



Rugby Free Primary School

Parent and Carers Handbook

2026 - 2027



Welcome to Rugby Free Primary School

This pack contains useful information about how the school operates day to day. For more information, please visit our website www.rugbyfreeprimary.co.uk.

Contact us

Telephone: 01788 222088

Email: office@rugbyfreeprimary.co.uk

Address: Rugby Free Primary School
1 Bailey Road
Rugby
CV23 0PD

Parent Communication

We use the My Child at School (MCAS) app for parent communication. **Please ensure you have registered your account and set up Push Notifications.**

What you need to know about RFPS

Start and end of day

Start and finish times are staggered to try to alleviate parking and traffic issues.

Start and finish times are as follows:

Reception, Year 1, Year 2 – Gates open at 8.35am and collection is at 3.10pm

Year 3 & Year 4 – Gates open at 8.35am and collection is at 3.15pm

Year 5 & Year 6 – Gates open at 8.35am and collection is at 3.20pm

Gates close at exactly 8.50am. If children arrive after 8.50am, they will need to be brought to the school office and signed in by an adult. That's because our registers are taken at 8.50am.

Being on time for school is as important as coming to school every day. Learning starts as soon as the school doors open and some of the most important learning happens in the first hour of the school day. Encouraging good punctuality sets a good habit for children in later life, for secondary school and in the workplace. Arriving at school late can be upsetting for children and we find it can take them a while to settle down to work. We also ask that you collect your children on time. Any child left for more than 10 minutes after the end of the school day, we will place in club, and you will be charged for this. This is because staff either finish their paid working day then or have meetings to get to.

At the end of the school day, Reception and Year 1 are dismissed from their classroom doors into the Reception playground. Year 2 are dismissed from their classroom doors into the Year 2 playground. Year 3– 6 are dismissed from the main playgrounds.

After school clubs run from end of school time until 4.20pm. Reception & Year 1 children will have 20 minutes to have a rest, drink and snack between end of school and club, this will be supervised by a teacher/teaching assistant. Please make sure they have a small snack in their bag (not sweets, chocolate or nuts) if you wish them to have something to eat between school and club. KS2 children will have 10/15 mins and the same applies above.



Uniform

Compulsory logoed items of school uniform are highlighted e.g. sweatshirt/cardigan and rucksack can be ordered and bought via MCAS (or for Reception on our Uniform fitting evenings). All clothing should be clearly labelled with your child's name.

Main Uniform

- Red RFPS sweatshirt or cardigan (mandatory from Sept 2027 but ideally from Sept 2026)
- **White polo shirt or a white shirt (long or short sleeved)**
- Grey school trousers, skirt or pinafore dress
- Black school shoes or black ankle boots
- Grey / white / black socks or red / grey tights
- **RFPS rucksack**

Summer uniform

- Red and white checked school dress
- Grey school shorts

What to pack in your rucksack

Children will need an RFPS rucksack. Children will need to bring;

- a water bottle, clearly named and filled with WATER only. This will be sent home at the end of the day to be washed and refilled.
- spare underwear and socks/tights (in the younger years)
- a small, healthy snack if your child is attending after school club
- named sun hat or scarf / hat / gloves depending on the weather
- School reading books and reading record book
- NO pens, pencils, notebooks etc. need to be brought to school, everything the children need will be provided. (KS2 pupils can bring one small pencil case – no bigger than 20cm x 15cm and needs not to cause distraction from learning – will be removed from them if this is the case).

Children will be given a reading book(s) and a Home Reading Record Book. These must be brought into school every day.

Children should not bring additional items to school as these can easily get lost and distract children from their learning.

Other items will be taken and given back at the end of the school day.

RFPS PE kit

All pupils should arrive at school in their PE kit on their PE day. We will let you know when this day is during your child's first week at school.

The PE kit is:

- White polo shirt
- White/grey ankle socks
- Plain black shorts / joggers (depending on the weather)
- Plain black hoodie
- Trainers (ideally black or white)

Any children who do not wear the correct uniform will be given some spare clothes to wear for the day and will need to change at school. Please work with us in ensuring they are wearing the correct uniform.

