



# Information for Parents 2024-2025



*Learning for Life*



Middleton Primary School is committed to  
safeguarding children

## Introduction

On behalf of the staff, governors and pupils of Middleton Primary, we are delighted to welcome you to our school. We hope that this document will give you information about policies and practice that will help us to work together in partnership.

Middleton Primary School opened in September 2003 and educates pupils from the Foundation Stage (4 year olds) to Year 6 (11 year olds). We have 630 pupils, with three classes of 30 students in each year group.

At Middleton, we are very clear that good relationships lie at the heart of what makes an outstanding school. We work very hard to build up positive relationships with pupils, parents and the wider community. Good manners, respect and



tolerance are highly regarded at Middleton and we are very proud of the way our pupils reflect these values. We have high expectations for our pupils, but above all else we want them to be happy in school. Learning is hard work, but we aim to make it as enjoyable as possible, so that pupils become self-motivated and have a passion for learning, which will help them to become lifelong learners.

To keep up to date with what's happening at Middleton Primary School, please visit our website at [www.middletonschool.org](http://www.middletonschool.org).

R Roberts

Mrs Rachel Roberts  
Headteacher

## Our School Building



We moved into our beautiful school building in September 2004. The school was built to the latest DfE standards. It is fully accessible and innovative in its design. The main hall and library suite are housed in a large, central circular area at the heart of the school.

All classrooms have interactive whiteboards, adjustable lighting and high ceilings, which give a very light and airy feel to the building.

We use the environment to support learning in every way possible, so that classrooms are very calm and well ordered.



Landscaping has been used around the school building in an imaginative way. We have a large playground with equipment provided by Friends of Middleton. There is a large MUGA (Multi Use Games Area) where the children can play and take part in sport, whatever the weather.



We also have a smaller inner courtyard playground. This is used by Foundation when they first start school.

In September 2013, the school was expanded and new facilities included; a dining hall, extra classrooms, a school kitchen and a cookery/technology room. As part of our expansion the large Multi-Use Games Area was added and our playing field and playground extended.

Our site is secure and playground gates are locked as soon as all the pupils have arrived. Visitors enter through reception and are always asked to sign in and wear a badge.

## The Local Governing Body

Middleton Primary converted to an Academy on 1<sup>st</sup> April 2014, and the school joined the Kingsbridge Educational Trust on 1<sup>st</sup> September 2016. Existing Governors transferred on their prevailing terms of office. Governors are appointed or elected for periods of up to four years. The Local Governing Body provides the strategic direction for the school, all their work is voluntary and unpaid.

Governors operate at a strategic level and are not involved in the detailed decisions on the day-to-day running of the school; they can only act together and not as individuals.

The Chair of Governors is Mrs Sam Summers and she can be contacted via the school.

Our other governors are:-

|                    |                             |
|--------------------|-----------------------------|
| Tony Holland       | Vice Chair                  |
| Peter Neale        | Governor                    |
| Barbara Bushell    | Governor                    |
| Tania Foreman      | Governor                    |
| Gary Brighton      | Parent Governor             |
| Tina Gray-Rampello | Director Appointed Governor |
| Emily Brown        | Staff Governor              |
| Rachel Roberts     | (Headteacher)               |

# Kingsbridge Educational Trust



## **About us**

The Kingsbridge Educational Trust is a Multi-Academy Trust (a charitable company limited by guarantee, company number 09144847) with sponsorship accreditation from the DfE. It operates four schools: Oakgrove all-through School, Kents Hill Park all-through School, Middleton Primary School and Monkston Primary School.

## **Vision, Ethos and Pedagogy**

The multi-academy trust is a group of strong performing, like-minded schools dedicated to high standards of achievement for all students. Each school has a unique ethos and identity and maximum devolution of decision-making, within a strong accountability structure. The Trust promotes a clear educational vision, ethos and direction and ensures the uniqueness of each Academy and the contribution they make to the Trust is recognised.

## **Aims and Values**

To ensure outstanding learning opportunities are provided for each and every child regardless of age, gender, need, faith or background. To enrich lives socially, culturally, morally and spiritually and to ensure all children can take their place in a forward-thinking enlightened democracy.

We will do this by ensuring each school in the Trust:

- provides the very best in teaching and learning opportunities for every student;
- has the highest expectations of what students can achieve;
- promotes an ethos of high expectations, outstanding behaviour and care;
- has an enriching and enabling, broad and balanced curricular and extra-curricular programme that supports outstanding personal development;
- prepares and equips students well for the next stages of their school journey;
- promotes and sustains the very best of British values, including fairness, equality, honesty, justice and service;
- ensures students reach the highest possible standards in public examinations;
- shares our vision, aims and values and actively promotes these.

