



# Archbishop Runcie Church of England First School



## Parent & Carers' Handbook and School Information 2024 - 25

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Headteacher  
**Mrs K. Massey**

**"Be courageous; be strong.  
Do everything in love."**

1 Corinthians 16:13-14

# Whole School Information

## General



### SCHOOL MISSION

Staff, Governors and children spent much time discussing our school vision and agreeing two core values for our school; love and determination. Inspired by the parable of the lost sheep, our mission is to enable everyone within our school community to flourish through our unconditional **love and determination**, as demonstrated by the good shepherd. We are reminded that every single member of our school community is equally valued and loved in the image of God.



### VISION

In 1 Corinthians 16:13-14, Paul urged the church in Corinth to:

**Be courageous; be strong.  
Do everything in love.**

This epistle helps us understand;

- that God's love sets self aside, over and over, endlessly, for the good of others.
- that our thoughts and deeds should spring from, and be done, in **love** and with strength and courage – referred to as **determination**.

### SAFEGUARDING

Mrs Massey, Mrs Francis, Mrs Ellwood and Mrs Crozier (currently on maternity leave) are our school's Designated Safeguarding Leaders (DSL). Mr Brown is DSL for wraparound care. If you have concerns about a child, please contact one of us. If it is an emergency and a child is in immediate danger, please call the police.



Members of the public can also report concerns to Children's Social Care directly. If you have a concern about a child please contact one of the following:

- Initial Response Service – 0191 277 2500
- Northumbria Police – 101 (in an emergency always dial 999)
- NSPCC Helpline – 0808 800 5000

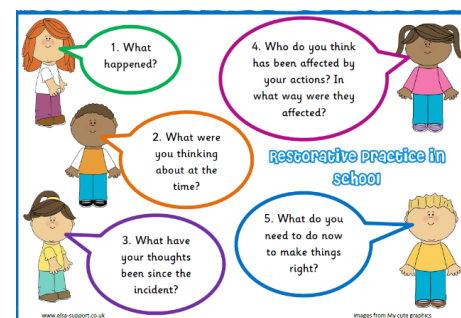


There is also a secure online referral form available for you to explain your concern, if you are a member of the public. <https://nccportal.newcastle.gov.uk/forms/referral/public>

### BEHAVIOUR

Please read our Pupil Culture, Relationships & Behaviour Policy on the school website. Incentives and praise are used throughout school to reward and encourage positive behaviour. When incidents do occur, they will be dealt with using a restorative approach. Staff will use the following open-ended questions as a scaffold to encourage children to take ownership of their own behaviour and take responsibility for repairing damaged caused.

- Tell me what happened
- What were you thinking at the time?
- What are you thinking now?
- Who has been hurt/upset by your behaviour?
- What could you do to put things right?
- What would you do differently next time?



This approach has been proven to improve behaviour in many schools, similar to the approach of Restorative Justice used when dealing with crime, and supports our work on Growth Mind-set whereby we can learn from our mistakes.

## UNIFORM

All children are expected to wear school uniform and sensible black school shoes or trainers every day (no open toes please!). Please do not send children in multi-coloured footwear or sandals/flip-flops. Thank you.

Branded school uniform is available to order from Tots to Teams or pre-loved uniform is available via the PTFA ([archbishopprunceptfa@gmail.com](mailto:archbishopprunceptfa@gmail.com)) or the uniform library in the main entrance.



Tots to Teams:

Kingston Park, Unit 10b, Airport Industrial Estate

Newcastle upon Tyne, NE3 2EF

Tel: (0191) 2715454

<https://totstoteams.com/>

We encourage children to be independent so it is important that they are able to remove their own clothes when they need the toilet, therefore, you may like to consider elasticated waists on skirts or trousers.

Children in all year groups also take part in playtimes and running in their usual school uniform, therefore, all school shoes must be sturdy, flat and fit for purpose. Please consider that children's toes are much more vulnerable to being stood on/hurt when they wear sandals.

From September 2024, only children in Years 2, 3 and 4 will wear the navy PE uniform. Children in Year 1 will still come to school in PE kit, but this will consist of the usual yellow polo shirt and blue school jumper rather than the navy hoodie along with navy joggers or royal blue shorts. Eventually, the aim is to phase out the navy PE kit in order to reduce costs to parents by only requiring one uniform for the full week.

Similarly, for forest school, children will continue to wear yellow polo shirt and blue school jumper rather than the navy hoodie along with navy joggers and bring named wellies in a bag (not to wear all day).



### UNIFORM LIBRARY & EXCHANGE

We now have a pre-loved "Uniform Library" in the main entrance for anyone who needs to borrow, exchange or replace any uniform items. This is not only to help cut costs for families but we are also aiming to have a positive environmental impact by reducing waste and pollution caused by textiles. Please come along and help yourselves. Cash donations can be made to the PTFA at the school office. Thank you.



Donations of outgrown uniform can also be made at the school office. Please ensure items are clean and name labels are removed. Thank you!

Our Uniform Policy is published on the school website.

## JEWELLERY



- Small wrist watches may be worn (smart watches that record sound or images are not allowed); however these must be removed for PE.
- No other jewellery may be worn for school, including stud earrings.

Please remove earrings before school. Current guidance is not to cover stud earrings with plasters. If a child can't take their earrings out, they need to take the role of an observer within PE lessons.

