



New Starter Pack

Potton Middle School

Welcome to Potton Middle School

May I take this opportunity to welcome you to our school and all that the Potton Federation has to offer to our pupils and their parents.

Relationships are very important to us and the relationships we develop with our children, their families; our community and the wider world enable us to create a warm, caring and happy ethos where everyone is welcome.

Our priority is the happiness of our pupils, within our schools there is a common sense of being involved, supported and successful. The happy child is likely to be the most fulfilled, and we want pupils above all to enjoy their time with us. Learning itself should be challenging and stimulating. We are unashamedly demanding in our academic standards; we firmly believe that there is no ceiling on achievement and that every child can achieve their true potential.

Our children will be happy to show you around either of our schools for you to experience our friendly atmosphere and meet our children as they learn together.

We look forward to meeting you.



Cathy Smart
Executive Headteacher

Year 5 Staff

Staffing for Year 5 will be confirmed in the Summer Term 2020.

To be confirmed

Stevens Class Teacher

To be confirmed

Elphinstone Class Teacher

Safeguarding Information

At our school we want every child to feel happy and safe. We attach great importance to safeguarding and child protection.

Our Designated Safeguarding Lead Cathy Smart, is a member of the Senior Leadership Team and takes lead responsibility for coordinating all child protection activity within the school. They will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as the Early Help Hub, Children's Social Care Health, Police etc. This person has lead responsibility and management oversight for safeguarding and child protection.

The Designated Safeguarding Lead is supported by the following Deputy Designated Safeguarding Leads:

- **Cathy Smart – Executive Headteacher**
- **Charlotte Copenhall – Acting Deputy Headteacher**
- **Phil Adams – Leader of Lower Key Stage 2**
- **Pete Griffiths – Head of Maths**
- **Duane Brooks – Head of Pastoral Care**
- **Karen Monaghan – Pastoral Assistant**

Pupil – 'I Can' Statements

We have five rules which are based on our 'I Can' ethos and aim to promote positive relationships and behaviour; they underpin our restorative approach. The 5 rule statements are:

- I can follow instructions
- I can listen to all adults working in school and each other
- I can be gentle, kind and polite, and keep my hands, feet and unkind words to myself
- I can value people's belongings and respect the school and other people's property
- I can be honest and tell the truth

Class teachers/form tutors discuss the five rules with their class regularly so that every child knows the standard of behaviour that is expected.

Timings of the school day

08:50 – 09:00	Registration
09:00 – 09:50	Lesson 1
09:50 – 10:10	Assembly/Intervention
10:10 – 10:25	Morning break
10:25 – 11:15	Lesson 2
11:15 – 12:05	Lesson 3
12:05 – 12:20	Intervention
12:20 – 13:15	Lunch break
13:15 – 13:40	Registration / Guided Reading / Guided Maths PSHE/Form time for KS3
13:40 – 14:30	Lesson 4
14:30 – 15:20	Lesson 5

School Uniform

Our new uniform is now available from our supplier Mapac. Please copy the following link into your browser;

<https://www.mapac.com/education/parents/uniform/thepottonfederationsg192pb>

The uniform for Potton Middle School is:

- Black school trousers or shorts, no 'skinny jean' style trousers
- Black knee-length school skirt
- White school shirt
- Grey logo Potton Middle School jumper
- Solid black low heeled or flat shoes
- Red school tie
- White, black or grey socks or tights
- Hair accessories must be plain and either black, red, grey or white. Hair accessories with large bows are unacceptable and pupils will be asked to remove them.

PE Kit:

- Black/Red School logo PE top
- Black/Red School logo PE Shorts
- Black/Red School logo PE Skort
- Black/Red School logo PE Sweatshirt
- During colder weather pupils are permitted to wear plain black tracksuit bottoms

We will supply the children with a free PMS PE kit bag.

Stationery:

- Blue Berol or ink handwriting pen and a spare
- Green pen
- Pencil, pencil sharpener and eraser
- Coloured Pencils
- Ruler (30cm) and Glue Stick

School Transport

For more information please see the Central Beds Transport information. For any further enquiries please contact the Travel and Transport Team at Central Bedfordshire Council on: **0300 300 8339**

School Day Trips and Residential Trips



We use “ScoPay” online payment system for our day trips and residential trips.

WWW.SCOPAY.COM/SCHOOLS

On the run up to your first school trip with us a username and password will be provided electronically by the School Office.

Please note – We are cash and cheque-free offices!

School Meals



For pre-ordering meals and meal payments we use Live Kitchen / School Grid. Our catering provider is Dolce. The office will send out a registration email nearer the time to your child’s start date. Please check your junk mail if you have not received the email in your inbox.

