



Welcome Pack

2023/2024



JOHN RANKIN SCHOOLS

Igniting Passion • Empowering Learners • Transforming the Future

Courage • Creativity • Curiosity • Compassion • Composure

Executive HT welcome



Dear Friends and Families,

I am delighted to welcome you to the John Rankin Federation – we are a federation comprising of John Rankin Nursery School, John Rankin Infant School and John Rankin Junior School.

In my role as Executive Head Teacher, I am extremely proud to lead a team that is committed to children's well-being, achieving high standards and providing the very best opportunities for all children in our care. My team, constantly strive to deliver a rich and challenging curriculum; to prepare children for future education; and develop the skills and enthusiasm needed to embrace the opportunities, responsibilities and experiences of later life.

We look forward to welcoming you to our school, and to a happy and successful partnership with all our new children and families.

Sincerely,

Ms F Cooper
Executive Headteacher



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Introduction

Starting school is a big change for children so we want to make the transition into school as easy as possible for your child and yourself.

At John Rankin, we want to work together with you to create a new partnership: parents and school working together with your child at the centre of what we do. We want to work closely with you to ensure that your child develops a love of learning and that their first memories of school are happy and cherished ones.

We provide our pupils with an education that encourages them to become active, responsible and purposeful members of society. As well as developing each child's academic abilities, we endeavour to ensure that they learn to work with others, showing a tolerant and caring attitude towards those around them.

We expect the children in our care to display high standards of behaviour and self-discipline, take a pride in their work and personal achievement, deriving the most from their experiences at John Rankin. Pupils learn best in a happy, secure and supportive environment, which we feel we achieve here. We constantly evaluate our work, what we provide for our young people and value comment from parents.

Our Vision

At John Rankin children are at the heart of everything we do. In order to develop as independent, life-long learners, we passionately believe that children deserve to experience high quality learning experiences every day.

We aim to:

Provide Quality First Teaching; children who have access to this every year of their school life have a significantly greater chance of securing the best rates of progress and achievement ;

- Ensure a safe, happy, healthy and friendly environment, which enables children to develop their self-esteem and decision making skills, enabling them to make a positive contribution to school life and beyond;
- Create an inspiring, enjoyable, broad and balanced curriculum that will motivate and engage all learners to achieve;
- Offer the optimum balance of challenge and support, within and beyond the classroom;
- Forge a close partnership with parents/carers and members of the John Rankin community to secure the best outcomes for our children;
- Create rich, relevant meaningful learning experiences;
- Enable children to take ownership of their learning giving them the confidence to question and take risks;
- Promote high expectations of all our learners and help them foster high aspirations for themselves;
- Ensure we can all engage in effective dialogue about our learning; what, why and how, and use this to enable us to become better learners.

We strongly believe that this exercise is a partnership and that with home and school working together we can do our best for the children in our care. You are very welcome to come and look around the school. To arrange an appointment, please contact the school office, who will be able to arrange a tour or meeting with one of our Executive Leadership Team.



Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our Values

Courage ~ Creativity ~ Curiosity ~ Compassion ~ Composure

Our Vision

- **Igniting passion**
- **Empowering learners**
- **Transforming the future**

Mission Statement

Our job is not to prepare learners for something; our job is to help learners prepare themselves for anything. Life always brings challenge – we will develop brave and resilient individuals prepared for an ever-changing world.

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

We firmly believe passionate staff create children passionate about learning; in order to achieve this, wellbeing for both staff and children must be at the core of all policy and practice. We will always ask three questions of everything that we do:

What is the purpose of this?

What impact will it have on our children?

What impact will it have on the workload/wellbeing of staff?

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

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

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

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

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



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The School Day

We believe that it is important to invest time in a child’s education. School days are very busy and children learn a lot in one day – much of it through play!

Always try to be on time for the beginning of the school day. If you are delayed, please take your child to the Infant reception to sign in.

Office Open Hours

The school office is open 8.30am to 4pm, the office staff will be pleased to deal with your enquiries.

The office email is office@jrs.w-berks.sch.uk and phone number 01635 42376.

Infant School Day

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

Junior School Day

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

Collection arrangements

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

Where possible make sure your child knows who is going to collect them. Children in Foundation Stage should be collected from outside their classroom doors so that teachers can make sure they are handed over safely to their adult.

The car park is strictly for the school staff and Blue badge holders. If you have a medical condition which requires you to park in the car park, please ask for a parking permit application form from the office. Such requests will be supported by medical documentation from your doctor.

Please park respectfully in the surrounding roads and please switch your engine off. We appreciate your co-operation.

Attendance

It is important that your child attends school regularly. If your child is absent from school, please telephone the school on 01635 42376. To ensure your child’s safety and to enable us to react quickly in the case of a missing child, the office will check all absences recorded by the teacher at morning registration. We ask you to make contact by 9.30am on every day of your child’s absence.