Outdoor items

Children will need a waterproof coat with a hood. In cold weather they will need a hat, scarf and gloves. In hot weather they will need a sun hat and sun cream applied. Please apply long lasting sun cream before bringing the children to school as we cannot do this at school due to allergies etc.

Hair/jewellery/make-up

Long hair (shoulder length or longer) must be tied back. This is for safety on the playground/PE lessons and so that it does not get in the way when children are learning. Pupils may wear one pair of small gold or silver studs. These will need to be taken out or covered for P.E, so it is more convenient if they don't wear them at all. Pupils may wear a sensible watch (not a smart watch) but no other jewellery unless it is of specific religious significance. No nail varnish or make up should be worn at school.

Labelling

All items must be clearly labelled. Items do occasionally go missing at school. We will only be able to help you in finding items if they are clearly labelled with your child's name.

Lost Property

Items which are found but do not have a name label will be placed in Lost Property. This is located in the Family Room (next to the main school office). Parents/carers are welcome to come and look for any missing items.

All other information about our uniform can be found on our uniform policy on our website.

School Lunches

Pupils in Reception, Year 1 and Year 2 all have a school dinner. This is compulsory unless they have a specific medical need not to. This is free through Universal School Meals funding. We have a team of talented cooks who work hard in our own school kitchen. They provide a very balanced menu with four meal options per day which can be found on our school website. If you require a printed copy, please ask the school office.

Our catering company is ABM. Please set up your account via the link emailed to you to order school meals, the website is called SchoolGrid. It is really important that you register for this as you can choose your child's meal and ensure all the correct allergens and dietary requirements are recorded.

Pupils in Year 3 – 6 may bring a packed lunch or have a school dinner. **Please note that this system must be kept in credit for meals to be ordered and provided.**

If your child has a packed lunch this needs to be balanced and healthy. Please do not send your child to school with any bars of chocolate, packets of sweets or fizzy drinks. We also have a **NO NUTS POLICY** due to some children in our school having serious allergies.

Lunch times are supervised in the hall by our team of Teaching Assistants and Sports Coaches, who know the children and can encourage them to eat well.



Attendance and Punctuality

Children who come to school every day and on time, stand the best possible chance of achieving well at school.

Lessons are like building blocks. Every block that a child misses will affect their knowledge and understanding and it is not easy to make up for this lost time. One of the best ways you can help your child achieve well is sending them to school every day.



For this reason, we ask you to support us in providing your child with a high quality education by ensuring they are in school and on time every single day, unless there are exceptional circumstances.

Please book routine appointments such as dental check-ups outside school time.

Attendance should be 97% or above. Any attendance below 90% is classed as persistent absenteeism and school will need to get involved to improve it.

All pupils should be in school by 8.50am. Gates will shut at 8.50am as that is when the registers are taken. Any child after 8.50am will need to enter through the school office and be brought in by a parent/carer. The parent/carer will need to fill in a late slip so we can ensure they are registered.

Pupils who are regularly late often struggle with the transition into school and miss the important messages in the morning. E.g. homework, timetable for the day.

School will challenge poor attendance and regular lateness (as well as offering support) and we expect parents to engage with us to improve these areas. Poor attendance (unless there is a reason for this e.g. prolonged illness and hospital stay) will be considered a safeguarding issue as it is directly harming a child.

Absences which can be avoided will be recorded as unauthorised and may be referred to the local authority attendance service.

Please see our attendance policy for more information.

Walking to and from school independently

As a school we have a duty to ensure that pupils arrive and leave our school safely. We believe that some pupils in Year 5 (from the Summer term onwards) and Year 6 can do this independently as long as certain conditions are met e.g. live less than a mile away from home, feel comfortable doing so, have a way of contacting parents/carers if there is a problem and also having the cognitive ability to walk sensibly and be able to cope with changes to a situation e.g. road being closed, stranger speaking to them. Although it is parental choice, school will not release a child from their care without agreeing to this via a permission form. This is for safeguarding reasons as we need to be assured that they are safe leaving our school site and are safe making the journey home independently. We expect parents to abide by our decision regarding this. Walk to and from school permission forms can be accessed from the school office.