### Uniqueness

Our model is unique in that we devolve maximum decision-making powers to local level and want to ensure each school retains its own identity, flavour and personality. Local Governing Bodies, apart from the requirement to have a Finance and Personnel Committee, are free to set up whatever committee structure they see fit. The Board of Directors retains an oversight function, especially as regards finance, outcomes and safeguarding but responsibility is delegated to the individual Governing Bodies. The Trust, however, has a level of expertise that individual schools can draw upon and offers an unrivalled opportunity to share best practice and school improvement strategies for the benefit of all children. It also enables cost-efficient, expert centrally-run services to be provided to schools enabling them to concentrate on the teaching and learning.

### **Admissions to Middleton**



The Local Governing Body is responsible for school admissions to Middleton Primary School, although applications for children starting school for the first time are administered by the Local Authority in the first instance. If you wish to transfer your child from their current school to Middleton Primary School you must complete an

application form (available from the School Office) and return it to Middleton Primary School. Parents should speak to the Headteacher of their current school before transferring to Middleton.

### **Starting school for the first time**

Milton Keynes Council operates a one point of entry policy for children starting school for the first time. Induction into Foundation happens gradually over the first few weeks of term and includes a home visit. Groups of children will be given different start dates, but once pupils start they are in school all day, every day of the school year.

If you wish to apply for a place for your child to start in Foundation at Middleton Primary School you **must** submit your application online to the Milton Keynes Local Authority.

Instructions and key dates for applying for your child's place online at [www.milton-keynes.gov.uk/schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions)

For further information or help regarding school admissions please contact Pupil Admissions on 01908 533726 or email [admissions@ket.education](mailto:admissions@ket.education)

### **Applications for Secondary School**

There is a great deal of competition for places at secondary school, pupils from Middleton Primary School do not have an automatic right to a place at Oakgrove Secondary School, although attendance at Middleton is one of the top criteria for entry. Therefore, parents **MUST** complete an application form when their child is in Year 6 to secure a place at their preferred secondary school.

## **Class Names**

All of the classes at Middleton are named after birds that can be found in the British Isles.

### **CLASS NAMES**

|            |                                        |
|------------|----------------------------------------|
| Foundation | Chicks<br>Ducklings<br>Goslings        |
| Year 1     | Robins<br>Sparrows<br>Wrens            |
| Year 2     | Blackbirds<br>Starlings<br>Woodpeckers |
| Year 3     | Hérons<br>Kingfishers<br>Swans         |
| Year 4     | Doves<br>Owls<br>Swifts                |
| Year 5     | Larks<br>Nightingales<br>Swallows      |
| Year 6     | Kestrels<br>Falcons<br>Hawks           |
| The Aviary | Songbirds                              |

## Wraparound School Childcare Provision

### Breakfast Club

Our successful Early Birds' Breakfast Club is now in its ninth year. Children are offered a nutritional breakfast followed by the chance to participate in fun educational activities or catch up on homework. Breakfast Club provides a calm and orderly start to the day for pupils.



The Breakfast Club starts at 7:30am and it is strongly recommended that you book your child's place in advance. Bookings and payment can be made via the school's online payment system. At 8.40am, the children are taken to their classrooms to begin the school day.

### After School Care Club

We have a very popular After School Care Club which offers the children numerous activities to get involved with, along with snacks and refreshments.

The After School Care Club runs from the end of the school day until 6.00pm, although you can opt for a 4.30pm finish for a reduced fee. It is strongly recommended that you book the After School Care Club in advance. Bookings and payment can be made via our online payment system.

### After School Clubs



Various clubs run every week throughout the year. These include Football Club, Dance Club, Cookery Club, Chess and Choir. Some clubs run all year but others are run termly.

## Curriculum

The curriculum at Middleton Primary School comprises learning and development opportunities. We aim to provide pupils with a broad, balanced education. The pupils are able to fulfil their potential and are nurtured into being good citizens, who are conscious of their responsibilities to each other, their family and society.

We believe that education, at home and at school, is a route to moral, social, cultural, spiritual, physical and mental development, and thus the well-being of the individual. Education should also reaffirm our commitment to the virtues of truth, justice, honesty and sense of duty. The work of the school supports British Values, which are defined by the Government as: democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.