Every school day counts and one day out of school is one day of learning lost. If your child had a cold, a cough or a headache we would expect them to attend school. If your child suffers from a sickness/diarrhoea bug, we request that they stay at home for a period of 48 hours from the last bout.



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School Lunches

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

Should your child wish to have a hot meal at school, you must order your child's lunch online. This can be done up until 9:30am on the day. Every child in the Infant School is entitled to receive a free school lunch so there is no charge for their meal. The cost of a meal at the Junior school is £2.50. If you are entitled to certain benefits, you may qualify for Free School Meals and should apply [here](#).

For Reception children, lunch is between 11.45am and 12.45pm. Please explain to your child that there will be other adults looking after them during the lunch break. Our lovely lunchtime supervisors will make sure that they eat their lunch and then play safely until the afternoon session begins.

Years 1 to 6 have lunch between 12.15pm and 1.15pm.

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

To set up your online account and order, please visit the ISS website [here](#).

Snacks/Milk

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

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

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

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

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

Allergies/Intolerances

ISS successfully caters for children with allergies and intolerances.

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

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



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Illness and Medicines

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

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

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

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

Safeguarding Your Child

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

Pupil Welfare

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

Holidays

We actively encourage parents to book family holidays out of term time so as not to disrupt their children's education. DfE guidelines stipulate that we are no longer allowed to authorise holiday unless for '**exceptional circumstances**' such as attending a funeral of a relative. All requests for leave will be reviewed on an individual basis and any leave authorised is at the discretion of the Executive Head. We ask you to complete a [holiday request form](#) and return it to the school office. Naturally, if you wish your child to progress well and benefit fully from the experiences here at school, then you should not take your child out during term time.



Uniform

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

Boys wear grey shorts, or long trousers in cold weather, a white polo shirt (preferably short sleeved) tie optional and sweatshirts.

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

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

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

Platform shoes and high heels are not allowed, as they can pose a health and safety risk, not only to your own child, but also to others.

We recommend that children bring a book bag to school. These are helpful for books and school work to come to and from school. Book bags can be purchased from Skoolkit www.skoolkit.co.uk (around £6 each).

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

Mobile Phones

Pupils are **NOT** permitted to have mobile phones in school. Should there be a need for them to have one on their journey to and from school, it must be given to their class teacher in the morning and will be returned at the end of the school day. Any mobiles discovered in bags or class will be taken to the office ready for collection at the end of the day.

PE

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

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

Jewellery

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



Wrap around care

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

Breakfast club is open to all our Nursery, Infant and Junior School children from 8am.

It provides a stimulating start to the day with various activities to engage children of all ages and abilities. These include drawing, colouring, sticking, construction, puzzles, games and craft activities. We provide breakfast which could consist of porridge, toast with a variety of toppings, crumpets and in the Junior School (Years 3-6) there may be the opportunity to cook their own breakfast of beans and egg in our 'Make it, Bake it' room.

Children from Nursery, FS2 and Years 1 to 2 are based in the John Rankin Infant school hall.

Children from Years 3 to 6 are based in the John Rankin Junior school hall.

This club costs £5.25 per session. (SUBJECT TO ANNUAL INCREASE)

If you would like to apply for a space, please complete the wrap around interest form [here](#).

Any queries should be directed to the office on 01635 42376 or email office@jrs.w-berks.sch.uk.

Parents are invoiced half termly, and payment in advance is required. There is a six week notice period to cancel regular places, and missed sessions are non-refundable.

After School Club

Children are welcome to attend from FS2 up to Year 6.

The clubs run from each of the school halls from the end of school day until 4.30pm (Half) or 6pm (Full).

The cost per session are...

- **Half** (until 4.30pm) the **cost is £5.99** per session.
- **Full** (until 6pm) the **cost is £11.97** per session.

Parents are invoiced half termly and payment is required in advance of the term commencing. There is a six week notice period to cancel Breakfast & After School Club, and missed sessions are non-refundable.

Please see our [Charging and Remissions Policy](#) for Breakfast and After School Club.



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School trips and activities

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

We work hard to keep costs to parents as low as possible, but to help parents with meeting these costs, we encourage saving a little each month so that these costs are more manageable.

Please see below an example of trip costs for a child at John Rankin:

Year	Trip	Cost
FS2	Wildlife Park	£21
Year 1	Museum	£15
Year 2	Museum	£12
Year 3	Swimming Lessons	£45
Year 3	Historical Farm	£25
Year 4	Roman Villa	£21
Year 4	Additional Swimming Lessons	£45
Year 5	Historical residential	£200
Year 6	Activity week, residential	£438
Total:		£822

With two residential trips taking place across Years 5 and 6, at least one trip in each of the preceding years as well as swimming lessons, we recommend that parents start saving as early as possible for school trips during your child's time at John Rankin.

