



Head of Federation
Sammy Crook BA Ed Hons

Head of School
Sarah Maude BA Ed Hons

Rackenfurd C of E (VA) Primary School
Rackenfurd, Devon, EX16 8DU

01884 881354
admin@rackenfurd-primary.devon.sch.uk
www.rackenfurd-primary.devon.sch.uk

Rackenfurd C of E Primary School

Rackenfurd Primary School is a small village primary school which lies in the heart of its warm and supportive community. The children, staff and parents are a big family which is just one of the ways in which the school is such a special place. The size of our school means that every child knows every adult and they are all able to be treated as unique individual learners. We work hard to ensure that, as well as exciting learning opportunities, every pupil is nurtured and supported in doing their very best.

Our school emblem is the stag and this is more than just a symbol of our rural situation. It also reflects the qualities that we instil in our children: the ability to **listen**, to **observe**, to **explore** and to **challenge**. These qualities; alongside our whole school values of **Trust, Perseverance, Respect, Friendship, Compassion and Truthfulness**; lie at the centre of everything we do at Rackenfurd. As a result, our children develop into caring and responsible members of the community who are confident to go on and achieve great things.

Our school is located in the heart of the village next to Rackenfurd Church. As a Church of England Primary school, we have a very strong relationship with the Church and we use it for performances such as our nativity play and celebration assemblies. We also regularly welcome members of the church community into school for special events and acts of worship. Across the road from the school is Rackenfurd common which we use for activities like den building and sports day. The village hard court is also located here and is where we have PE all the year round. Opposite us is Little Angels, a private nursery for 0 – 4 year olds, with which we have very close connections and share some resources.

At Rackenfurd we also value hugely the relationships that we have developed with the other schools around us and, in particular, Heathcoat Primary School and Tiverton High School with whom we federated with in January 2017. Our strong links to these schools puts us in the unique position of being able to draw on the fantastic resources and opportunities that these bigger schools can offer whilst still being able to retain all of the small school elements that make Rackenfurd such a special place for children to learn and grow.

Who will be working with my child?

Class R (Reception): Mrs. Sharon Hagley, Miss. Mia Horrell, Mrs. Corinne Ashdown and Miss. Natasha Hagley (afternoons only)

Class 1: (Yrs 1 & 2): Miss Mia Horrell and Miss Natasha Hagley (Mornings only) Mrs Penny Heard and Mrs Jenny Rodgers will also be in class 1 supporting individual pupils.





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Class 2: (Yrs 3 & 4): Mrs. Ellie Denno (for the first half of the Autumn term) Mrs Rebecca Wilcox, (From 2nd half of Autumn term) Mrs. Tracey Taylor

Class 3: (Yrs 5 & 6): Mrs. Rachel James, Mrs. Hannah Wotton, Mrs. Jenny Rodgers and Mrs Penny Heard

Mr. Alan Odell is our lunch time play leader. He is supported by Mrs. Penny Heard, Mrs Joss Chamberlain, Mrs. Taylor and Mrs. Rodgers who support the children at lunch times.

Mrs. Maude - I am a teaching head of school with responsibilities to cover teachers while they have their planning, preparation and assessment time (PPA) For a full time member of staff this is 2.5 hours per week.

Mrs. Tracey Taylor also works across the school delivering PSHE, mindfulness and yoga. She is also our mental health and wellbeing champion and works with children across all year groups. She also delivers parent workshops and emotional coaching.

Mrs. Rodgers is a qualified teacher and as such is our first call as cover supervisor, covering for teachers when they are not in school. If she is not available, we would contact a supply agency. We aim to use supply teachers who we already have a good relationship with.

Miss. Michaela Bundy is our school administrator. She makes sure that we are all in the right place at the right time doing the right thing!

Mrs Ruth Alpey is our new SENDCo. She works across the two primary schools within the Federation. She will be at RPS one day a week.