### Our key aims

- Embed - knowledge & skills in to long term memory
- Enrich - children's cultural capital
- Excite - through engaging experiences

At Middleton, we also believe that:

- ✓ Each pupil is entitled to receive the best education possible and to achieve the highest standards
- ✓ The curriculum should meet pupils' individual needs
- ✓ Pupils learn best from a broad, balanced and challenging curriculum
- ✓ The curriculum should involve first-hand experience and be taught in ways which make sense for pupils
- ✓ Achievement in a range of subjects across the curriculum and beyond improves pupils' confidence and self-esteem, enabling them to tackle more challenging work and develop a positive attitude to school.

At Middleton, we teach all the subjects of the National Curriculum, plus RE, Global Education and RSHE. In the Foundation year we follow the Early Years Foundation Stage Curriculum (EYFS).

## Foundation Stage



Children in their first year at Middleton are provided with a range of exciting learning opportunities through the Early Years Foundation Stage. Active and play based activities take place both indoors and outdoors to encourage exploration and independent learning.



## English



English is taught every day and usually takes place in the morning. Children are taught reading and writing through a systematic phonics scheme called 'Little Wandle Letters and Sounds'. Children are given many opportunities to practise and apply their reading skills, including reading at home on a regular basis.

We also develop children's speaking and listening skills through Talk Partners, group discussions and drama. Listening skills, turn taking and debating are specifically taught.



## Maths



Maths is also taught daily, usually during the morning. Children are encouraged to develop their knowledge and understanding of maths through practical activity, exploration and discussion. They learn to use and apply mathematics in the areas of numbers, algebra, shape and space and data handling. From an early stage we build up children's confidence and skill in using mental calculation

## Science



From Foundation and all the way through school, children are encouraged to observe, explore and ask questions about living things, the material world and physical phenomena. This gradually develops a more sophisticated understanding of scientific concepts. Pupils engage in practical activities

and conduct tests that give them opportunities to investigate, collect evidence, and draw conclusions.



## Assessment

We believe that assessment is an integral part of the teaching and learning process and is primarily a tool to promote better learning. Teachers are continually assessing pupils and the close relationship between teacher and child promotes detailed knowledge about the strengths and weaknesses of individual pupils. Assessment not only informs teachers and parents of current achievement, but also indicates the effectiveness of teaching and is used to plan the next steps for pupils. At Middleton, we use formative assessment as a tool to periodically assess mathematics, science, reading and writing. This enables teachers to track pupils' progress from Year 1 through to the end of Year 6 and use diagnostic information about pupils' strengths and weaknesses. In addition to this, we use Summative Assessment. This is primarily testing and provides a 'snapshot' of each child's achievements. Testing of children takes two forms: tests devised by teaching staff at the end of units of work or regular tests, such as spelling or times tables and a program of nationally standardised tests, including optional and statutory SATs.

Twice during the year, teachers will use assessments to assess each child in reading, writing, maths and science. We use this information to analyse progress and attainment of classes and of individual children. Progress and attainment are reported to parents at parents' evenings and are recorded on end of term reports. Teachers are always available to discuss any queries relating to pupils attainment and progress with parents after school.

Ongoing assessment is an integral part of the learning and development process in the Foundation stage. The observation of children participating in everyday activities is the most reliable way to build up an accurate picture of what children

know, understand, feel, are interested in and can do. For this reason, all of the assessment in the Foundation stage at Middleton is carried out in this way.

### **Homework Guidelines**

In Foundation, most homework will be built around supporting reading for pleasure and phonics, which the children will have learnt in class. The most important role a parent can take is to read **with** their child every day.

In Years 1 - 6, maths and English homework will be handed out on a weekly basis (appropriate to the Year Group). It will be set in a work book, marked and returned to the children the following week alongside the next homework tasks.

Work from other subjects will also be set on a half termly basis.

We expect children to be doing other regular weekly homework, such as reading and learning their times tables. Please read your Year Group Newsletters for details of homework, as the balance between projects and regular homework varies from year to year.

### **How can I support my child at home?**

Some parents may wish to support their children by helping with research and directing children to resources that can be used. Parents can also give support by providing a work space for children at home and ensuring they manage their time well by working on their projects for the appropriate time each week. The projects need to represent the children's own work, so parents should provide support and encouragement, but not do the work for the child.

The best and most important way to support your child's education is to read with them every day. This means not just hearing them read but sharing stories and reading to them.

