



Ranskill Primary School

A 'Take Care' School

INFORMATION BOOKLET FOR NEW PARENTS



PART OF SHINE MULTI ACADEMY TRUST

COMPANY NUMBER 081634448

'Take Care....Go Beyond....'

Welcome to Ranskill Primary:

A 'Take Care' school, where we take care of ourselves, each other, the world and with our work.

We are a busy and friendly village school, with lots going on. This booklet aims to give you essential information for your child starting our school, for a taster of the school's life and ethos, as well as up to date information.

Please also refer to our website - <https://www.ranskillprimary.co.uk/>

At Ranskill Primary School you will find a warm, vibrant and welcoming atmosphere where staff and children have a positive and ambitious outlook. We are dedicated to all of our pupils and their families, as well as to being a 'Take Care' school. We have an ethos of providing a wide range of opportunities through our curriculum and enrichment activities to enable the profound personal development of every child so that they can achieve 'Beyond Expectations'.

We have very high expectations of ourselves and of the children and we constantly strive to 'be the very best that we can be' in all that we do. We are proud of our pupils' academic outcomes as well as their achievements in every aspect of their lives, both in and out of school. We promote our 'Take Care Values' at every opportunity and celebrate when we see these being actively demonstrated.

Ranskill Primary is a 'Take Care' school

We take care of ourselves

We take care of each other

We take care of the world

We take care with our work.

Our core purpose is one of 'Profound Personal Development'.

Together, in aspiring to be the very best that we can be, we can discover, during your child's journey here at Ranskill, who they are now but more importantly who they can become.

For going 'Beyond Expectation' today...

We aspire to be a high achieving school that provides an outstanding education and culture of opportunity for all.

We believe that every child is unique, with their profound personal development being at the heart of all we do.

We provide a rich and stimulating curriculum that inspires and challenges all to achieve.

We foster warm partnerships with parents, the local community and local charities.

For going 'Beyond Expectation' in the future...

We teach our children to be excellent role models for the future world.

We are inclusive, respectful and celebrate global diversity.

We provide excellent care, guidance and support to enable our children to understand how to keep themselves happy, healthy and safe now and in their adult lives.

We educate children on the importance of their well-being today and in their future.

General Information

Ranskill Primary School is part of SHINE multi-academy trust.

It caters for boys and girls from 2 to 11 years of age.

School address: Ranskill Primary School
Cherry Tree Walk
Ranskill
Retford
Notts
DN22 8LH

Telephone Number: 01777 818468

General Enquiries Email Address: administration@ranskill.notts.sch.uk

Ranskill Primary Website: <https://www.ranskillprimary.co.uk/>

Term dates

Autumn Term	
School opens	Tuesday 2nd September 2025
Half term	Monday October 20 th to Friday 31 st October 2026
School closes	Friday 19th December 2025
Spring Term	
School Opens	Tuesday 6 th January 2026
Half Term	Monday 16 th February to Friday 20th February 2026
Spring Break	Monday 30 th March to Friday 10 th April 2026
Summer Term	
School opens	Monday 13th April 2026
May Day Bank Holiday	Monday 4 th May 2026
Half Term	Monday 25 th May to Friday 29 th May 2026
School closes Evening	Friday 24th July 2026

School Uniform

We have a simple school dress code, details of which are given below. Every child in school wears uniform, giving them a sense of identity and belonging. Wearing jewellery is discouraged from a safety aspect. Any jewellery which is worn must be removed before P.E. this includes earrings which the child must remove themselves. If your child wears earrings, it is helpful if they are not worn on PE days.

PLEASE ensure that all uniform and PE kit is named.

Grey trousers/skirt/pinafore/shorts/red and white gingham dress

Red jumper/sweatshirt or cardigan

(Logo uniform sweatshirts and cardigans are available from the internet, details in your pack.)

Plain white button up or polo shirt with long or short sleeves

PE KIT

Plain white t-shirt and dark shorts

Plimsolls

Trainers and tracksuit trousers and top for outdoor activities will be required, children do PE outside for the majority of their lessons.