## HAIRSTYLES

- Long hair (below collar length) should be tied back.
- No extreme hairstyles should be worn in school e.g. vivid coloured hair as this serves as a distraction to themselves and others and can lead to problems with behaviour and discipline amongst the children.

The Headteacher has the final say in deciding what is acceptable so, when in doubt, parents should consult with her before buying items which might not be acceptable or if in doubt about hair style.



### PE KITS

Children in Nursery and Reception should bring PE kits (trainers they can fasten themselves, yellow t-shirt and royal blue shorts) to keep in school, in a clearly named bag, please.

Children in Years 1 - 4 should come to school ready for PE on their allocated day (see class newsletters). Children should arrive in their PE kit (yellow t-shirt, blue shorts and/or navy tracksuit bottoms and a navy hoodie or zip up top). All children need well-fitting trainers (not plimsolls). Please do not send children with lace up shoes if they cannot tie their own laces! Thank you.

Year 1	Friday
Year 2	Monday
Year 3	Tuesday
Year 4	Thursday

Children in Year 1 – 4 also regularly take part in the “Active Mile”. This involves running up to 8 laps of our school playground and field which equates to approximately 1 mile. They do this in their usual school uniform, therefore, school shoes must be sturdy, flat and fit for purpose.

### COMMUNICATION

ParentMail is our Home School Communication Portal. If you have not yet registered for this service, please call the School Office. Copies of the Newsletter and calendar can also be found on our school website.



You can email teaching staff directly on their work email during school hours.

Nursery	<b>Mrs Francis</b>	<a href="mailto:Kathleen.Francis@archbishop.newcastle.sch.uk">Kathleen.Francis@archbishop.newcastle.sch.uk</a>
Reception	<b>Mrs Egdell</b>	<a href="mailto:Emily.Egdell@archbishop.newcastle.sch.uk">Emily.Egdell@archbishop.newcastle.sch.uk</a>
Year 1	<b>Miss Bowers</b>	<a href="mailto:Hettie.Bowers@archbishop.newcastle.sch.uk">Hettie.Bowers@archbishop.newcastle.sch.uk</a>
Year 2	<b>Miss Richardson</b>	<a href="mailto:Holly.Richardson@archbishop.newcastle.sch.uk">Holly.Richardson@archbishop.newcastle.sch.uk</a>
Year 3	<b>Mr Hamlen</b>	<a href="mailto:Steven.Hamlen@archbishop.newcastle.sch.uk">Steven.Hamlen@archbishop.newcastle.sch.uk</a>
Year 4	<b>Mrs Ellwood</b>	<a href="mailto:Margery.Ellwood@archbishop.newcastle.sch.uk">Margery.Ellwood@archbishop.newcastle.sch.uk</a>

Staff check their emails daily, either before **or** after the school teaching day, on their working days. You can still email admin during the school day with regard to school meals or general enquiries.

[admin@archbishop.newcastle.sch.uk](mailto:admin@archbishop.newcastle.sch.uk)

For wraparound enquiries (activities, menu etc) please contact [wraparound@archbishop.newcastle.sch.uk](mailto:wraparound@archbishop.newcastle.sch.uk).

To make bookings at Breakfast Club or After School Club, please contact

[archbishopruncie@childcarebookingsforschools.co.uk](mailto:archbishopruncie@childcarebookingsforschools.co.uk)

Please also follow us on **X** at [@RuncieOf](https://twitter.com/RuncieOf) You can also view posts via our school website.

As a school, we value the positive relationships with our parents and carers. We encourage close links with parents, carers and the wider community and believe that pupils benefit when the relationship between home and school is a positive one. We also strive to make our school a place where, as adults, we model the behaviour we teach and expect from our pupils; we place a high importance on good manners, positive communication and mutual respect for everyone.

On occasions, the behaviour of a small minority of parents and carers has fallen short of what we expect. This can manifest itself in aggression or abuse towards members of the school community. This can be physical, in written communication (including social media), on the telephone or in face-to-face incidents. **All members of our school**

**community have the right to work, or be in school, without fear of aggression or abusive or insulting behaviour, conduct or language from parents and carers.**

**At Archbishop Runcie CE First School the expectations for parents, carers and other visitors are:**

- Parents coming into the building must report, on arrival, to the school office via the main entrance.
- Parents accessing the site must not interfere with the work of the school or disrupt the peaceful environment of the school.
- If a parent/carer disrupts the work of the school, or causes a disturbance in any way, the Governors have delegated to the Headteacher the power to order his/her removal from the school premises. They will not be able to return to the school premises until such a time as they receive confirmation from the Headteacher that they may re-enter the school grounds.

## **CASHLESS SYSTEM**

All payments to school are made via ParentMail and no cash/cheques are accepted in school. If you are unable to make payments through ParentMail online, we can give you a barcode which you can then take to a local PayPoint retailer to make a payment with cash. If you have any queries, please ask Mrs Coates in the school office.



We only accept cash and cheques for PTFA events and charity donations. Thank you.



## **CHURCHES**

The school is closely linked with two churches; Gosforth, St Nicholas' and Gosforth, All Saints'. Clergy from both churches lead weekly worship, sit on the Governing Body and are part of the day to day life of the school.