If you have any queries please do not hesitate to speak to your child's class teacher.

## Special Educational Needs (SEND)

At Middleton, we recognise that all our pupils are individuals with different strengths and needs. Sometimes we identify children who have particular learning needs that are not being met through the mainstream curriculum. We support children in different ways with high quality teaching underpinning additional interventions.

We maintain a register of children with Special Educational Needs, which helps to ensure children receive the appropriate level of support. The categories on the SEND register are:

- ✚ **School Support** - Children who need regular additional support from the teaching staff and potentially other adults from outside agencies, such as Speech and Language Therapists to help them make progress with the school's curriculum. This could be one to one support or small group teaching.
- ✚ **EHCP** - Some children will have special needs which require a higher level of support or adult expertise to manage and they may be put forward for an EHC Plan. An EHCP identifies the child's primary area of need and ensures that all agencies involved with the child work together. These children will also have an Individual Education Plan.

In addition, teachers provide extension and enrichment activities to children who have a particular interest in a curriculum area to ensure their talents are supported and their progress is closely monitored.

If your child is on the Special Needs you will be consulted.

Please do not hesitate to contact Mrs Campbell who is our SEND Coordinator, if you have any concerns or queries.

## Looked After Children

A designated teacher is nominated for Looked After children - Mr Ellis Higgs - and it is his responsibility to ensure that there is a Personal Education Plan in place. Our policy for Looked After children has more details of the arrangements we have in place.

## Times of the School Day



We currently operate staggered start and finish times. Details of these can be found on the school website.

## Late Arrivals



Late arrival can start the day off badly and disrupt the learning of others. Late arrivals should report to the School Office. Any children arriving after their year group doors have closed must enter the school via the main entrance and will receive a late mark in their register.

## Assembly



Assembly is an important part of the school day. There is a planned programme of assemblies for the year, which are based on whole school values. Pupils are encouraged to reflect on these themes throughout the week and they are often used as reference points during 'Pupil of the Week' assembly each Friday.

Whole school assemblies take place on Mondays and Fridays every week (usually at 9:00am). These are split into Key Stage 1 / Key Stage 2 on Mondays and children are in classes on Fridays.

Singing assemblies take place on Tuesdays every week and there are year group assemblies on either Wednesdays or Thursdays.

Calming, classical music is played as children enter the hall. On other days we hold class/team assemblies which continue the Spiritual, Moral, Cultural and Social themes from the whole school assemblies.

On Fridays, we hold our 'Pupil of the Week' assembly. On Thursday the staff in each class have the difficult task of choosing one Pupil of the Week. They are chosen for displaying qualities which reflect our values. It could be for working hard, being especially well mannered, being kind to others or showing courage and determination. Very often pupils are chosen for reasons linked to our weekly assembly theme. Office staff will contact parents on Thursday to invite them to attend assembly via Teams, if their child is Pupil of the Week. We ask that parents do not tell their children, as it is a lovely surprise for children to be nominated by their teacher in Friday's assembly.



## Healthy Schools

Middleton Primary School is committed to providing our children with the knowledge to help them maintain a healthy lifestyle. We have been awarded National Healthy Schools status and continue to meet their high standards.

### Universal Infant Free School Meals

Free school meals are available for all pupils in Foundation, Year 1 and Year 2 as part of the Government Universal Infant Free School Meals Scheme.

### Free School Meals

Free school meals are available for families who receive Income Support and Job Seekers Allowance. This will also entitle your child to receive some uniform free of charge. Please contact the School Office if you require a Free School Meals application form. Registering for Free School Meals generates additional funding which can be used to support children, therefore it is really important that all families who are eligible do register.

### School Meals

Innovate provide a 'fresh cook onsite' service from our kitchen facility.

The menu cycle is three weekly with a choice of a main meal, vegetarian option, pasta option, filled jacket potato, sandwiches or a salad with either cheese, ham or tuna. All options include a pudding.



Meals cost £2.63 per day and are ordered and paid for in advance on the Innovate ordering system. An order needs to be completed for every meal required.

Pupils eat their packed lunches in the hall. We ask parents to support the schools work on healthy eating and provide lunches that will be easy for children to eat unaided. The lunch should be packed in a suitable container and clearly marked with the child's name. Drinks should be packed in the lunch box in an unbreakable container. We do not allow fizzy drinks or cans in school.