First Aid

Staff trained in First Aid/Paediatric First Aid will attend to any injuries which occur during the school day. A First Aid form will be completed on Meditracker (online first aid system) and an email will be sent to inform parents/carers of the injury and the basic treatment provided. Please note that we can give basic treatment e.g. cleaning the surface of a graze/cut. We are not allowed to apply any creams or lotions to any injury. Parents/carers are then responsible for ensuring the wound/injury is correctly dealt with at home e.g. child has a bath to clean out a graze with grit in it when they get home.

School also does not have any generic medication e.g. paracetamol. If a child has medication on prescription, parents/carers need to fill out a form on Meditracker at the school office so we know exactly when and how much to give.

Illness

When children are unwell, they will be placed in a quiet area and supervised. At the direction of a school leader, office staff may contact the pupil's parents to collect them early from school. Someone from your child's contact

list needs to be available at all times to collect your child from school if they become unwell. Collection needs to be within 45 minutes.

If your child is ill with vomiting and/or diarrhoea, the school's policy asks that your child does not return to school until 48 hours has passed since they last exhibited symptoms. If you bring your child back too early, they will be sent home again. This is to try to prevent further spread of illness.

There are other illnesses which require your child to be off for a certain amount of time e.g. chicken pox. Please see NHS guidelines for these. If you are unsure, please contact the school office.

There is also a separate policy regarding First Aid and Sickness in school which is on our website.

Medication in school

If children have a long-term medical condition which requires them to have prescribed medication in school e.g. inhaler for asthma, children will need to have a health care plan written in conjunction with school. The medication will need to be clearly labelled with the pharmacy sticker on it. We will not accept any medication without the pharmacy sticker on it. It will stay in school and be sent home in the summer holiday. Parents are responsible for checking the expiry dates and sending in replacements. If your child is supposed to have medication in school e.g. Epipen or Inhaler and doesn't, they will not be allowed to attend.

If your child has a short-term illness and requires medication in school e.g. antibiotics for an infection, please follow the same rules as above and bring it in school to be put on to Meditracker. We cannot give any medication without the form being filled in online and the medication having a pharmacy label on it, stating the dose and the child's name. Please do not send in medication like paracetamol as this will not be given unless it is prescribed or we have direct instruction from a Dr.

Please see medication in school policy

Leave of Absence Requests

The Supreme Court recently reached a decision in the case of *Platt v Isle of Wight Council* which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who are absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, Head Teachers are able to determine the number of school days a child can be absent for.

It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s). **Applications should be made at least 28 days in advance** to allow for an informed decision to be made.

Your child's progress academically as well as socially is our shared priority.

IF YOU NEED TO MAKE AN APPLICATION FOR LEAVE OF ABSENCE FOR THE HEADTEACHER TO CONSIDER, PLEASE COMPLETE THE REQUEST FORM AVAILABLE ON THE SCHOOL WEBSITE OR FROM THE SCHOOL OFFICE, AND HAND IN TO THE SCHOOL OFFICE OR EMAIL TO office@rugbyfreeprimary.co.uk

You will receive a formal response letter to your request from Miss Butters.

Parking

Parking around the school at drop off and pick up times can get very busy. We ask that parents park legally and considerately. There are double yellow lines on Bailey Road and immediately outside the school on Central Park Drive, there should be no parking here at any time. Please be considerate of the businesses surrounding the school and the access they require, do not use their car parks or block the entrances, preventing their staff/deliveries from getting to or leaving work. The implications of double parking and parking on yellow lines may mean that, should there be the need for the emergency services to attend any of the businesses or the school that the larger vehicles would either struggle, or not be able to attend an incident.

There is no parking for parents/carers in our school carpark as this is for staff only, this includes spaces for Disabled persons as we have members of staff with badges. Parents/carers with disabled badges are allowed to park on double yellow lines (not Bailey Road as this is a private road).