Ranskill Primary School uniform is available from Uniform Direct.

There is a shop in Gainsborough (9 Market Street, Gainsborough. DN21 2BL) or you can order online.



Cloakroom space is limited so please send PE Kit in a draw string bag.



PLEASE name all uniform including the children's shoes - there are a variety of sew on, iron on or permanent markers available for this purpose.

Outerwear

In winter, children need a warm waterproof school coat. Denim, leather or fur jackets are not considered suitable for school. In summer an anorak, cagoule or similar should be brought to school when the weather is unsettled.



Footwear

Shoes should be suitable for school, enabling your child to play safely at playtimes. Children must not wear trainers or boots in school.

- Winter – flat, plain style black shoes.
- Summer – flat, black shoes or sandals (No open toed sandals and/or sling backed shoes). Please ensure toes are protected.

Children may wear boots or wellingtons to school on wet and snowy days but must change into their school shoes when in school. Again, please ensure all are clearly labelled with your child’s name.

Book Bags

Book Bags with the Ranskill Logo on are provided when your child starts in Reception. After that, if you wish to purchase a replacement, they are available from Uniform Direct. Please label all bags with your child’s name. Please limit keyrings and toys on books bags to one only. Rucksacks are not allowed in school. They are too large for our coat pegs and are a health and safety hazard when stored on cloakroom floors.

The School Day

8.50 am	School doors open
9.00 am	Lessons begin
10.15 am	Break time
11.45am	Lunch time (Key stage 1)
12.15pm	Lunch time (Key stage 2)
1.00 pm	Lessons begin
2.15 pm	Break Time
3.30 pm	End of school

Ranskill Primary School Wrap-around Care

Out of Hours Owls offers a daily breakfast club and after school club for anyone who attends Ranskill Primary School.

Breakfast Club - 7.45 - 8.45am After School Club - 3.30 - 5.45pm

Charges - £4.50 per hour. (Please note there is a minimum requirement of one hour booking. Subsequent half hours [or parts of] will be charged at £2.25.) Full details and a booking form are on our website.

Extra-Curricular Clubs



We offer a variety of clubs and extra-curricular activities throughout the academic year.

Letters & Do jo's will be sent out with club information and joining instructions during the school year.

Attendance and Medical

Attendance at all school sessions is required by law. The only exceptions to this are in cases of illness or where the Head Teacher has granted special leave-of-absence.

It is essential that you contact the school before 9am on each day that your child is absent.

The school operates a "First-Day-Calling-System" to ensure that parents/carers and school coordinate any absences. Our Attendance Officer will call you if your child is absent and we do not know the reason.

To help with the smooth running of the system, please ensure you follow the school's procedure:

- Inform the school if your child is going to be absent from school
- Provide a doctor's certificate if the illness is prolonged and/or the school requests a copy;
- Advise the school if your child is going to be late for any reason.

If a child is ill during the school day, he/she will be taken to the school office to be cared for by a designated member of staff. A decision will be made as to whether to contact parents/carers for early collection.



Please inform the school if your child contracts an infectious disease such as chicken pox, mumps, and German measles (rubella), which can have serious implications for other children and staff.

Guidance from NHS UK: **Vomiting and diarrhoea**. Children with diarrhoea and/or vomiting must be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, however if symptoms persist consult your GP.

Signing In/Out Procedure

Any child arriving at school after 9.00am will have missed morning registration and must be signed in by their parent/carer at our main reception, giving a reason for the late arrival.

Any child who has to leave school during the school day for a medical appointment or similar valid reason must have a note or appointment card requesting this. This should be addressed to the class

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teacher, who will pass it to the school office. Children leaving school during the school day must be signed out at reception by their parent/carer or authorised adult.

Medicine

We can administer prescription only medicines (POM), as prescribed by a GP.



If a child requires medicine to be administered during the school day, including self-administered medication such as an inhaler, a consent form must be completed by a parent/carer and accompany the medicine. Forms are available from the school office. All medicine must be handed in at the school office in its original packaging as dispensed, and must be clearly labelled with the child's name and dosage requirements.