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



Behaviour

Our school has high standards of behaviour and we expect all our pupils to follow simple rules of behaviour and to respect and value others. Children are encouraged to be sensitive to each other's needs and to care for personal and school property.

We adopt a therapeutic approach to managing behaviour. Children need consistency and feel most secure when they know what is expected.

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

- Help children to become good citizens who will relate positively to other members of society, at home and in the community.
- Create an environment in which children can achieve their full potential and do as well as possible in their learning.
- Create the best conditions for learning by developing good behaviour.
- Promote the positives and ensure children are clear about expectations.
- Provide children with stimulating and well planned learning opportunities. We think children learn best when they are clear about what it is that they are supposed to do, when they are constantly encouraged to do it and when they are provided with well-planned and stimulating learning opportunities.
- Encourage children to take responsibility for their own behaviour and help them to recognise their behaviour is of their choosing.

Our positive learning environment is built around Rights, Responsibilities, Rules and Routines.

Everyone has the **right** to:

- **feel safe,**
- **feel respected**
- **be able to learn**

Throughout the school, children are encouraged to take ownership of their behaviour by reflecting on the choices they make. The language of choice is used consistently to support the children in managing their own behaviour.

Toilets

Children are expected to care for themselves when they use the toilet. Please encourage them to practise at home. In school, it is very important that they flush the toilet and wash their hands after using the toilet.



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House System

We operate a House System in school. This means every child is assigned a house on arrival: Kennet (Blue), Craven (Red), Donnington (Green) or Enborne (Yellow). At the beginning of the school year Junior pupils from Year 6 put themselves forward as House Captains or Vice Captains and are elected by the other pupils. At various times during the year there are Inter House activities, to compete for cups. House Captains and Vice Captains take on organisational responsibilities.

School Council

Pupil voice is extremely important at John Rankin. For this reason the school elects a School Council on a yearly basis.

Each class votes two of its members on the School Council which comprises of one boy and one girl from each class. It is the responsibility of those councillors to relay discussion points from their class to full Council and to give their peers feedback from the School Council Meetings. We include School Council members at various levels of discussion, including staff selection.

Extra-Curricular Activities

Clubs are an important part of our extra-curricular activities, allowing the children to enjoy experiences they would not normally get in school.

Our children benefit from a wide range of teachers, parents and outside agency led clubs. Some clubs will run every term; some will vary to provide a range of opportunities. You will receive full information on the clubs and always be told in advance if a club has to be cancelled for any reason. We encourage children to take part and impress upon them that if they join an activity, it is a commitment which they have undertaken and should follow through.

There are always lots of options for extra-curricular activities here at John Rankin, our current clubs include:

Football
Textiles
Newspaper Club
Coding
Choir

Archery
Multi Sports
Gymnastics
Netball



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Getting Set up

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

These companies have many benefits to improve the efficiency of the school and make parent's lives easier. If you need any help with activating your accounts with our third party providers, please do contact the school office.

Please read our [Privacy Notice for School Pupils Policy](#) to understand how your child's data is protected.



Scopay for Communications, Consent, Payments and Parents' Evening

We recommend all parents download the app

John Rankin payments are made online with a credit or debit card via the Scopay.

We will notify you when new items such as school trips or tickets for events are available for payment and consent on Scopay. Scopay makes it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

What you need to do now: Activate your Scopay account. It's quick and easy to do; simply follow the link on the activation email sent to you.

Download the app: If you have a smartphone, please download Scopay from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

OR

Visit the website: <https://www.scopay.com/login> and click on 'Register as a New User' and follow the instructions.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

We hope that you will find Scopay to be a fast and easy way to pay for school items.



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Tapestry

In Nursery (FS1) and FS2 we capture, record and track your child's progress using 'Tapestry', an on-line observation and assessment tool, a system, which is hosted in the UK on secure servers. 'These servers are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure on-line Learning Journey. tool'.



School Dinners

Order and pay for you child's school dinners

1. Log onto our website www.feedinghungryminds.co.uk
2. Find John Rankin Schools in the search bar.
3. Click on 'Payments'.
4. Click on 'Log in or Register'.
5. Complete 'Personal details' with parent details. Please note, all boxes marked with an asterisk * are mandatory and must be completed.
6. Complete new pupil details by selecting the school from the drop down box then entering the child name, year and class.
7. Click 'update details'.
8. You will now receive an email confirming that we have your details and are processing your account.
9. The second email you receive will be an activation email, usually within 2 working days of registering, to advise your account is now active.
10. In the unlikely event that you do not receive a confirmation email, please contact the Cypad Support Team on 0844 5835754, alternatively you can email them at isseducation.onlinepayments@uk.issworld.com
11. To log in once registered repeat steps 1 to 4.