## **RELIGIOUS EDUCATION & ETHOS**

In an Anglican school, the educational process is rooted in the living faith of the school. This goes beyond the ethos of the school to affect the planning and teaching in every curriculum area. Religious Education is not just an academic subject, but, lying at the very heart of the curriculum, it has an important role in reflecting and conveying the distinctively Christian character of the school.

## **ATTENDANCE**

Attendance of all pupils is closely monitored. If your child is not in school by 9:00am (even if this is for a medical or dental appointment), they are marked absent for the whole morning.



Our school target for attendance is 97%. If your child's attendance falls below 96% you will be contacted by your child's class teacher. If it falls below 94%, you will be invited for a meeting with a senior member of staff. If attendance falls below 90%, a referral may then be made to the Local Authority who may issue fines if absence is not authorised. Please see the updated Attendance Policy on the school website for further information.

## **ELECTRONIC SIGNING IN SYSTEM**



If you are bringing your child in late (after 8:45am), or your child leaves early (before 3:15pm), please ensure you use the touch screen in the main entrance to sign them in/out. You must give a reason for their absence so we can make the decision to authorise it or not. Thank you.

## **PUPIL ILLNESS**

All absence should be reported, via ParentMail, to the Admin Office by 9:00am, please. There is also now an option to report this via telephone (option 1).

If your child has sickness or diarrhoea it is recommended they remain absent for 48 hours after the last incidence in accordance with the Department of Health's guidelines. In any other circumstance, please continue to advise school on a daily basis of the reason for continued absence. The Little Orange Book is on our website to support parents to make



informed decisions about keeping children off school if they are unwell.

If your child is not in school by 9.00am (even if this is for a medical or dental appointment), they are marked as absent for the whole morning. Therefore, we would encourage parents to make medical appointments outside school time, wherever possible please.

Parents are asked to provide proof of medical appointments for this absence to be authorised. If no proof is provided, the absence will be recorded as unauthorised.



Additionally, the Healthier Together website (<https://www.nenc-healthiertogether.nhs.uk>) provides accurate and trusted healthcare advice for parents/carers, young people and professionals in the North East and North Cumbria. You can find parental advice on illnesses, allergies, vaccines, child development as well as many other topics. You can also download the Healthier Together app.

The Healthier Together website also includes the Little Orange Book which provides advice for babies and children when they are poorly.

### **ABSENCE REQUESTS**

There is no entitlement in law to time off in term time. Children who are absent from school fall behind in their learning. They miss out on school events. Many find it difficult to catch up. In addition, school staff have to divert their attention away from other children in order to support those that have fallen behind due to a holiday related absence.

For this reason, any request for leave of absence due to holidays in term time will not be authorised. In the case of all unauthorised leave of absences, incurring 10 or more unauthorised sessions (5 days), an application for a Fixed Penalty Notice will be made to the Local Authority.



**MEDICINES IN SCHOOL** - Please see our policy on website Mr Brown (Nursery & Reception), Mrs Armstrong (Years 1 and 2) and Mrs Norman (Years 3 and 4) will be managing medicines in school. If your child needs medicine administering during the school day or has a medical condition that requires medicine to be kept in school, please make a telephone appointment to discuss this and for a form to be sent. You can contact them on [William.Brown@archbishop.newcastle.sch.uk](mailto:William.Brown@archbishop.newcastle.sch.uk) , [angela.armstrong@archbishop.newcastle.sch.uk](mailto:angela.armstrong@archbishop.newcastle.sch.uk) ,

[lynn.norman@archbishop.newcastle.sch.uk](mailto:lynn.norman@archbishop.newcastle.sch.uk) or, if your child requires medication at After School Club, please contact Mr Brown. Please note that we can only administer named, labelled prescription medicines.

We are also requesting written permission from all families to administer paracetamol and antihistamine to children in an emergency. Please see permission information sent by Mrs Coates.

### **GOSFORTH SCHOOLS TRUST**

The Gosforth Schools' Trust is a partnership of eleven schools in the North East sector of Newcastle upon Tyne who have successfully worked together for many years. We believe that through working together in a robust, collaborative and mutually supportive framework we can achieve more for our children and the communities we serve. We will endeavour to preserve each school's individual identity and add value to their work.



As a Church of England School, we are not able to be a full member of GST (as we already have our Church of England Foundation Trust) but we participate fully in all GST events and working groups.

### **MORNING ROUTINES**

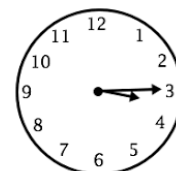
As you know, we operate a drop off window in the mornings. The aim of this is to enable children to enter school calmly and to offer parents the opportunity to speak to a member of support staff on the doors if the need arises. It also means that Christon Road is slightly less congested and eases parking around school.

All children are able to enter school from 8:35-8:45am. The register will be taken at 8:45am so any children arriving after this time should enter via the main school office and be signed in on the Inventory screen please. You will need to provide a reason for the late arrival. Please note that children who are late miss vital teaching (usually reading and phonics at this time) and therefore we would really encourage you to drop children off promptly. Thank you.



Nursery and Reception children should enter via their classroom doors and all other classes should enter via the cloakroom doors from the main yard please.

