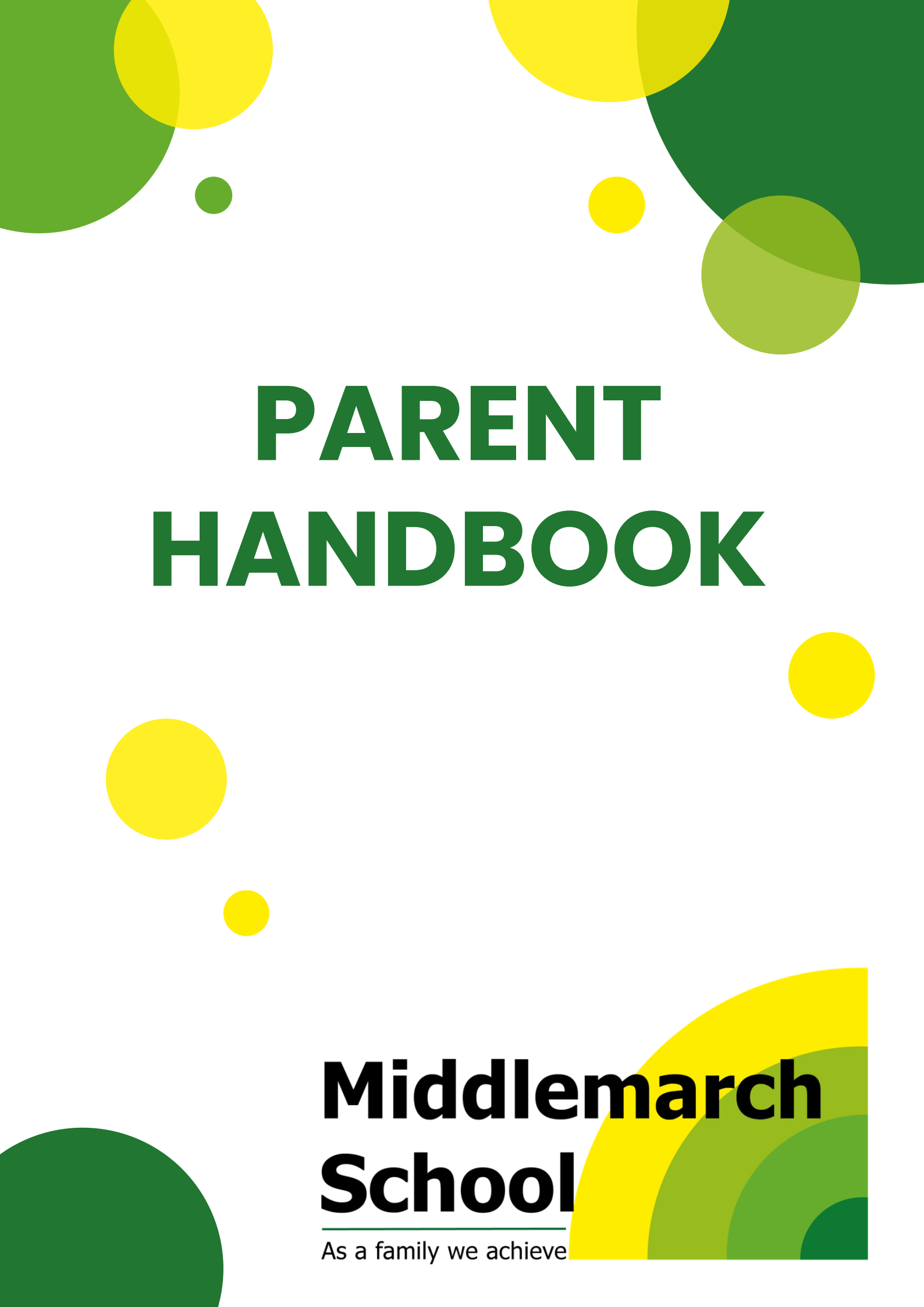




PARENT HANDBOOK

**Middlemarch
School**

As a family we achieve

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Welcome



We are pleased to welcome you to our school family.

Our values of Ready, Respectful and Safe are central to everything that we do and we expect parents to share these values too having chosen our school for your child.

We have high expectations for all of our children - the years spent with us are an important part of their learning journey.