Bounce Therapist, Hannah is in school every Monday working with families supporting children with their emotional wellbeing and mental health.

Safeguarding Team

Designated Safeguarding Lead: Mrs. Sarah Maude

Deputy Designated Safeguarding Lead: Mrs. Tracey Taylor

Other Safeguarding team: Mrs Sharon Hagley, Mrs Sammy Crook

Leadership

Executive Head of Federation: Mrs. Sammy Crook





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Head of school (RPS): Mrs. Sarah Maude
Head of School (HPS); Miss. Demelza Higginson
Lead SENDCo: Mrs. Tania Mayes
SENDCo: Mrs. Ruth Alpey

What does a week at school look like?

Doors open: 8.50 -9am
Morning Break: 10.30 – 10.45
Lunch: 12 – 1pm
Home time 3.25 – 3.30

We offer a broad and balanced curriculum. On a Monday, Tuesday and Wednesday mornings we front load new learning in English and maths and in the afternoons, other curriculum subjects such as science, history, geography, art, etc are taught as 'projects'. Thursday and Fridays have more of a focus on consolidation, using and applying knowledge, skills and understanding and enrichment of the wider curriculum. PE lessons are on a Thursday and sports enrichment activities are on a Friday.

Wednesday afternoons will focus on aspects of community and worship. On rotation, classes will have 'Messy Church', PSHE and Ukulele lessons. Children will also have weekly French lessons to learn the French language with La Petit French School, with Cecile Jones, <https://www.lapetitefrenchschool.co.uk/> This will be organised as a weekly 30 minute lesson for all classes throughout the year. Cecile is also offering a French Club after school. We hope to be able to restart the "Big Band" with THS and weekly trombone sessions for children in years 4 and 5.

During the week, each class will have a session which will focus on a Nature Curriculum where the seasons, festivals, our environment and community, volunteering, bush craft/forest school and outdoor and adventurous education activities will inspire us in our learning across the curriculum, in particular Science, PSHE, Geography and History.

Out of school activities and the Blue Peter Badge Scheme

Many of our children are involved in Cubs, Scouts, Brownies, Beavers, Adventurers, many different sports and competing. Children are encouraged to use opportunities in school to achieve their goals, badges, etc. We also encourage children to take part in the Blue Peter Badge Scheme. We are also setting up links with the Children's University.





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The Daily Mile

As a school we take part in the daily mile and the golden mile. The daily mile is a good walk around our lovely village. From September we will be able to walk the mile as a school once again. Our Reception children join in with the Daily mile usually from January and until then they have daily morning exercise "Leap into Life" from 9.10 – 9.20 every morning.

Yoga, mindfulness and dance

We practice weekly yoga, daily mindfulness and dance once a week. If yoga is something that you would prefer your child not to take part in, please can you let us know and we will be respectful of your wishes.

RE, Collective Worship, Assemblies, Church and Messy Church

As a C of E primary school, we are a community school inclusive of all religions and non. We teach 'World religious Education (RE) following the Devon RE syllabus, common to all schools in Devon. We attend church on a Wednesday in a collective worship led by Reverend Steph Jeffs. Our collective worship and assemblies run throughout the rest of the week where we look at: values, character, what's happening in the world, how children can get involved (service) and much more. Steph also works with each class (on a weekly rota) with "Messy Church" this is a session exploring bible stories through drama, art and craft activities. Steph used to be a drama teacher so we really welcome her time here at school. We are so pleased that this will continue from September.

Active citizen, school council, social justice groups and community living

Community actions groups will continue to meet and children will also be encouraged to work towards gaining Blue Peter badges. We are also delighted that our year 6 children will be able to resume volunteering in our community shop. We are also excited to be opening up for our legendary Big Breakfasts, community lunches including family lunches and for Little Angels rising 4s.