Teaching finishes at 3:15pm. All children should be collected from classroom doors between 3:15 and 3:20pm. If parents/carers have not collected children by 3:20pm, children will be taken to After School Club (and parents/carers will be charged accordingly) so that staff can attend meetings and complete other duties. Thank you for your understanding.



## Meals



### SCHOOL LUNCHES

We are really lucky to have a fabulous chef in school who makes delicious lunches using the Local Authority menu. If you have any queries about school lunches, Miss Cooper is always happy to meet with parents.

The kitchen requires 2 weeks' notice if you intend to change from school dinners to packed lunch or vice versa. Please email Admin staff in this event. School dinners are £2.50 per meal for Years 3 & 4 (£2.20 for Nursery). Lunch payments are made via ParentMail.

### PACKED LUNCHES

It is really important that the children having packed lunches bring something filling such as a sandwich or pasta (or other carbohydrates) that will fill them up for the afternoon rather than just crisps and other processed snacks. Could we also request that sweet items such as cakes and biscuits are restricted to one item per day please? We really appreciate your cooperation and support in keeping lunch boxes healthy, thank you.



#### Reminders:

- Please do not send foods containing nuts in case of allergies amongst the other children.
- Please remember; no sweets, chocolate bars or fizzy drinks should be in packed lunches.
- Please continue to cut grapes into halves to minimise the risk of choking.
- Please ensure that your child can unwrap/open all items in their lunch box independently.
- Please consider using reusable food containers for packed lunches and fruit snacks, rather than disposable food packaging and avoid sending disposable plastic cutlery or straws in packed lunches. Thank you.

For ideas of what to include you could try:

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

<https://www.bbcgoodfood.com/recipes/collection/school-lunch-recipes>

<https://babyfoode.com/blog/30-healthy-lunch-box-ideas-for-kids/>

<https://www.playpennies.com/fitness-and-diet/free-change-4-life-sugar-swap-pack-lunch-box-app-117627>

## NATASHA'S LAW

Natasha's Law relates to the labelling of food allergens for prepacked food at the point of sale. Miss Cooper has allergen information available in the kitchen however we would be grateful if you could please ensure that Mrs Coates is informed of all new children with food allergies and current children's records are kept fully up to date. Thank you. Children with food allergies will wear lanyards when in the dining hall.



## NUT ALLERGIES

Several children in school have nut allergies. We would therefore like to remind parents and carers not to send food containing nuts to school in packed lunches, snacks or for any other purpose. This includes foods at parties and picnics. Thank you.

## TABLE MANNERS

During lunchtimes we expect good table manners in the hall. This includes:

- Holding our knives and forks correctly
- Cutting up food into bite size pieces
- Talking quietly
- Not talking with mouths full

We would be really grateful if you could reinforce these skills at home please. Please also remind children to have a drink with their meal and remind them of the importance of drinking regularly throughout the day.



## SNACKS & DRINKS

- Children in Nursery and Reception are provided with free milk to drink mid-morning (until they are 5 years old).
- All children are asked to bring a named water bottle each day which will be sent home for washing each afternoon (containing only water).
- Children in Nursery, Reception, Year 1 and Year 2 are provided with a range of healthy fresh fruit snacks every day, therefore, parents are reminded not to send snacks into school please.
- Children in Years 3 & 4 can bring a piece of fruit/vegetable to eat as their snack if they wish.
- It is very important that you inform us of any allergies that your child may have. Thank you.



## FREE SCHOOL MEALS

**Universal Infant Free School Meals (Rec- Year 2):** The universal free school initiative (wherein all pupils from Reception to Y2 receive a hot, nutritiously balanced meal each day) continues in school this year. We always aim for 100% take up for midday hot meals as the benefits are far reaching in terms of health, behaviour and the development of social skills. If you have any questions about school meals, our cook, Miss Cooper, would be happy to meet with you to answer these.



## Income Based Free School Meals (Nursery, Year 3 and Year 4)

If you are in receipt of one of the following benefits, you may qualify for Free School Meals (Pupil Premium funding). You can check and apply for Free School Meals here [https://www.newcastlelea.org/CitizenPortal\\_LIVE/en](https://www.newcastlelea.org/CitizenPortal_LIVE/en) or use the QR code.

If you would like further information about free school meals, please speak to the school office – it is quite straightforward to check

eligibility!

Children who qualify for Pupil Premium can also claim free Breakfast Club places and educational visits will be paid for using the funding received by school.







## BIRTHDAY CAKE/SWEETS

Please note that due to Natasha's Law and several food allergies in school, we no longer hand out birthday cake and sweets in school but parents and carers are able to hand these out, outside classrooms, at the end of the school day directly to children in the care of parents/carers. Parents and carers can then make their own decision about whether the foods offered are suitable for their child.

## What to bring to school

### WATER BOTTLES

Children are asked to bring a refillable, named sports top water bottle to school each day please. Please remember to send water only. Thank you.



### WINTER

In winter, we ask that your child has a pair of named wellies, spare socks, hat and gloves that they can leave in school, with their name on. It is also helpful if they have a strong (named) bag in which to keep their winter gear. Waterproof trousers are also a great idea in the snow!