Pupils in Lower School (Foundation to Year 2) receive a piece of fruit/vegetable daily through the National Schools Fruit and Vegetable Scheme. We also encourage all pupils to bring in an extra piece of fruit/vegetable in their lunchbox to eat at breaktime.

If your child has a birthday please do not send in sweets or cakes for the class as some parents do not allow these snacks and we have a number of pupils with allergies.

### **Water**



Research has shown that dehydration is a major cause of headaches, irritability and lack of concentration. We, therefore, encourage all pupils to bring in small bottles of water (not frozen) to keep on their table and drink from as required. To avoid spillages or accidents with their work or on the carpet, the bottle must have a sports cap and only contain water. Bottles should be marked with your child's name. It is important that children only bring in small water bottles as larger bottles are easy to knock over. We do however, have facilities for the children to refill their bottles.

### **Important Information - Allergies in School**

Middleton has a number of children in school with severe, life threatening allergies. Therefore, the school cannot allow any products in school that contain **nuts or nut based products**. Please ensure that children's packed lunch does not contain any such items.

## Online Payment System

The introduction of our online payment system SCOPAY, in conjunction with Tucasi, has proved to be very popular and this is our preferred method of payment. As well as allowing you to pay for visits, workshop, clubs, school lunches and events.

Once your child has been accepted at Middleton, you will be sent instructions on how to create an account and make online payments and bookings.

By using this system, parents have the opportunity to pay for all visits and events from home and with the following benefits:-

- A quick and easy payment system
- Ability to track all payments made to the school
- Easy ordering and payment for school uniform
- No lost payments
- No pressure for your child to remember to hand over the payment envelope

## School Uniform

We strongly encourage all children to wear school uniform, which can be purchased via our school website, [www.middletonschool.org](http://www.middletonschool.org), from one of our suppliers 'Price and Buckland' or 'Kedaph Schoolwear'. Our school colours are bottle green and gold. Polo shirts, sweatshirts and cardigans with the school logo are available to order online. Bookbags, fleeces, raincoats, rucksacks and PE t-shirts are also available. These should be supplemented with grey trousers and skirts or green gingham/striped dresses which are available from many local suppliers. Pupils should wear sensible black shoes. Trainers, high heels and platform soles are not suitable for school and should not be worn.



Jewellery is not permitted in school (other than a watch, smartwatches not permitted). Pupils with pierced ears should wear studs and these must be taken out or covered with micropore tape (supplied from home) for PE. We ask that pupils are not sent to school with extreme haircuts, dyed hair or make-up.

On PE days, pupils should come into school wearing their PE kit. Plain bottle green t-shirts (green logo-ed PE t-shirts can be purchased online from the school website) and black or navy shorts should be worn (without slogans or brand names). Indoor PE will be done in bare feet but pupils will need trainers for outdoor PE. During cold weather, pupils can wear navy or black tracksuits for outside PE. For safety reasons, we do not allow tops with hoods attached to be worn during PE lessons. To ensure your child always has their correct PE kit we strongly recommend you leave their kit in school for the whole of the half term. Your child can then bring the kit home for washing during half term.

**PLEASE MAKE SURE THAT ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD'S NAME IN AS MANY PLACES AS POSSIBLE!**

## Lost Property

The school cannot accept responsibility for the loss of any article brought to school. Pupils should not bring toys, cards or valuable items to school.

## Communication with Parents

We have a genuine open door policy at Middleton and we are always pleased to see parents. We welcome feedback from you, but we also encourage informal contact which builds up positive relationships.

If you have any concerns about anything to do with school, it is best to talk it over with your child's class teacher in the first instance. If you need to speak to someone else about an issue, you should contact the relevant team leader. You can contact us by phone, in person, in writing or by email.

We hope that most concerns can be solved quickly and informally, but if you are still concerned please contact the School Office to make an appointment to see a member of the Senior Leadership Team. After this, the Chair of Governors can be contacted using a form which is available at the Office or can be downloaded from the website.

We hold Stay and Share sessions each term where parents are invited to see the school at work. Parent Consultation Evenings are also held each term, when parents/carers are able to discuss their child's progress with the class teacher. We also hold regular evening sessions on areas of interest such as the curriculum, behaviour, SATs etc.

Interim reports are sent home in the Autumn and Spring Terms and full reports are issued in July. If you are unsure about your child's attainment and progress at any other time, please contact your child's class teacher.

We have a very well supported Friends of Middleton Association, which raises money for the school and also holds social events. All parents are automatically members of Friends of Middleton. Please ask at the Office for the date of the next scheduled meeting or see the FOM section of the school website.