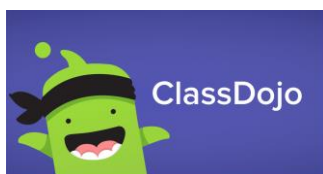
School Communication



This is our online communication system between the school office and parents for

- Letters, forms, trips and events
- Newsletters
- Parents evening appointments

An activation email will be sent out around your start date. Please download the app once you have registered your account



This is our online communication system between teacher and parent. A username and password will be generated electronically for new starters. Please download the app once you have registered your account

Wrap-Around Care



The Nest (Potton Pre-School)
TEL: 01767 262807
Email: pottonpreschool@btconnect.com

The Nest Breakfast and After School Club is open during term time, from Monday to Friday between 7.45 am to 8.45 am and 3.20 pm to 6.00 pm for children of Lower & Middle school age. Please contact The Nest if you require any further information.

External Music Lessons

If you would like your child to begin one-to-one music tuition we use peripatetic teachers for lessons which include;

- Guitar – David Banks (Email: thedave2000@hotmail.com)
- Piano / Keyboard – Lisa Mistrano (Email: lisamistrano@gmail.com)
- Flute, Saxophone, Clarinet and Recorder - Caroline Tye (Email: tyecaroline@outlook.com)

Please contact our music teachers directly if you require any further information.

Permission to bring a mobile phone to school

If you feel that it is necessary for your child to bring a mobile phone into school, we ask that you complete and return a form which can be collected from the school office. Please mark the mobile phone clearly with your child's name. It should be handed in at registration at the start of the school day and then it is collected by them at the end of the day – mobile phones are kept in the school office during the school day. No use of the mobile phone will be allowed during the day. The school telephones are available for use in an emergency.

If any child is found in possession of a mobile phone which has been brought into school without permission, or which should have been handed in to the office, it will be confiscated and only returned to the parent or carer of the child.

Parents and carers are respectfully reminded that the school cannot be responsible for any theft, loss or damage to personal property brought into school, including mobile phones.

Home to School Transport

Central Bedfordshire Council currently provides transport assistance to pupils who meet certain criteria as set out in the Council's current Home to School Transport Policy, full details of which can be found on the Council's website, www.centralbedfordshire.gov.uk/schooltransport



We have enclosed a guide to help you see if your child is eligible for assistance with transport to a school. If you think your child may be eligible and you would like to apply for a place on council-organised transport, you will need to apply using the application form that can be found on our website at <http://www.centralbedfordshire.gov.uk/school/transport/apply-online.aspx>. If your child is not eligible and you would like to know about other ways of getting to and from school, please speak to your child's school or visit www.cbtravelchoices.co.uk.

Deadlines for applications

To help us ensure we are able to put transport in place for the start of the academic year you will need to have completed your application via our website by the following dates:

Upper and secondary school **March 2020**
Primary, Lower and Middle schools **May 2020**

When applications are received after these deadlines, we cannot guarantee transport will be in place until the October half term.