**Mrs G Mawdsley
Headteacher**

Our Team



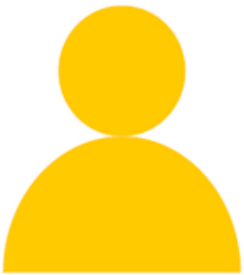
Miss Gandy
Deputy Headteacher
Year 3 teacher



Mrs Rogers
SENCO



Miss Mather
Specialist Teacher,
The Bridge



Miss Cartwright
Class Teacher



Mrs Jadav
Class teacher



Miss Lockley
ClassTeacher



Miss Orton
Class Teacher



Mr Parkin
Teaching Assistant



Mrs Faulkner
Teaching Assistant



Mrs Hamid
Teaching Assistant



Miss Clamp
Teaching Assistant



Mrs Randle
Teaching Assistant



Mrs Brennan
Teaching Assistant



Miss Morrey
Teaching Assistant



Miss Hussain
Teaching Assistant

The Bridge



Miss Mather
Specialist Lead
Teacher



Mr Akomalafe
Teaching Assistant



Miss Patel
Teaching Assistant



Miss Leeson
student Teaching
Assistant



Mrs Thomas
Teaching Assistant



Mrs Yusuf
Teaching Assistant

The Bridge is Middlemarch Schools' resourced provision. It is a purpose built area of the school to meet the needs of children with communication and interaction difficulties.

The Bridge allows children with an education and health care plan (EHCP) with communication and interaction as their primary need to receive appropriate personalised teaching plans as well as accessing mainstream classrooms and curriculum whilst also being members of a class group.

Additional Support Staff



Mrs Rogers
SENCO



Mrs Stokes
SEND Teaching
Assistant



Miss Ott
Pastoral Lead/
Family Support
Worker

Mrs Emma Rogers is our special education needs co-ordinator, she can be contacted on the main school number: **024 7632 8009** or via email at **rogers.e@welearn365.com**

A child is considered to have special educational needs if he or she has a learning difficulty or disability that means they need 'additional to and different from' provision to other peers of their age. We have a dedicated team who support children by providing the extra support they need so they can access and enjoy the full school curriculum. We want every child to have the knowledge and skills that they need to succeed in life.

Information about how we support pupils with special educational needs and disabilities (SEND) can be found in our policy for SEND and our SEND Information Report. Both of these can be found on our school website

Support for you

We know that being a parent is really difficult at times and we are here to support you whenever we can. Miss Ott, as our pastoral lead, has links to many other agencies who may be able to help if we are unable to.

Designated Safeguarding Leads

In our school, our Designated Safeguarding Team is there to ensure every child feels safe, happy, and listened to. If they are ever worried, upset, or frightened - whether something has happened in school, at home, or online they are encouraged and taught to talk to any member of the team.

They are here to help children and families, and to offer and find them support if needed.



Mrs Mawdsley
Headteacher



Miss Ott
Pastoral Lead/
Family Support
Worker

Home Learning

At Middlemarch School we expect children to do the following as part of their homework:

- Use Timestable rock stars to support the learning of their times tables 3 times a week
- Read three times a week and have their bookmarks signed
- Learn their spellings
- Take part in home learning projects over holidays
- Complete given pages in Homework books

Expectations

At our school, we follow three simple but powerful rules:
be ready, be respectful, and be safe.

Being **ready** means listening carefully, trying your best, and having the right equipment for each lesson.

Being **respectful** means using kind words, treating everyone fairly, and looking after our school environment.

Being **safe** means walking calmly inside, using equipment properly, and telling an adult if you ever feel worried or upset.

Rewards

House points are awarded in school to recognise and encourage positive behaviour, effort, and achievement across all areas of learning. You can earn points for demonstrating qualities such as kindness, respect, resilience, teamwork, and responsibility, as well as for producing excellent work or showing significant improvement.

Each child belongs to one of our four houses: Abbey; Arbury; Riversely; or Coton.

On Fridays we have an award assembly. Certificates are handed out for a range of positive reasons: the highest amount of house points in the class; being Ready, Respectful or Safe; excellent progress on Times Tables Rockstars; writer of the week; and having a kind and respectful lunch time.

Uniform

Uniform does not have to have a logo on it, however if you wish to purchase uniform with a logo, you can do so via Matchfit Kit and The Schoolwear Centre, both in Nuneaton, or via MyClothing (online).

	Boys	Girls
School Uniform	Green Sweatshirt Green or Yellow Polo Shirt Black/Charcoal Trousers Black Shoes	Green Sweatshirt or Cardigan Green or Yellow Polo Shirt Black/Charcoal Trousers or Skirt Black Shoes
PE Kit (outdoor)	White Polo Shirt Black P.E. Shorts Plain black tracksuit bottoms may be worn in colder weather Trainers School jumper may be worn in colder weather	White Polo Shirt Black P.E. Shorts Plain black tracksuit bottoms may be worn in colder weather Trainers School jumper or cardigan may be worn in colder weather

Jewellery & Hair

Only small stud earrings are allowed. Pupils must be able to take them out before swimming and PE.

No extreme hairstyles – keep it sensible for school.

Water Bottles

Children are also encouraged to bring a water bottle to school to ensure they stay hydrated.