Parents Meetings and Workshops

Partnership with our parents is key at Rugby Free Primary School and we continually strive to ensure that parents are fully informed about their children's learning and involved in sharing this experience as much as possible. We will do our utmost to ensure parents are true partners in children's education.

During the year, we organise parent meetings and events which give additional information about the children's curriculum and give ideas about how parents can help at home. We hold Parent Evenings in October/November and February/March. Parents also have an end of year report in July.

We also organise Inspire Workshops which gives parents the opportunity to work alongside their child on the inspire topic for that session. These are practical sessions that give information and ideas on how parents can help their children at home and different ways in which we approach learning at school. They are great fun and the children love sharing their learning with their parents.

We also offer different workshops for parents to learn how we teach various things in school e.g. maths – calculation methods or phonics.

We encourage all parents to look out for future events, which are listed on the weekly newsletter, and do their best to attend if possible.

Curriculum

Reception/EYFS

During their Reception year, children of Rugby Free Primary will be taught through a topic-based approach to the EYFS curriculum. We will base their learning around the seven key areas: Personal, Social and Emotional Development, Communication and Language, Physical Development, Literacy, Mathematics, Understanding the World and Expressive Arts and Design. We will design our curriculum to suit the needs of individual children engaging children through a combination of formal teaching, adult initiated and child-initiated learning. We will always be flexible and ensure that our curriculum is shaped by the needs, interests and abilities of our learners.

Years 1 – 6

In Years 1 through to 6 we follow the National Curriculum, covering all of the different subjects and objectives. We teach all subjects discreetly but make meaningful links when appropriate too. The children receive a broad and balanced curriculum which is enriched with visitors, special interest days, trips and 'wow' moments. The children will be taught these subjects: English, Maths, Science, Computing, History, Geography, RE, PSHCE, Art, Design and Technology and Spanish (KS2 only).

Further details of the curriculum provision and key objectives at RFPS for your child are sent out on a half-termly basis via our 'Curriculum Information' Leaflets. These are specific to your child's year and incorporate the various different elements of the curriculum coverage for the coming half term alongside some ideas of tasks and projects that you can do to help your child at home. Please contact the school office if you would like another copy of this information.

We also have our Long-Term Plans on our website which shows you what topics and areas we cover in each year group.

Our Phonics Scheme

At RFPS, we use the Read Write Inc. scheme to teach our children phonics. Our children make very good progress using this scheme and we run regular parents' meetings to help parents to support their children to progress further at home. This scheme links each of the phonic sounds memorable rhymes called mnemonics. Each rhyme supports the children as they learn the correct formation of that letter. There is lots of information online and videos on YouTube if you search for "Read Write Inc."



Here is a great website to learn about pure sounds:

[How to help your child to learn the Read Write Inc. Phonics sounds](#)

And then how to blend the sounds to read a word:

[Read Write Inc. sound blending tutorial using phonics flashcards](#)

Educational visits

Each year, RFPS will arrange a number of activities that take place off the school site, which support the learning and achievement aims of RFPS.

The range of activities off-site which pupils will participate in, will change in accordance to the curriculum, pupil interest, feasibility and availability. There will always be at least one trip per year which involves coach travel e.g. to a farm, museum or zoo. Parents will be notified and asked for their consent for any visit which is not in walking distance. For any trip which is in walking distance e.g. Autins factory, Coton Park – parents are asked to consent for these to take place at enrolment. RFPS will still inform parents this is going to take place via text, email or letter.

SEND

Our Special Needs and Disabilities Co-ordinator (SENDCo) is: Mrs Swain and she is supported by our Assistant Headteacher for Inclusion: Miss Finch.

Rugby Free Primary School is committed to the inclusion of all children including those with Special Educational Needs and disabilities. We have a dedicated SENDCo in place and endeavour to provide high quality and innovative resources, support and challenge to children with specific educational needs or a specific disability which impacts on their learning.

We welcome all children and we foster an ethos which celebrates children's differences and the talents of all. At RFPS we believe that every child is unique and each and every one of our children has something very special to offer our school community.