Home/remote learning (homework)

As we continue in our pledge to cut down on using paper, we will continue to use digital platforms such as Class Dojo, Oak National Academy and BBC bitesize, for home learning. Reading, Spellings and times table/number facts are set as weekly home learning. Older children may also have further subject specific tasks.





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Educational visits and visitors

We believe that offering children diverse and culturally enriching opportunities is an important aspect of school life. These also deepen a child's knowledge and understanding about a curriculum subject, wider theme or art form. This has been stifled due to the restrictions of CoVid-19. We are excited and hopeful that as restrictions ease, these wonderful rich experiences will be made available once again to schools. We cannot wait to get back to Exeter museum, RHS Rosemoor Gardens or the Anglo Saxon experience at Escot, etc.

PE and outdoor Ed

PE lessons and sports activities will be outside on a Thursday and Friday for the whole school. Your child will need to come to school in their full PE kit and importantly a light weight waterproof coat. In the winter please wear layers. We will try to get outdoors as much as possible and your teachers will advise you if your child needs to come dressed for outdoor ed on other days.

Music tuition

We currently offer Drum, Guitar, Piano and Keyboard lessons to children in year 2 – 6. If you are interested in your child signing up for one of these, or for a taster session, then please ask for this information at the school office.

All children for whom we are in receipt of the pupil premium funding are eligible for music tuition at no cost. This also applies for a reduction on educational visits and residential where reductions are available. Another good reason to apply for free school meals if you are eligible.

Afterschool/ Lunch time clubs

We regularly provide afterschool and lunchtime clubs which may include sports club, French, homework, football. You will receive letters each term about upcoming clubs. These clubs are often rotated each term for KS1 and KS2 and places are given on a first come – first served basis.

We work closely with Little Angels Childcare who run morning and afterschool childcare for Rackenford Pupils. If you need this provision then please contact Nickki at Little Angels on 01884 881272.





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Here is a breakdown of what our school day may look like

| Class R & Class 1 | |
|-------------------|---|
| Start– 9.00 | Registration, Daily Mile, dancing, exercise |
| 9.20 – 10:30 | Session 1 & snack time |
| 10:30 – 10:45 | Break time |
| 10:45 – 12:00 | Session 2 |
| 12:00 – 1.00 | Lunch in hall/break time |
| 1:00 – 1:10 | Registration |
| 1:10 – 1:40 | Mindfulness/ Assembly/collective worship, etc |
| 1:40 – 3:10 | Session 3 |
| 3:25 | home time |
| Class 2 & Class 3 | |
| Start– 9.00 | Registration, Daily Mile, dance, exercise |
| 9:30 – 10.30 | Session 1 |
| 10.30 – 10.45 | Break time |
| 10.45 – 12.00 | Session 2 |
| 12.00 – 1.00 | Lunch in hall/Break. |
| 1.00 – 1.10 | Registration |
| 1.30 – 1.40 | Assembly/mindfulness /collective worship etc |
| 1.40 – 3:15 | Session 3 |
| 3:30 | home time |

Attendance

Please let the school know either in writing, email or telephone in the following instances:

- When a child is absent, please contact the school by 9.30am on every day of absence
- When a child is not to take part in any activity for medical or other reasons
- When a child is to be late for school or has to leave early
- If the home address, telephone number or emergency telephone number has changed.

It is important that valid reasons for a child's absence are notified to the school. Unauthorised absences can, in some circumstances be counted as a truancy which has to be reported to the Education Welfare Services of the LA.





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If you plan on taking your child out of school, you will need to complete an absence request form. This can be found on our website <https://rackenfurdprimary.devon.sch.uk/attendance/> or you can contact Michaela for a form to be sent home. You will need to explain your reason for their absence to which Sarah Maude will either authorise/unauthorise the absence – depending on the reason and your child's current attendance.

Flexi School

As you may know, we are a Flexi School and as such, are happy to discuss the option of Flexi Schooling your child. For further information about Flexi Schooling [please click here](#).