A School Newsletter is sent out regularly to keep parents up to date with events at school. Year Group Newsletters are sent home termly and give brief overviews of curriculum areas your child will be covering each term. Our website also contains information that you may find useful. We have also introduced a text messaging service which enhances the school / home contact.

We are committed to providing excellent opportunities at our school and value parents as partners in their child's education. Many of our parents have already become very involved with the school. Please remember that you are always welcome at Middleton.

## Helping in School

Many parents come in to school to help and this is greatly appreciated. We usually ask that parents do not help in their own child's class, as this can sometimes embarrass the child and does not encourage independence. All adults in school are required to complete a Disclosure and Barring Service check (DBS - formerly CRB). We also ask that you respect the confidentiality of school matters.

Please see Mr Higgs if you would like to volunteer in school.

## Equal Opportunities Statement

- At Middleton Primary School we do not discriminate against anyone, adult or child, on the grounds of their sex, race, colour, religion, ethnic or national origins
- We promote the principles of fairness and justice for all through the education we provide at our school
- We ensure that all pupils have equal access to the full range of educational opportunities provided by the school
- We constantly strive to remove any forms of indirect discrimination that may form barriers to learning
- We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone to achieve
- We challenge stereotyping and prejudice whenever it occurs
- We celebrate cultural diversity and show respect for all groups
- Through positive educational experiences we aim to promote positive social attitudes

## Summary of how we manage behaviour

### Principles, aims, ethos and values

The underlying principle of our behaviour management is that:

**We all have the right to work,  
play and learn in a friendly,  
safe and helpful school.**

We believe that children learn best in a happy, safe and caring environment and that it is the responsibility of all staff, pupils, parents and governors to promote this.

### Whole School Practice

Our behaviour management is based on Middleton's Restorative Principles and Middleton's Golden Rules, which are:

- ✓ Ready: We listen to each other and are ready to work
- ✓ Respectful: We treat each other with respect
- ✓ Safe: We choose appropriate behaviour at all times

### Rewards and Consequences

At Middleton we believe that pupils should be actively and positively encouraged to behave well and work hard. We use a range of positive consequences or rewards:

- ✓ Non-verbal rewards such as a smile or body language
- ✓ Praise (genuine, specific and at least once in a day for each pupil)
- ✓ Showing work or achievements to other teachers, other pupils and SMT
- ✓ Headteacher's award for exceptional work
- ✓ Dojo points
- ✓ Stickers and stamps
- ✓ Praise pad
- ✓ Wrist bands
- ✓ Any adult observing a child acting in a thoughtful, kind, generous or caring way can nominate them for the Ready, Respectful, Safe tea party
- ✓ During Friday's celebratory assembly, the adults in each class nominate a pupil for the week to receive 'Pupil of the Week Certificates'

## **Negative Consequences**

Sometimes it is necessary to discourage pupils from behaving badly and at Middleton School we do this through a system of logical consequences or sanctions.

Consequences should be used in the following order (always starting as low down on the list as possible):

- ✓ Low level intervention strategies
- ✓ Withdrawal of adult attention (e.g. deliberate ignoring of attention seeking behaviour)
- ✓ Proximal praise
- ✓ Eye contact - reinforcing 'the look' to indicate inappropriate behaviour is unacceptable
- ✓ Non verbal cues, e.g. shake of the head
- ✓ Verbal recognition of inappropriate behaviour
- ✓ Warning
- ✓ Further continued behaviour - to another class or the Behaviour Guidance Room (BGR) for a specified time.
- ✓ To team leader
- ✓ To a senior member of staff
- ✓ To Headteacher

Throughout all this we use a restorative approach. Where behaviour is giving cause for concern parents will be involved.

In addition to this hierarchy of consequences there is a severe clause to be invoked if a child:

- Wilfully hurts another child or adult
- Persistent disruption of lessons which prevents the learning of others
- Persistent refusal to cooperate with reasonable requests
- Sexual misconduct
- Supplying or use of illegal drugs
- Carrying an offensive weapon
- Destroys property
- Uses offensive language
- Uses racist, homophobic, misogynist or sexualised language

In any of these instances a senior member of staff will be involved and parents/carers contacted. The incident will be recorded by the member of staff involved as a serious incident in the behaviour log and parents/carers will be asked to come into school.

### **Playtimes and Lunchtimes**

Some children find playtimes difficult to manage. There can be a lot of issues which can impact upon the success of a playtime. At Middleton we are sensitive to the needs of all children and aim to provide children with opportunities for positive play and to develop their social interaction skills.