### SUMMER

In order to keep our children safe in the sun, please could we ask parents to;

- provide a named sun hat
- ensure long-lasting sun cream has been applied **before** school
- send in a named water bottle every day



### PERSONAL BELONGINGS

Please could we ask that children **do not bring their own pencil cases** to school - as you can imagine, this causes endless distractions and arguments! Also, children do not do "show and tell" in school due to time constraints so personal belongings should be left at home. Many thanks for your support.



We also ask that children do not attach large keyrings or toys to book bags as this makes it difficult to fit them into storage boxes. Thank you.

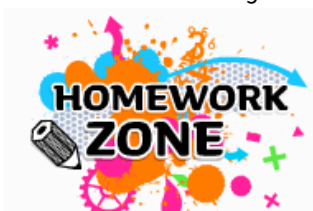
### FRUIT SNACKS

If children in Years 3 and 4 would like a mid-morning snack, they will need to bring their own fruit/veg from home. We have several food allergies in school, so please only bring fruit or vegetables. Thank you.

## Homework

### READING & HOMEWORK

Reading books are given out to children in Reception, Year 1 (and some children, who have completed phonics, at the beginning of Year 2) each week. Most children in Years 2, Year 3 and Year 4 are then responsible for changing their own books as and when they complete them. Please aim to listen to your child read aloud each day (it is still important to listen to children read - even when they are fluent and able). Remember to use the question stems in the Reading Records (pg 6 & 7) if you are struggling to think of questions after reading. We would appreciate a comment in Reading Records after you listen to your child each day please. Thank you.



Children are given weekly Maths and SPaG (Spelling, Punctuation & Grammar) homework too. (Class Teachers will explain homework expectations to parents in September via class newsletters.) Homework will be set each Thursday for completion by the following Thursday. Please ensure children complete any written homework neatly and in pencil. Many thanks in advance for your support.

### READ WRITE INC

At ARFS, we use Read Write Inc (RWI) phonics scheme. RWI is a phonics based program which helps children learn to read whilst also developing a wide range of vocabulary and encouraging a love of stories. RWI begins in Nursery and continues until children are at the



expected reading level for Year 2. RWI phonics will introduce your child to a toy frog called Fred! Fred can only say sounds which children then blend into a word. Your child will bring home books to share with you as well as accessing e-books and quizzes. Class Teachers will provide further information and support to parents.

## READING RECORDS

Please could we ask you to give a brief comment **on each book separately** and then a short comment **each time your child re-reads** their book? A short daily reading session (e.g. ten mins per day) is often more productive than an infrequent longer one. This expectation includes children in Years 3 and 4.



Children who are learning to read using phonics (usually Reception and Year 1) may be allocated physical books or e-books via Oxford Owls.

Children in Year 2 onwards are able to choose books from a range of boxes (based on their assessments). After children in Years 2 - 4 have completed a book, they will be given a quick quiz to check their understanding. Any questioning that you have done at home will support

them to complete this.

Comments about fluency, expression and intonation, as well as understanding (comprehension of events and inference about characters feelings) are really useful please (rather than a comment about completion). This will enable us to use your daily comments as part of our ongoing assessments. Question stems, to support you with this, are included in the front of Reading Records. Re-reading texts is really important and will help children develop their fluency and pace. Thank you so much in advance for your understanding and support.

Passwords for online resources will be attached inside Reading Records for your reference.



## SPELLING

Children in Years 1 - 4 will complete a spelling quiz to assess their spelling of the words that are sent home, each week. Spelling quizzes will take place on a **Thursday** so children have had a full week to learn their spellings.

Class Teachers use Spelling Shed to support the delivery of spelling and grammar lessons. Children can also access this at home if they wish. Login details can be found in Reading Records.

## TIMES TABLES ROCKSTARS

Children in Years 2, 3 and 4 have home and school access to Times Table Rock Stars (TTRS). Please ensure children complete these independently and without the help of adults/siblings. If you need help accessing this, please contact class teachers directly. Username and passwords can be located in Reading Records.



TTRS helps children prepare for their Multiplications Tables Check at the end of Year 4 which gives the children up to 6 seconds to answer each question. Children therefore need to learn their tables by heart! The 'sound check' mode is particularly good as it is similar to the statutory test given in Year 4.

National curriculum expectations are as follows:

<b>Year 2</b>	recall and use multiplication and division facts for the 2, 5 and 10 multiplication tables
<b>Year 3</b>	recall and use multiplication and division facts for the 3, 4 and 8 multiplication tables
<b>Year 4</b>	recall multiplication and division facts for multiplication tables up to 12 × 12

## Helping in school

### READING BUDDIES

Could you or a grandparent spare 20 - 30 minutes once or twice a week to help children with reading? We operate a successful reading buddy scheme with parents, grandparents and friends of the school, sharing books with children

in Key Stage One and Key Stage Two. If you could spare an hour or two a week please contact the school office. You will require DBS clearance through the school - please see Admin staff.



## OTHER HELPERS

We are often short of parent helpers on educational visits out of school. If there are any aunts, uncles, grandparents or members of the church congregations and wider community who would be prepared to undergo DBS checks and become “backups” this would be very much appreciated. We are always looking for practical support in school too - this may be listening to readers, gardening, laminating, helping with PTFA events etc (or anything else you can suggest!). If you are interested in becoming a friend of our school please contact [admin@archbishop.newcastle.sch.uk](mailto:admin@archbishop.newcastle.sch.uk)

## PTFA

We have a very active our school. If you have any please see a committee



PTFA in school which provides a vital source of funding to ideas of activities or events, or would like to get involved, member or your class rep or email them on [archbishopruncieptfa@gmail.com](mailto:archbishopruncieptfa@gmail.com)

## EASYFUNDRAISING

Did you know that whenever you buy anything online you could be **raising a free donation for our School PTFA?** There are nearly 3,000 retailers on board ready to make a donation to our school, every time you shop online... and it doesn't cost you a penny extra!



