do ask that juice or fizzy drinks are not brought in to school. Again, we recognise that children drink these as part of a balanced diet but it is difficult for staff to monitor drinks so we ask that these drinks are kept at home and water is sent into school.

## Breakfast Club and After School Club




**Breakfast Club Staff:** Mrs Murphy and Mrs Hignett

**After School Club Staff:** Mrs Da Silva and Mrs Murphy

A member of the Senior Leadership team will also be available during the times the clubs are running.

If you wish to speak with school staff during breakfast club and after school club hours or if you running late when collecting your child, please telephone the staff on 07776 13328. This will enable them to make appropriate arrangements for your child. If you have any queries outside of these hours then please contact the school office 0151 525 9776.

Parents/carers who would like to book a place in either club should book it through Arbor. So that we can organise the staffing ratio we ask that parents book by 3pm the day before for breakfast club and noon on the day of afterschool club. If you require a place at short notice then please contact the school office and we will do our best to help you. Please do not bring your child to either club without first booking or speaking to a member of the office team.

-  Breakfast Club is available from 7.30 am each day and costs £4 per day, per child.
-  After school club is available from 3.30 pm – 5.30 pm each day and costs £5 per day, per child
-  Payments for these clubs are paid through Arbor.

A healthy snack is provided, which includes cereal, bagels, toast, juice milk or water and this is included in the cost of the session.

Your child will have the opportunity to complete homework that they may have or take part in the various activities that are provided, which include using computers, board games, arts and crafts, physical activities, TV and video and other activities suitable for all age groups.

## PTA

We are very fortunate to have a wonderful PTA which is very much at the heart of our school family. Our school PTA has brought parents/carers, school staff and children together to raise money for school and strengthen our community.

Our PTA has provided a great deal of financial support for school and recently purchased a school mini bus for us and they have organised many wonderful things for us to enjoy, including a bingo night and a visit from Mrs Claus and her reindeers.

The PTA meet half termly in school which has become quite a social event and we are always keen to have new parents/carers/ grandparents and family members join us and if you are interested in this then please contact [pta@ricelane.liverpool.sch.uk](mailto:pta@ricelane.liverpool.sch.uk) You will be very welcome!

We value opinions of parents/carers and visitors and regularly ask for their view. Please read below some of the lovely comments we have received this year:

'Brilliant! First time seeing all this as my first daughter started in lockdown'

'Lovely to visit the classroom and join in the timetable lesson'

'Really good session very informative and helps me fully support C at home thanks'

'Really good session, very helpful. I feel much more confident as a parent supporting J with his reading'

Thank you for everything you have done over the years, nothing is ever too much trouble

From the first moment we stepped into school you assured my son he was and would always be part of the Rice Lane family

## Term Dates 2023-2024

### Autumn Term

Monday 4<sup>th</sup> September 2023 - Thursday 21<sup>st</sup> December 2023

*Half Term - Monday 30<sup>th</sup> October 2023 - Friday 3<sup>rd</sup> November 2023*

Christmas Break: Friday 22<sup>nd</sup> December 2023 - Friday 5<sup>th</sup> January 2024

### Spring Term

Monday 8<sup>th</sup> January 2024 - Thursday 28<sup>th</sup> March 2024

*Half Term - Monday 12<sup>th</sup> February 2024 - Friday 16<sup>th</sup> February 2024*

Easter Break: Friday 29<sup>th</sup> March 2024 - Friday 12<sup>th</sup> April 2024

### Summer Term

Monday 15<sup>th</sup> April 2024 - Friday 19<sup>th</sup> July 2024

*May Day - Monday 6<sup>th</sup> May 2024*

*Half Term - Monday 27<sup>th</sup> May 2024 - Friday 31<sup>st</sup> May 2024*

### Inset Days (Children do NOT attend)

Friday 1<sup>st</sup> September 2023

Friday 27<sup>th</sup> October 2023

Monday 3<sup>rd</sup> June 2024