### **Playground Organisation**

The playground is organised into designated areas where a range of activities are available for all children. Children should not bring in toys or cards from home as these can cause arguments or be lost, broken or stolen.

## Anti-Bullying Statement

We define bullying as all forms of physical aggression, mental, verbal and cyber abuse.

Bullying is:

- deliberately hurtful
- sustained over a period of time
- difficult for victims to defend themselves against

Bullying can be:

- physical - hitting, kicking, taking belongings
- verbal - name calling, insulting, making offensive remarks
- indirect - spreading stories, exclusion from social groups
- cyber - using social media for verbal and indirect bullying

We aim, as a school, to promote a safe and secure environment for adults and children where all can work and learn without anxiety.

Pupils should be encouraged not to suffer in silence. We aim to create a culture in which pupils feel safe and supported if they tell. All incidents of bullying should be reported as soon as possible to a member of staff. Pupils should be encouraged to tell someone if they think someone else is being bullied.

When bullying is reported the school will;

- speak to all those involved to establish the facts
- adopt a problem solving approach
- inform parents of victims and bullies
- follow up repeatedly, checking that bullying has not resumed
- ask for help from agencies such as the NSPCC or police if the problem is persistent or difficult to sort out

Bullying will be regularly addressed through assemblies and weekly circle time sessions in all classes.

## Illness and Medications

Our Illness and Medications Policy sets out in detail how we support children with medical needs.

### First Aid

All of our Teaching Assistants and Lunch Time Supervisors have completed a first aid course and are able to administer basic first aid. It is vital that parents let us know of **any** medical conditions and allergies that their child may have in order for us to provide the best first aid care as possible.



### Medical Officer

We have Mrs Neilson who is our Medical officer. She manages long term medical conditions and the application of medicines in school.

### Medicines

It is our policy to administer only prescribed, oral medicines. Responsibility for the administration of ear and eye drops or any other form of medication cannot be taken by school staff. Only medicines prescribed to be taken **four** times a day will be administered.

### Short Term Medication

All prescribed medicines must be handed in by the child's parent to the School Office, where they will be asked to complete a permission form. Medicines must then be collected by the parent from the School Office at the end of the day.

### Long Term Medication

If a child requires medication for a long term medical conditions (eg asthma or allergies) parents must provide written consent (Long Term Medication Form) and our Medical Officer will administer the medication.

**No medication can be administered without a completed Administration of Medicines Form**

**We do not allow children to self-administer medicines such as Calpol or Nurofen.** If your child requires pain relief during the day we ask that parents arrange for an adult to come to school at lunch time and administer it to their child.

### **Absence through Illness**

If your child is unwell and unable to come to school, we ask that for each day of your child's illness you telephone the School Office on 01908 604851 (Option 1) before 9am and leave a voicemail message notifying the school of the absence. Middleton Primary School operates a 'First Day Call' system and will investigate any unreported absences.

Children should only return to school if they are fit to take part in school activities, including playtime. Supervision is not available in the school building during breaks and lunchtimes. **Children who have suffered sickness and diarrhoea should not return to school until 24 hours after the last bout of sickness or diarrhoea.**

### **Illness at School**

If your child feels unwell at school they **must** tell a member of staff.

If a child is unwell we will inform the emergency contacts, in priority order. **It is essential that we have up to date emergency contact telephone numbers for all pupils. Please let the School Office know immediately if there are any changes.**

If a child is seriously unwell or injured an ambulance will be called immediately and contact will be made using the emergency contact numbers on the child's file.

**If you are contacted by the school to collect your child, please do so as a matter of urgency.**

## Attendance

The Staff and Governors are confident that parents share our wish that all children make the most of their skills, talents and opportunities. Regular attendance at school is vital if we are to achieve this aim. Without regular attendance, the learning process is disrupted and consequently children do not achieve their full potential.

When a child is absent through illness, parents are asked to inform the school during the first day of absence, by leaving a voicemail message on the school telephone number (01908 604851) Option 1, before 9.00am. Please keep us informed of the progress of the illness and the likely length of absence. If we are not informed of the reason for absence the register is marked as an 'unauthorised absence'

From September 1<sup>st</sup> 2013, changes were made to Government legislation regarding taking holidays during term time. **Schools are now no longer able to authorise absence for family holidays.**

Middleton School, alongside Oakgrove and the other schools in the area, expect every pupil's attendance to be above 95%.