It's really simple, all you have to do is:

- **Join-** <https://www.easyfundraising.org.uk/causes/archbishoprunciefirstptfa/> and sign up for free.
- **Shop-** Every time you shop online, **go to easyfundraising first**, pick the retailer you want and start shopping.
- **Raise-** After you've checked out, that retailer will make a donation the PTFA for no extra cost whatsoever!

There are no catches or hidden charges and Archbishop Runcie CE First School PTFA will be really grateful for your donations.

## SPONSOR A RESOURCE



Class Teachers may, from time to time, send out a “wish list” of resources/books etc that families can donate or “sponsor” in if they wish.

Several parents have also asked if they can pay for other children to go on school trips. Please contact Admin for this to be enabled on ParentMail.

## Clubs



### BREAKFAST CLUB & AFTER SCHOOL CLUB

We are pleased to offer our own Breakfast Club (7.45am - 8.45am) and After School Club (3.15-5.15pm) in our school hall. If you have any queries regarding menus or activities, please email [wraparound@archbishop.newcastle.sch.uk](mailto:wraparound@archbishop.newcastle.sch.uk)



Breakfast Club sessions cost £5.00 and include a breakfast of cereal/toast and milk/orange juice. Children must arrive before 8.15am if they require breakfast. Afterschool Club, until 5:15pm, is £10.00 per session and includes a snack and drink. A late session until 5.30pm is available Monday - Thursday for an additional £2.50.

Bookings for Wrap Around Care are managed by Child Care Bookings for Schools. You can pay using either a debit/credit card or using childcare vouchers.

The URL to access the booking system is <https://archbishop-runcie.cbfs.uk/>  
Contact email address: [archbishopruncie@childcarebookingsforschools.co.uk](mailto:archbishopruncie@childcarebookingsforschools.co.uk)  
Contact phone number: 01444 523335



## EXTRA CURRICULAR CLUBS & ACTIVITIES

Teaching staff run extra-curricular activities during lunchtimes for the first half term of each school term. Further information will be sent out via ParentMail so parents/carers can select which activity their child would like to take part in.

Additionally, we offer instrumental tuition and sports activities after school. These are led by external providers and should be booked directly with them.

## General

### AFTER SCHOOL CLOSING TIMES

All children should be collected from classroom doors between 3:15 and 3:20pm. If parents/carers have not collected children by 3:20pm, children will be taken to After School Club (and parents/carers will be charged accordingly) so that staff can attend meetings and complete other duties. Thank you for your understanding.



Mr Hunter closes the playground gate at 3:30pm promptly. This means that children who are attending after school clubs will be doing so on a secure site.

### TOILETS

Cleaning staff have a tight schedule of duties after the children leave school each day. Could we therefore request that children do not re-enter the building to use the toilets after the end of the school day, please. Whilst we understand that the children enjoy playing in the park next to school at the end of the day, we are not able to provide public toilet facilities. We apologise for any inconvenience that this may cause.

### TRAFFIC

In order to keep our children safe, please park and drive considerately around school. We understand that parking close to school can be very challenging but ASDA remain happy for our families to park in their carpark and walk to school from there.



The doors from the yard are open from 8:35am until 8:45am, when teaching begins. Children who arrive after this time will need to enter school through the main office and complete a late arrival form on the Inventory screen. Children who arrive late miss key teaching and learning so please make every effort to arrive promptly. Thank you in advance for your support with this matter.

We frequently request surveillance and support in enforcing parking restrictions. If you would like to log your concerns directly, please contact Parking Services on 0191 261 4503. If a vehicle is causing an immediate obstruction to pedestrians, or other road users or driving dangerously, please call Northumbria Police on 101.

Our priority is the safety and wellbeing of our pupils and we would very much appreciate your continued support with this, particularly as the nights draw in and roads become busier in winter weather.

Please be aware that Newcastle City Council has installed a fixed ANPR enforcement camera to enforce the school keep clear restrictions (yellow Zig Zags) on the highway outside of the school. This is a joint initiative between the school and the city council which aims to tackle persistent inconsiderate parking on the school keep clear restrictions. Vehicles are not permitted to stop on the restrictions for any reason and doing so impacts on road safety and endangers the safety of our children, parents and carers coming to and from the school. Vehicles that stop/park on the school keep clear restrictions in the future may be liable to receive a Penalty Charge Notice, which will be issued to the registered keeper through the post from 3rd September 2024 onwards.

## GCMS ACCESS



Gosforth Central Middle School have asked me to let parents and carers know that, after reviewing their safeguarding procedures, the only adults on site must enter via the main school entrance. Therefore, our families are no longer able to use the GCMS site as a thoroughfare. Thank you in advance for your understanding.