Inhalers will be kept with the class at all times. Children with serious medical conditions will need a healthcare plan. The Parent Liaison Officer will meet with you to arrange a time to complete this.



WE ARE A NUT FREE SCHOOL due to having a child in our school with a severe nut allergy. Please DO NOT send anything in your child's packed lunch or snack that contains nuts.

Supporting Children with Medical Conditions

We ensure that children with medical conditions receive appropriate care and support at school. We do all that is reasonable to ensure that we can administer medication and care to enable them to access school life. Our 'Medical and First Aid' policy has been developed in line with Department of Education guidance. The policy can be viewed via our school website.

Please do not hesitate to contact the school office if you have any questions regarding the above.

Communication to Parents

Letters

Letters are regularly sent home by 'pupil post' and email. Information letters may be sent by email, letters containing a reply slip are sent by 'pupil post'. Copies of letters are available to view on the school website, or a paper copy can be collected from the school office.
Please note, to comply with our safeguarding policy, we do not publish trip and visit letters on our website.

Emails

Letters, messages, and reminders are sent by email. Please inform the school if you change your email address.

Class dojo

Messages, pictures of learning and reminders are sent by the class teacher through school and class story and by message. Parents can also message class teachers using this system.

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Newsletter	The Newsletter is produced fortnightly and a copy is sent by email as well as being available to view on the school website.
Reading Record	This keeps parents/carers informed of reading progress and also enables two-way communication between home and school.



Curriculum Topics	These are published each half-term on the school's website and show the outline for learning. A paper copy is available on request.
School Reporting System	Continuous assessment of skills and achievements take place throughout the term. Parent consultation evenings are held twice a year. Parents/carers receive a full written report at the end of the academic year in Summer Term 2.
Website	The school website holds a host of information. The website address is https://www.ranskillprimary.co.uk/
School Calendar	The school calendar is on the school website.

Special Educational Needs & Disabilities

Children are all individuals who develop at their own individual pace. Where we feel that a child is not achieving as well as we would expect, we start a process of identifying and addressing his/her particular needs.

The child's teacher, the SENCo - Mrs Beesley, and parents/carers discuss the child's strengths and areas for development, and suggest appropriate strategies or intervention programmes. This may include giving a child extra support on an individual or small-group basis.

If the child's progress is still very slow, with the agreement of the parents/carers, we may call upon the advice of another professional such as an advisory teacher, educational psychologist, speech therapist, occupational therapist or educational welfare officer.

Children whose learning is more severely delayed due to visual or hearing impairment, specific learning difficulties, emotional/behavioural difficulties or poor coordination may be recommended for a formal assessment. This will give a clearer picture of the child's abilities and may result in an Education and Health Care Plan and extra resources to meet those needs.

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Parents/carers are always involved in discussions from the beginning and no decisions are made without parental agreement

Lunch Arrangements

You can choose for your child to have either a school cooked lunch or a packed lunch provided from home each day. Children can alternate between the choices – registers are taken each morning when your child’s choice will be noted.

School meals are available each day. The meals are cooked on site. We firmly believe that the price of school lunches represents value for money and provides a healthy, well balanced meal.

Menus will be sent out at the beginning of each school term and are available to view on the website.

Meals are free for children in the Reception class and Key Stage 1, (Universal Free School Meals for Year R to Year 2).

A school meal has to be purchased for children in Nursery and Years 3 to 6. If you think you qualify for free school meals, please register online, details are on the school website.

- **Meals must be paid for in advance**
- **School Lunches are £2.95 per day (£14.75 per week) and whether your child has a school meal every day or on an occasional basis, you may find it easier to pay a regular amount each half-term so that there is adequate credit to cover all lunches.**

If you wish to provide your own packed lunch, please note:

- Do not include sweets of any kind or chocolate bars.
- Fizzy drinks must not be brought and also no glass bottles or cans please.

We have children with severe allergies; therefore, the school is a nut free zone.