Therefore, we actively discourage parents from taking holiday leave during term time and **all holiday requests will be unauthorised**. Whilst the school fully understands that holidays can be cheaper during term-time, the long term cost to pupils may well be considerably greater than any short term financial savings. However, absence for participation in sporting events, family events (e.g. weddings of a very close family member, religious celebrations, graduations etc.) and for compassionate reasons will be considered on an individual basis and may be authorised.

Parents will be notified if attendance falls below 95%.

Holiday absence in term time, poor school attendance and/or punctuality, together with 10 or more unauthorised days of absence, could incur a fixed penalty fine.

Unauthorised absence from school may result in legal action being taken.

## Charging



Educational visits or activities taking place in school time cannot be charged for. You have the right, therefore, to expect your child to take part in such activities without making payment.

We will ask for voluntary contributions towards the cost of some additional activities, such as school trips, visiting speakers and ingredients for cooking. Activities will only go ahead if there are sufficient contributions to cover the costs.

Charges can be made, however, in the following circumstances:

- For some instrumental lessons
- For board and lodging on residential visits
- When the activity is arranged by a third party (e.g. a travel firm)
- Where the activity takes place primarily outside school time

If a child deliberately damages school property, including books and materials, through an act of vandalism, parents/carers will be invited to reimburse the school for the full cost of repair or replacement.

## School Visits

At Middleton we try to make our curriculum as lively and interesting as possible and our wide range of visits and invited guests reflects this. We recognise that trips out of school can be expensive (mainly because of the cost of transport), so we try to include lots of local visits and workshops, which take place in school.



## Music at Middleton

Music plays an important part in the life of Middleton School. There are opportunities for children to take part in curriculum music, musical performances, peripatetic music lessons, The Wider Opportunities Scheme and extra-curricular activities, such as Choir. Music is also integrated into cross curricular lessons throughout the school and during assemblies.

### Curriculum Music

Pupils at Middleton Primary School follow the National Curriculum for Music and they work at levels appropriate to their ability.

### Musical Performances



We hold a Foundation Christmas nativity and a Year 6 leaving performance at the end of the Summer Term. They give the children the opportunity to showcase their talents and perform in front of an audience.

### Peripatetic Music Lessons

We also offer musical instrument lessons taught by external music teachers. These lessons take place during school time and are taught in addition to curriculum music. At present, we offer violin, guitar, cello, keyboard, flute and clarinet lessons. These lessons are open to any child from Year 2 upwards.



### Wider Opportunities Scheme



As part of the Year 4 curriculum, the children learn to play the keyboard. These lessons are taught by a specialist music teacher. The skills the children learn during these lessons can then be built on, as the children move to Year 5.

### **Extra-Curricular Music**

Middleton School Choir is renowned for their high quality singing and performing. The choir has been established for approximately eight years and keeps growing from strength to strength. Children can join the choir from Year 4 and will have the chance to be involved in many performances and competitions, such as The National Festival of Music for Youth, Carol Singing in Middleton Hall, The Milton Keynes Music Festival, Young Voices and performing at local fetes.

### **Safeguarding Children**

At Middleton Primary School the welfare of our pupils is paramount.

Under the Children Act 1989, the School has a duty to keep all children safe and to protect them from harm.

Any issue relating to child protection should be addressed to the Headteacher, Rachel Roberts and in her absence, 'FAO Safeguarding Lead, Ellis Higgs and Deputy Lead, Sarah Dyer' at email [office@middletonschool.org](mailto:office@middletonschool.org)

Any case of suspected abuse will be monitored and will be referred to the Children's Services Department at Milton Keynes Council.

All child protection issues will be treated by the School as confidential.



## Contact Us:

Address: Noon Layer Drive  
Middleton  
Milton Keynes  
MK10 9EN

Tel: 01908 604851

Email: [office@middletonschool.org](mailto:office@middletonschool.org)

Website: [www.middletonschool.org](http://www.middletonschool.org)

Headteacher: Mrs Rachel Roberts

Chair of Governors: Mrs Sam Summers

One major source of up to date information about the school is our school website [www.middletonschool.org](http://www.middletonschool.org) which includes the school diary dates, school and year group newsletters, holiday request forms, school uniform forms, as well as photographs of the year groups taking part in various activities. Our latest OFSTED report can also be downloaded from the website and can be found under the Key Information Section.

Copies of the school's policies can be obtained from the School Office.