Contact with teachers, HoS and Admin

We are a very busy school and staff are needed to be in their classrooms from 8.45am. If you need to get a message to your child's teacher then use Class Dojo or give Michaela a call/email. She will happily pass on a message. If you need to speak to a member of staff please can you make an appointment either by telephone, Class Dojo or email, or, with our admin assistant, Michaela. A member of staff will then phone you at the end of a school day. If you need to speak to Michaela in person in the reception area please do so after all the children across the school have been dropped off, this will be from 9.05 am. Please arrive by the front gate, buzz in as usual. We ask that you wait in the playground as there will be a 'one in one out' procedure in place at reception to avoid congestion.

Mrs. Maude's Availability

I am very happy to meet with parents and carers or talk over the telephone or zoom/Teams, either contact Michaela or myself to make an appointment.

Safeguarding

If you have arranged for another person to collect your child, you must let school know in advance – please telephone the school to inform us who will be collecting. If you cannot get through on the phone, then please send a message to your class teacher on class Dojo. We will not be able to release a child without your permission.

Please note that Michaela works part time and is not in the office on a Tuesday, Wednesday or Thursday afternoon from 2pm.





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School Uniform

The school's governing body have decided that children at our school should wear a uniform. It is of a comfortable and practical design and we expect all our children to wear it. This helps to make us a smart school and your children will, we hope, feel really proud of being part of it.

Our uniform is:

- A navy sweatshirt with the school logo
- A navy pullover or cardigan (with or without the school logo)
- Trousers/shorts in charcoal grey or black
- Skirt/tunic in navy blue, charcoal grey or black
- Blue/red and white checked summer dress
- Navy blue polo shirt (with or without the school logo)
- Plain socks/tights in white, grey, navy or black
- Shoes should be black. Trainers if worn, should be plain with no bright colours. Sandals should 'closed toe'.

PE Kit:

- A plain navy sports t-shirt
- Plain navy or black shorts
- Mainly blue tracksuit
- Trainers or black daps

Children in KS1 may find it easier to bring a bookbag to school rather than a backpack - to transfer reading books/homework/letters between home and school.

You can buy new embroidered uniform, bookbags and other items from My Clothing at myclothing.com

ALL ITEMS OF CLOTHING INCLUDING SHOES MUST BE NAMED

You can order personalised name labels from [My Nametags](#), who will donate 24% of each order to our PTFA.

School Transport

Some children are eligible for free school transport if they attend the nearest school to your home address and they:





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- are of statutory school age
- live more than two miles away by the shortest walking route (for primary)

To find out more information and how to apply, please visit:

<https://www.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport>

Lunch menu

Our School lunches are cooked freshly each day by our wonderful cook, Jane. The menu will change each term and your child will bring menu home. Children are able to choose each morning what they would like for lunch that day.

The cost of a school dinner is £2.40. Your child's balance can be paid by cash or cheque. Children who are in Key Stage 1 (R, Y1, Y2) get universal free school meals, so you don't need to pay for school dinners until your child steps into year 3. Some families are also entitled to Free school meals if you are on certain benefits – if you think you may be entitled then please log in to Devon Citizens portal which is the quickest and easiest way to apply and will result in you getting an instant decision. Alternatively, call the Education Helpline on 0345 155 1019.

Children will need to bring with them a healthy snack to have at morning break and a water bottle which can be refilled at school. Children aged 4 to 6 are entitled to receive a free piece of fruit or vegetable on each school day which the school will provide at morning break time.

Children under 5 years old are entitled to free milk each school day. Children over 5 years old can also have milk but this would be charged to parents, usually costing £15 per term. Please register your child at : <https://www.coolmilk.com/parents/>

Payments

We currently do not have an online payment system, so payments of dinner money, trips etc are to be paid for by cash or cheque made payable to Devon County Council (unless otherwise stated)

All school policies are available to view on Rackenfurd Primary School Website.