Please do not send in products containing nuts: this includes chocolate and nut spreads such as Nutella and peanut butter.

Fruit and Vegetable Scheme

The school takes part in the ‘National Fruit and Vegetable Scheme’, which enables each child in Year R to the end of Year 2 to receive a free piece of fruit or vegetable for snack time each day.

Years 3 to 6 may bring in a piece of fruit each day for their snack. Nursery children are provided with a morning and afternoon snack.



Free Milk Scheme

The school takes part in the free school milk scheme, ‘Cool Milk’. Milk is available free of charge to all children up to the age of 5.

After a child’s 5th birthday, milk is still available at a small cost. Information leaflets are available from the school office with details of the ordering procedure.

Parking

Parents and Carers are not permitted to use the school car park at any time. This is to ensure the safety of our children.

The parking bays outside the school gates belong to the residents in the bungalows please respect our neighbours and do not park in these bays or block any driveways.

There is a carpark beside the park that can be used and is only a short walk to school.



Dogs



Dogs are not permitted on school premises. Some children are not used to dogs and get anxious when they are in their vicinity; the behaviour of dogs can be unpredictable around crowds and unfamiliar children.

Dogs should not be tied and left unattended to the school fence or gates.

Valuables

Children should not bring any valuables, such as jewellery or electronic games, into school. The school will not take responsibility for any items brought into school.

Mobile Phones - Children are not permitted to bring mobile phones to school unless by prior arrangement with the Headteacher and then the phone must be handed in to a member of staff on arrival.



Bikes, trikes and Cycle Helmets

We encourage the use of bicycles, trikes and scooters for travel to school – please ensure that a helmet is worn to establish good safety habits.

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Do not ride bicycles, trikes and scooters inside the school grounds. Children and adults must dismount.

There is a bicycle/scooter shelter in the school grounds.

Parent Helpers

We welcome parents, carers and grandparents who are willing to volunteer to help with school activities such as: cookery, reading, group activities, accompanying children on outings and visits.



All regular helpers require a DBS check prior to volunteering.

If you are interested, please speak with your child's class teacher or contact the school office.

Parent Staff Association – Friends of Ranskill Primary School

The Friends of Ranskill Primary (formerly the PTA) are a group of parents involved in working with the school to raise money and harness a sense of community.

We raise money through a variety of avenues, which have previously included coffee mornings, a jumble sale, quiz night, school photos, a Mother's day pop-up shop, stalls at village events, raffle draws, 100 club, the Christmas fair.

If you are interested in helping with an event, please contact the school office, who will direct you to a 'Friend of Ranskill Primary.'

KEY STAFF

Senior Leadership Team:

Role	Name
Executive Head teacher * Designated Safeguarding Lead	Mr A Steadman
Head of School & SENCO * Designated Safeguarding Lead	Mrs R Beesley
* Deputy Designated Safeguarding Lead	Miss K Buccieri

Class Teachers:

Class	Year Groups	Name
Nursery	FS0 & FS1	Ms C Payne Mrs T Trimmer
Class 1	FS2 (Reception)	Miss K Buccieri + TA
Class 2	Year 1 & Year 2	Miss O Rush + TA
Class 3	Year 3	Miss L Marson
Class 4	Year 4 & 5	Ms S Shaw
Class 5	Year 6	Mrs C Lyons
PPA cover	KS1/KS2	Miss C Taylor

Specialist Teaching:

Specialist Area	Name
PE, School Sport and Physical Activity	Next Level Sports
Piano	Mrs C Lardon
String Instruments	Mr R Ryder

Teaching Assistants:

Focus Year Groups	Name
FS0 & FS1	Mrs T Trimmer Ms Payne
FS2 & Year 1	Mrs A Sneddon
Year 2	Mrs L Millar
Key Stage 2	Mrs T Edmunds & Mrs N Ward

Office Staff:

Role	Name
Administrative Assistant (Mornings)	Mrs H Van Rooijen

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Administrative Assistant (Afternoons)	Miss K Saville
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