Travel for non-eligible students

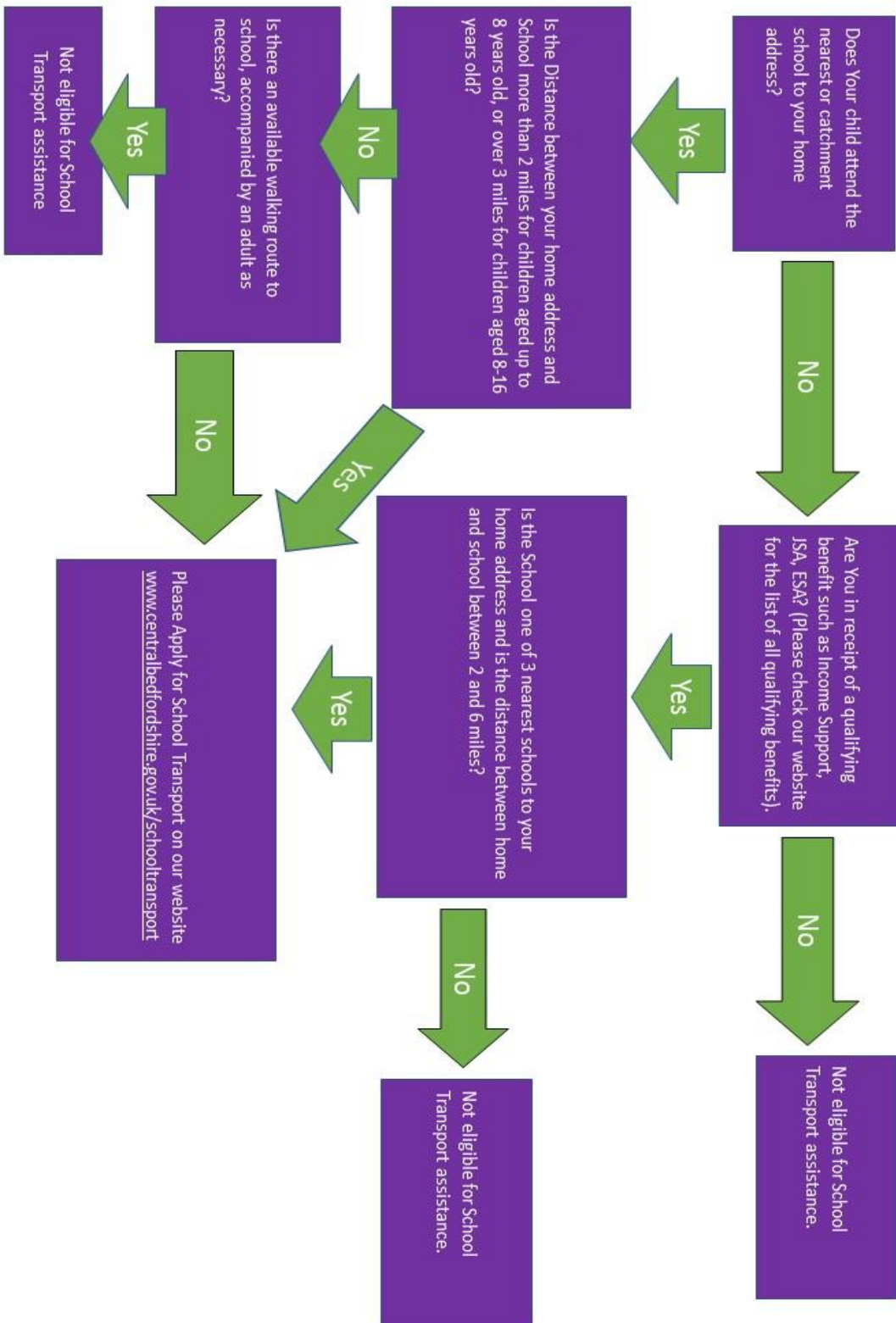
When you are considering an offer of a school place for your child, you should think seriously about how he/she will travel to and from school, as the Council will only be able to offer transport assistance to qualifying schools as mentioned above. **If you accept a place for your child at a non-qualifying school, you will be responsible for ensuring that suitable transport arrangements are in place**

When there is a Council operated school bus with spare seats available after all entitled pupils have been offered places, the Council may sell these as concessions to non-eligible pupils. They are sold on a first, first served basis, one term at a time and being accepted for a place for one term does not guarantee a place for the next term. **The current price is £267 per term.**

Further information

If you have any queries about entitlement or changes in your child's transport, please contact the School Transport Team by email school.transport@centralbedfordshire.gov.uk or 0300 300 8339

Is my child entitled to School Transport Assistance?



Pupil Premium Funding

What is Pupil Premium Funding?

You may be aware that the government allocates additional funding to schools. The children who are entitled to this additional funding – known as the Pupil Premium - may fall into one or more of the following categories: those who are eligible for *Free School Meals* (FSMs), *Looked After Children* and those children of *Armed Forces Service Personnel*. This Premium is provided to promote equality of opportunity and raise attainment of pupils.

In common with most schools, it is likely that a number of parents whose children attend this school fail to claim Free School Meals, even though they are entitled to them. This is especially true of children within the Foundation unit and KS1 cohort who now receive Universal Infant Free School Meals (UIFSM).

If families who are entitled to Free School Meals do not apply for them, the school receives less money than it could have, to spend on the education of the students. As I am sure you will agree, any extra funding that the school can attract, will of course benefit the children at this school greatly.

Last year this funding was used for a variety of interventions that benefitted the children including school trips, teaching assistant staff, 1:1 support and small group work, a speaking, writing and listening project and free milk.

I am therefore writing to all parents to ask them, if they fall into any of the above categories or believe that they may be entitled to claim FSM's for their children, to make a claim. Please contact Customer Services at Central Bedfordshire Council to apply. The telephone number is 0300 300 8000. If you have any queries please contact the school office.

Free School Meals

You could apply for free school meals if:

- You receive a qualifying benefit, and
- Your child is attending a school within the Central Bedfordshire area.

Your child must be at school full time, but this can include nursery or reception classes. The qualifying benefits to receive free school meals are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- The Guarantee element of State Pension Credit
- Support from the National Asylum Support Service
- Child Tax Credit (but not Working Tax Credit) with an annual income that does not exceed £16,190

If you believe you meet the free school meals eligibility criteria, please call: **0300 300 8306**

When you call to apply for free school meals, please have the following information ready:

- National Insurance numbers and dates of birth for you and your partner
- Dates of birth for your children
- If you receive support from the National Asylum Support Service, your NASS number

If we are able to verify your entitlement, we will tell the school that the free school meals can start from the date of your application. You do not need to reapply for free school meals each year. However, you are responsible for telling us any changes which could affect your entitlement.