## SUPPLY TEACHERS

As is common practice across all schools, we use supply teachers from time to time to cover staff absence in the event that they are ill or on a training course, for their continued professional development (CPD). CPD for staff is vital in order to provide the best educational experience for our children, as well as being compulsory for newly qualified staff. Unfortunately, the majority of these courses are run during school hours but we endeavour, where possible, to organise CPD for afternoon sessions in order to minimize impact on core subjects. We do try our very best to use supply teachers who are known to our school, in order to provide consistency to our pupils, but this is not *always* possible. We have a strong working relationship with the supply agencies that we use and supply staff are provided to us on the basis that they will uphold our ethos and provide the best quality experiences for our children. The very first thing that they do, upon entering the classroom, is introduce themselves to the children and tell them where the usual member of staff is (if appropriate). Support staff are on hand, throughout the school day, to liaise and support as required. Work is provided by the class teachers to ensure continuity and reviewed when they return to school.

## PLASTIC

We often talk to the children about being stewards of God's earth and playing our part in protecting the environment. We are aiming to reduce single use plastic in school. Having watched environmental programmes and discussed these with the children, we are hoping to play our part in helping to reduce plastic waste.

Therefore, we would ask parents and carers to support us by endeavouring to:

- ensure each child has a refillable sports cap **water bottle** in school
- consider using **reusable food containers** for packed lunches and fruit snacks, rather than disposable food packaging
- avoid sending disposable plastic cutlery or straws in packed lunches



Thank you!



## FOREST SCHOOL

All classes will be involved in Forest School activities during the year (dates for each class are in the newsletter). Forest School sessions will be led by a qualified Forest School Leader (usually Mrs Francis or Mrs Norman), and supported by other staff in school. We will ask for donations throughout the year.

Forest School is a method of outdoor education that allows children to develop confidence, independence, self-esteem as well as awareness and knowledge of the natural environment. They acquire this through hands on experiences in outdoor and woodland environments. There is much evidence to demonstrate that learning taking place outdoors, and whilst being active, is much more powerful and memorable, as all the senses are involved. During Forest School sessions children work in a nurturing environment where they are encouraged to try new things and work outside of their comfort zone. Aspirational language is always used and all tasks are achievable; enabling children to build self-esteem and develop confidence to push themselves.



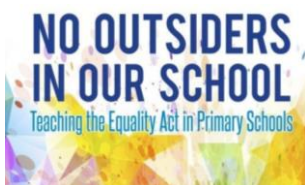
The Forest School concept originates in Denmark where it was found that children, who attended Forest School from a young age, arrived at school with strong social and communication skills, having the ability to work in groups

effectively. They generally had high self-esteem and a confidence in their own abilities. This foundation helped them to raise their academic achievements.

Children will need to wear comfortable trousers and long sleeved tops. Forest school activities happen regardless of the weather so please ensure children are dressed appropriately (waterproof suits and wellies if wet and sunhats if bright).

Donations from parents and carers will be requested via ParentMail.

## NO OUTSIDERS



As a school, we celebrate diversity within our school community and all schools are charged with embedding British Values of mutual respect and tolerance of those with different faiths and beliefs or those without faith.

The “No Outsiders” PSHE Project is about ensuring that we comply with the Equality Act 2010 and ensuring that those who are different are included, in a positive manner, and that all children in our community feel valued for who they are. The aim of this project is to build a tolerant and inclusive society, where everyone is welcome and nobody is being “left out” because they are different. This project comes with DfE endorsement and is used by all schools in GST.



## YOUNG CARERS

At Archbishop Runcie First School, we believe all young people have a right to an education, regardless of their situation at home. When a young person has a caring responsibility they may need extra support to help them get the most out of school.



We define a Young Carer as a young person who has caring responsibilities for a family member with a disability, health condition or substance misuse issue. Young carers may provide physical care, personal care, help with medication or practical tasks, or provide emotional support. If you believe your child is a Young Carer, please let us know so we can offer them support in school, if they need it.

Further links:

<https://www.newcastle.gov.uk/services/care-and-support/children/getting-help-children-and-families/are-you-young-carer>

<https://www.newcastlecarers.org.uk/young-carers-who-is-a-young-carer/>

<https://www.childrenssociety.org.uk/information/young-people/young-carers/local-service-finder>

## SPORTS COMPETITIONS

There are regular GST/city wide sports events that we are invited to, which we are only able to take a small groups of children to. In line with other schools, children are chosen to suit the activity and context of the event. This may be decided on by their interests, ability or sometimes at random. We endeavour to give opportunities to all children to attend events, over the course of their time in our school.



## LOST PROPERTY

Please ensure all items are named so items can be returned to children. Unnamed items will be donated to the PTFA pre-loved uniform stock.



## TAPESTRY

The learning of children in Nursery and Reception is documented via an online Learning Journal called Tapestry. Please ask EYFS staff how to register for this service. We ask that parents contribute to this document and record what and how children learn outside school too.

TAPESTRY  
ONLINE LEARNING  
JOURNAL

Once children are in Year 1, they no longer have a Tapestry account as they record their learning in their exercise books in class. You can still inform staff of key learning experiences outside school via email, if you wish.

### **NURSERY**

We offer 2½ day Nursery provision as well as 30 hour provision (5 full days). We accept payment via childcare vouchers or via ParentMail. Please ask at the Admin Office for more information.