School Money

SchoolMoney is a secure online system that Middlemarch School uses to manage payments for school dinners, swimming, trips and other activities taking place in school. To get started, you will receive an email or text message from the school containing a web address and a temporary password. To log in, visit www.schoolmoney.co.uk, enter your mobile number, email address, and the provided password, then confirm your child's first name.

Making Payments and Pre-Booking Meals

Once logged in, any outstanding payments will appear on the left side of the screen. Select the tick box next to the item you wish to pay for (some items in green can be paid in smaller installments) and click "make payment." You will need to enter your card details each time, as no payment information is stored. For school dinners, use the "dinner top-up" option on the right side of the screen. Choose the week and then tick the specific days you want to book. For clubs, select the club under "payments due," choose the attendance days, and complete the payment. All pre-booked meals and clubs require payment at the time of booking.

Managing Your Account and Getting Help

The "History" tab lets you view past transactions. If you have more than one child at the school, you can view and pay for all siblings' expenses from a single login. Your password is system-generated and cannot be changed, but the school can resend it if needed. SchoolMoney does not store card details and does not offer PayPal as an option. If you pay for the wrong item or child, contact the school office to see if they can adjust it. For any questions or login issues, please contact the main school office on 024 7632 8009.

Attendance

Regular school attendance is crucial to your child's success. Middlemarch School encourages children to arrive at school promptly and to be ready to learn.

The school day starts at 8:40.

Pupils can enter school through one of the two school gates which are open between 8.30am and 8.40am. The register will be called by the class teacher at 8.40am, registers will close at 8.40am in the mornings and 1.15pm in the afternoons.

Any pupil who arrives after 8.40am but before 9.00am will be identified on the school register as being late (L). Where a pupil arrives after 9.00am this will be classed as an unauthorised late absence (code U).

The afternoon session begins at 1.10pm when registers are taken again.

Being on time means that children can settle quickly and be ready for a positive start.

Remember that a 5 minute late start to every school day is equivalent to a child missing 3 school days a year; missing just 2 days a month means a child misses 10% of the school year.

These absences will create gaps in your child's learning and will be detrimental to their academic progress. Being away from school can also make it more difficult for children to establish positive friendships with their peers.

Holiday absences during school time are not authorised.

This includes days taken for birthday celebrations, shopping, day trips and so on. If a request for an absence is unauthorised, this may lead to a fixed term penalty notice being issued by the local authority and parent receiving a fine. Illness is the only reason that a child should be missing school and in this situation there are several ways that you can let us know:

Contact the school office on 024 7632 8009

Text school using 07537 455344

Download and use the Study Bugs app

Car park

Safe drop-off and pick-up: Our car park rules

To keep every child safe, we operate a simple but important rule regarding our school car park. The car park is open for drop-offs in the morning – you are welcome to drive in, let your child out safely, and then leave.

However, **you must not use the car park to pick up your child at the end of the school day.** This is because the afternoon period is much busier, with more children moving around on foot, teachers guiding classes out, and parents gathering near the exit points. Allowing cars into the car park at home time would create a dangerous mix of reversing vehicles and young pedestrians. By keeping the car park vehicle-free in the afternoon, we dramatically reduce the risk of an accident.

Parking on the road: Be considerate and stay safe

If you are walking to school, thank you. If you need to drive and park on the surrounding roads, please be a good neighbour. Do not block driveways, park on zig-zag lines, or stop too close to the school entrance. Local PCSOs (Police Community Support Officers) regularly monitor the area, and unsafe or obstructive parking will result in a fine.

More importantly, dangerous parking puts young lives at risk. Children can suddenly step out from between parked cars, and every parent wants to know that their child is walking home in a safe environment. Please park with care, walk the last few metres if needed, and help us keep everyone out of harm's way.

E-scooters and electric pushbikes

E-scooters and electrically powered 'pushbikes' are prohibited from our school grounds. Please do not bring them as your transport to pick up your child.

E-scooters are classed as motor vehicles under the Road Traffic Act 1988. Which means the rules that apply to motor vehicles also apply to e-scooters including the need to have a license, insurance, and tax. Because it is not possible to insure a private e-scooter, it is illegal to use them on the road, in public spaces or without the permission of the landowner.

The potential for e-bikes and scooters to be 'chipped' to reach high speeds means that there is extra risk to pedestrians and riders at busy times. Please help us to keep everyone safe by leaving them at home.



Updates about your child

Staying Connected: How we share your child's progress

Good communication between home and school helps your child thrive. Here is how we keep you updated throughout the year:

Autumn Term – Meet your child's teacher: A brief session to see how your child has settled into the new year group, look through their amazing books and learn about the term ahead.

Spring Term – Report Card (January): A clear snapshot of your child's progress so far. Shortly after, we hold a parent evening where you can discuss the report in detail.