You can also read our SEND Policy for further information about our approach. This is available via our website.

Safeguarding

Our principle aim at RFPS is to keep children safe and happy. It is our job to do so, and we work very hard at this. We may contact you from time to time to discuss something which we feel may need addressing. This may be something staff have noticed or may be something which your child has disclosed to us advertently or inadvertently. It is our job to look into any concerns we may have. Please do not be worried or offended by this. We are simply trying to get a better picture of something. If you have any concerns about something you see out of school involving a child, you can contact Family Connect yourself on 01926 414144.

There are posters around the school telling you who the Designated Senior Lead (DSL) for Child Protection are.

The Designated Safeguarding Leads (DSLs) are: Rebecca Butters (HT), Kelly Pollitt (Family and Child Support Worker), Caroline Colledge (DHT), Ellie Finch (AHT), Bavita Sareen (AHT) and Kathryn Swain (SENDCo).

Family and Children Support

At RFPS we believe it is our responsibility to support the whole child. This often means supporting the family too. We are very lucky to have our own Family and Children Support Worker (FCSW), Kelly Pollitt. Mrs Pollitt is available through the week to talk to and meet with. She has a wealth of knowledge of how to support families and children and if she doesn't know the answers, she knows how to contact the different agencies that can support you whether that's information on your child's behaviour, sleeping, eating or something such as housing difficulties or financial issues. No worry is too small, and we would much rather you come and talk to us. Mrs Pollitt is also available to support parents/carers with filling in forms etc. online or written versions.

Mrs Pollitt's contact details are: kpollitt@triumphlearning.org

Mrs Pollitt also runs our Early Help support process. Early Help is a process to support both families and children lead happy, healthy and safe lives. This is the very start of social care support but is designed to be a completely supportive process.

Snow and Bad Weather Procedures

In the event of severe snow or bad weather, we may occasionally have to close school, this is partly due to Central Park Drive not being gritted and many of our staff living far from school. This will be an absolutely last resort, and should we feel this is necessary, we shall endeavour to make any decisions on the closure of the school by 7.30am.

In the event of closure, we will send a group text to the first contact for all children.

In the event of heavy snow fall/ice/storms during the school day that causes us to be concerned about children's welfare in relation to returning home, we will again text for immediate collection.

It is always difficult to make the right decision due to the unpredictability of the weather, we will aim to do this as swiftly as we can. Please rest assured that any decisions taken will be based around ensuring that your children are kept as safe as possible.

Please note that if the school is closed, Game On will also not offer before and after school care.

Friends of RFPS

Friends of Rugby Free Primary School are our PTA (parent-teacher association). They are a group of parents/relatives/friends/members of the local community who help to co-ordinate and stage events at the school throughout the year. They work with the school to organise events and activities which raise funds and promote a community spirit within the school. The money raised contributes towards providing additional opportunities and resources for the children at RFPS. They are always looking to welcome new members. You can contact them via frrfps@gmail.com. They would love and need new members!

Contacting school

The school office is open from 8.15am–4.30pm, term time and Monday to Friday only. Please understand that the school office is a very busy one and although we would love to be able to answer calls straight away, sometimes we can't. Please leave us a voicemail or try again later. Alternatively, please email the school office and we will endeavour to respond to you ASAP. Please contact the school office with anything related to administration tasks, clubs, leave of absence requests, picking children up early etc. Please send any emails to the school staff through the school office and these will be sent on to the addressed/appropriate member of staff. If it is confidential, please put in the subject line, FAO: Miss Butters (for example) Private. Then the office won't open it and will forward it directly to the person in the subject line.

We ask that if a child is being collected by someone else, needs to leave early or is not going to clubs, that you let the school office know by 12pm. Although emails are monitored through the day, we may not see or be able to respond to emails that come in after 12pm and have time to let the teachers know.

We hope you have found this information useful. Lots more information about the school and policies are on our school website.

www.rugbyfreeprimary.co.uk

Thank you

RFPS