We now take children into Nursery at 3 points during the school year (September, January and April) if space is available.

### **COMMUNITY HUB NORTH**



Children & Families Newcastle is part of a community network providing activities and services across four localities in the city for babies, children, young people and families. We are part of the North Community Hub. Community hubs link to other buildings in the locality to create a network of venues that offer activities and services.



The community hubs also offer a range of services including – health visiting, family support, community midwifery, mental health support, children’s therapies, youth provision, training opportunities, childcare and employability services. To find out what is available near you, telephone your local Community Hub at Fawdon Children’s Centre, Cairns Way, Newcastle upon Tyne, NE3 2SN. Telephone 0191 2115773 Monday to Friday 8.30am to 4.30pm.



<https://www.newcastlesupportdirectory.org.uk/north>



### **SEND PARENT SUPPORT GROUP**

Does your child have a special educational need or disability? Would you like to talk to other parents/carers or get advice from professionals? Whether your child has a formal diagnosis or not, you are invited to drop in to the SEND Support Group for an informal place to chat and get advice.

### **PUPIL PREMIUM FUNDING**



The school is given £1480 per child in order to further strengthen our offer to families. We do this by ensuring these children get additional support in school and by funding events (such as educational visits and other activities) to ensure all children in school have access to equal opportunities. We would encourage all families to check their eligibility for this

funding <https://www.newcastlelea.org/CitizenPortal LIVE/en>

If you are unsure or need help, please see Mrs Lowe.

Thank you for taking the time to read this handbook. If you feel any further information would be useful, please let us know.

Staff are always happy to answer any questions you may have or try to deal with any issues that may arise.

# Code of Conduct For Parents and Carers

## A guide to supporting you and your child successfully through school

At Archbishop Runcie CE First School, we are committed to a respectful, communicative and mutually supportive relationship between parents and staff.

As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

This guide outlines the rules that apply to all parents and carers in our school. Our aim is to provide you with a framework that sets out the expected conduct and helps prevent misunderstandings and any situations blowing out of control so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

### The essentials:

- ✓ Make sure your child arrives to school on time and is picked up promptly; or let us know if you are running late or if your child is going home with someone else.
- ✓ Complete all consent, contact and medical forms and inform us straight away if anything changes.
- ✓ Make sure your child has the right clothing for any activity they are involved in.
- ✓ Maintain a good relationship with your child's class teacher and attend workshops, school events and parent updates wherever possible or re-arrange if necessary to share information about your child's development.
- ✓ Talk to us if you have any concerns about any part of your child's education and development – we want to hear from you.
- ✓ If you have a concern and wish to make a formal complaint, please ensure that you correctly follow the school's policies and complaint procedures.

### The school expects parents and carers to:

- ✓ Respect the caring Christian ethos of the school
- ✓ Understand that parents and teachers need to work together for the benefit of our children
- ✓ Demonstrate in their own behaviour that **all** members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour
- ✓ Understand that even if there is conflict due to a member of staff's oversight, parents must remain calm and respectful and be mindful that we are all working together for the child's best interests
- ✓ Approach school staff to inform them of any issue and allow them to help resolve issues
- ✓ Work with the school to build relationships with its staff
- ✓ Know that children cannot be moved classes on request of the parent
- ✓ Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- ✓ Correct their own child's behaviour, especially where it could lead to conflict
- ✓ Avoid using staff as threats to admonish children

### In order to support a peaceful and safe school environment the school does not tolerate:

- × Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds
- × Loud or offensive language, swearing, cursing or displaying temper
- × Threatening to do actual bodily harm to a member of school staff, governor, visitor, parent/carer or pupil
- × Damaging or destroying school property
- × Sending abusive or threatening emails, text/voicemail/phone messages or other written communication
- × Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or other social media sites
- × The use of physical aggression towards another adult or child. This includes physically punishing your own child on school premises



- × Chastising someone else's child
- × Smoking, or consuming alcohol or drugs whilst on school property
- × Bringing dogs on to school premises

We want you and your child to enjoy the best possible educational experience they can. Being aware of our school's expectations will help you to do that.

We expect all parents to follow the expected behaviour and requests set out in this document. If any parent behaves in a way which contradicts this code of conduct, we will address the problem at the earliest opportunity and aim to resolve the issue.

**Persistent concerns or breaches may result in banning the offending adult from entering school grounds. This is something we never want to do but the welfare and safety of children and adults on our school site is paramount.**

### **Inappropriate use of Social Network Sites**

- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff at the school should not be aired on Facebook or other social sites:
- Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- In the event that any pupil or parent/carer of a child/ren being educated at Archbishop Runcie First School is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments/ material immediately.
- In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.
- We would expect that parents would make all persons responsible for collecting children aware of this policy.

### **Dress and Appearance**

- We expect all adults accessing our site to dress appropriately at all times.
- Please avoid clothing that may be viewed as offensive, revealing, sexually provocative, display contentious slogans and so on.

### **Photographs, Videos and Images**

- Photographs and videos should only be taken under the direction and supervision of senior leaders within the school with the subject being your child.
- Images and videos taken must NEVER be shared or posted on social networking sites.

*For further information refer to our e-safety policy.*

### **School Security**

- Adults entering the school building must sign in and wear a visible visitor's badge. Those without an enhanced DBS will be supervised at all times.