Summer Term – Full Report: A detailed written report looking back over the whole year, celebrating progress and setting targets for the next.

Get in Touch Anytime

You don't have to wait for a set meeting. You can contact the class teacher directly on Dojo, call the school office, or request a face-to-face meeting at any time. No question is too small – we are here to work with you.



OPAL – Lunchtimes

We are thrilled to share that our school has signed up for the OPAL (Outdoor Play and Learning) playtime initiative – a programme designed to create powerful opportunities for growth, learning, and most importantly, fun.

Through OPAL, our outdoor spaces will become vibrant environments where children can climb, build, imagine, and explore together, boosting their physical health, creativity, and teamwork along the way. OPAL doesn't just fill break times; it builds happier, healthier, and more confident children.

Equipment will be added to our outdoor environment gradually from September 2026 and introduced in our assemblies so that all of our children know how to play with this equipment safely.



Consent Matters

Throughout the school year, you will receive letters (either paper or electronic) requesting your consent for a range of activities – including workshops, school trips, after-school clubs, photographs, and sometimes the use of online learning tools. These consent forms are not just routine paperwork; they are legal documents.

By signing them, you are giving the school formal permission to involve your child in an activity that may take them off-site, expose them to a new experience, or allow their image to be shared. It is essential that you read each letter carefully, even if the activity looks familiar from a previous year, because details such as locations, supervisors, risks, and data protection rules can change.

Complete and Return on Time

When you receive a consent letter, please complete every section with accurate and up-to-date information – especially emergency contact numbers, medical needs, and dietary requirements. A missing signature or incorrect detail can delay your child's participation or, in some cases, prevent them from joining an activity altogether. Please also return the form as soon as possible (by the deadline shown). Late returns create extra administrative pressure and may mean the school cannot accommodate your child due to pre-booked transport or staffing ratios.

By giving your careful, complete, and timely consent, you help us keep your child safe and ensure they don't miss out on valuable experiences.

Online Safety

Our children are taught in school that our most important role as adult is to keep them safe, they also learn however that they need to take on some of this responsibility as they grow older.

Technology is an ever developing area of our lives and we need to ensure our children use all technology safely.

Organisations such as The UK Government and NSPCC can help you as parents to understand how to support your child's safety when online. You can access their resources at:

kidsonlinesafety.campaign.gov.uk and
www.nspcc.org.uk/keeping-children-safe/online-safety

At Middlemarch school we use the acronym: SMART

				
Stay Safe	Don't Meet Up	Accepting Files	Reliable?	Tell Someone
Don't give out your personal information to people / places you don't know.	Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust.	Accepting emails, files, pictures or texts from people you don't know can cause problems.	Check information before you believe it. Is the person or website telling the truth?	Tell an adult if someone or something makes you feel worried or uncomfortable.
				
© The Federation of The Downs and Northbourne CEP Schools				Top Tips based on resources from www.thisisknow.co.uk

School Day

8:30 – 9:00	Gate open Early morning work or interventions start Register and dinner register
9:00 – 9:40	Reading or pobble
9:40 – 10:30	English lesson
10:30 – 10:45	Break time
10:45 – 11:00	Assembly (Monday, Wednesday and Friday)
11:00-12:00	Maths lesson
12:00- 12:15	Spellings
12:15 – 13:10	Lunch time
13:10 – 13:25	Register Arithmetic
13:25 – 14:10	Foundation Lesson 1 (some pupils will be collected for interventions)
14:10 – 15:05	Foundation Lesson 2 (some pupils will be collected for interventions)
15:05 – 15:10	Prepare for home time Bell goes at 15:10 Walk pupils to the gate (some leave through the other gate/ taxi/ afterschool club)

Breakfast and after school clubs

Free breakfast club

A **FREE** Breakfast club is available from 8.00am until 8.30am, when the school gates open.

Spaces must be booked by Thursday evening the week prior to attendance, there is no charge but you will need to book a place via school money.

Our breakfast club team serve cereals, toast and drinks, and there will be activities such as games and crafts every day. If you have breakfast at home, your child is still welcome to join us for breakfast club, they don't have to be eating to take part in the other activities.

After school clubs

We run a range of exciting after school clubs, including sports and non-sports activities. Our after school clubs finish at 4:15pm and it is expected that children are collected from the school office at this time unless permission has been specifically given for them to make their way home on their own.

Our after school clubs include singing, recorders, sports, dance, pokemon, homework and gardening, and run for 8 weeks at a time. Spaces are limited and it is expected that children attend for the full 8 weeks that they have signed up for unless absent from school.

You can book after school clubs via school money.

Extended after school care

After school care is available in our kids club from the end of the school day until 5.15pm. The cost of kids club is £6.00 per session.

You can book after school care via school money.

School Map

