



School Information Booklet

Richard Hill CE Primary School

Contents

Welcome.....	3	Before and After School Club	13
Our School	4	Communications and Payments	13
Vision, Values and Behaviour	5	Safeguarding and Child Protection	14
Getting Ready for School.....	6	Special Educational Needs and Disabilities ..	14
Starting School	7	School Policies	15
Attendance	8	Data Protection	15
The School Day	9	Equality	15
Lunchtime	10	Preschool.....	16
School Uniform	11	School Governors	16
Medical Matters	12	Learn Academies Trust.....	17

Staff List

To see a full staff list please visit www.richardhillprimary.uk/about-us/about-us/staff

Term Dates

Autumn Term 2026

School Opens	Wednesday 26 th August
Bank Holiday	Monday 31 st August
Half Term	Monday 19th October - Monday 26th October
School Closes	Friday 18th December

Spring Term 2027

School Opens	Monday 4th January
Half Term	Monday 15th February - Friday 19th February
School Closes	Friday 22nd March

Summer Term 2027

School Opens	Monday 5th April
May Day Bank Holiday	Monday 3rd May
Half Term	Monday 31st May - Friday 4th June
School Closes	Friday 9th July

Welcome to Richard Hill CE Primary School

Our school is a wonderfully vibrant and inclusive community where every student is encouraged to flourish and reach their full potential. We pride ourselves on providing a nurturing environment, built on excellent relationships, that foster academic excellence, personal growth, and a love for learning.

At Richard Hill, we believe in the importance of a well-rounded education. Our dedicated staff work tirelessly to create engaging and challenging learning experiences that inspire curiosity and creativity. We offer a broad curriculum that caters to the diverse interests and talents of our students, ensuring that each child can thrive and succeed.

We are committed to developing responsible, respectful, and resilient individuals who are prepared to make a positive impact in the world. Our school vision pillars; Christianity, Curriculum and Community are at the heart of everything we do, guiding our students to become confident and compassionate leaders.

We are situated in the beautiful village of Thurcaston and have close links with our local church. We have a wide ranging intake from both Leicestershire and Leicester City.



“ You will know them by their fruits.”
Our school's Christian Vision works hand in hand with our values. But we learn about and celebrate all faiths.

Our parents are very supportive, keen to help their children at home and ensure the children are ready to learn at school. We feel this partnership is vital to ensure that every child can be the very best they can be. We look forward to meeting you!

Ellen McVeigh
Acting Headteacher



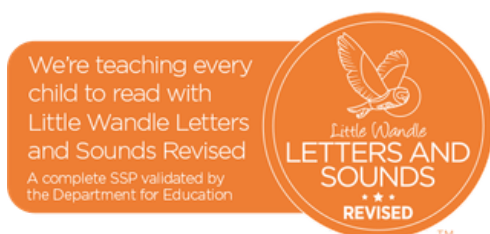
Our School

Richard Hill has a long, rich history being founded in 1715 in All Saints Church porch to now. Like our founder Richard Hill, we believe in giving every family the best opportunity to flourish. We are a forward-thinking, academically strong primary school that places great emphasis on developing well-rounded, resilient and happy children. We want our children to grow up with the confidence and knowledge that they can succeed in life, thanks to the lessons and skills they have learnt at school.

We are fortunate to be able to offer a preschool, flexible wraparound care and a brilliant sense of community. We are currently working to develop our school garden so every class has the opportunity to grow flowers, fruit and vegetables, as well as to learn to care for the environment. We work closely with our village neighbours and regularly visit the village pigs, play skittles and join Reverend Matthew for services at the Church.

Each autumn we hold a community-wide Fireworks Night to help raise money for the school, bringing all our families and friends together for a family-friendly celebration.

As a school we use research based schemes to deliver an excellent academic curriculum, which is varied and balanced, enabling our children to enjoy lots of hands-on lessons, enrichment opportunities and whole-school activities. We place huge emphasis on children's personal development



Vision, Values and Behaviour



Fruits of the Spirit

The Christian Vision for Richard Hill "You will know them by their fruits." was developed with the whole school community in Autumn 2020. The Fruits of the Spirit are the values that work alongside this vision. They are listed above. Our Vision and our Values work closely together.

You will see the values of the Fruits of the spirit used everyday in our school in everything from the children's behaviours, everyone's interactions, the curriculum, decisions, school policies to name some areas.

The language of the Fruits of the Spirit is used by all everyday and is lived in all we do everyday. These values are considered in the way we go about all our interactions. Each week we have Collective Worship that focuses on the fruits and at the end of the week pupils and teachers have the opportunity to recognise children who have shown a particular value and this is celebrated by the whole community. We feel this demonstrates our vision in practice.

Our Christian Vision:

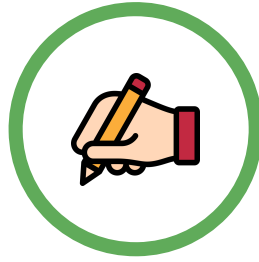
We believe, as did our founder Richard Hill, in helping prepare the children for the challenges and opportunities of life. In 2020 our theologically rooted Christian Vision was chosen in partnership with all our stakeholders.

Getting Ready for School

Preparing your child to start school for the first time can feel overwhelming, especially if you're unsure what to expect. We've put together some helpful tips to support your family and make the transition as smooth and positive as possible.



Practise the school run



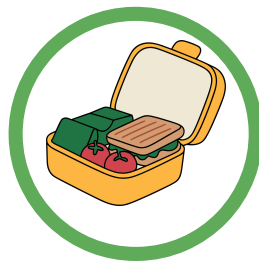
Name label all your child's things.



Make a note of all the key dates



Try putting coat and shoes on independently



Practise opening lunch boxes and waterbotles



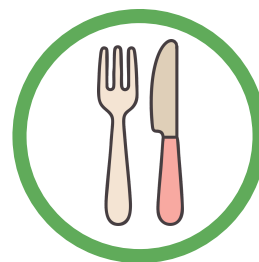
Wash and dry hands independently.



Answer your child's questions and share positive thoughts



Use the toilet independently



Encourage using cutlery and eating independently

Starting School

Starting school can be an exciting but anxious time for both parents and child. Our handbook aims to give information about our school, your child's education and ways that you can help to prepare them for that 'first day'.

On joining school in Foundation you will be welcomed into your class by our Early Years Team. Our EYFS class is known as Wren Class. All our classes are named after local birds. School begins at 8.45am, with the gates opening from 8.35am and ends at 3.15pm. Children will be dropped off and collected from the doors in the outdoor area (under the rain cover).

Our EYFS children follow a play based learning structure alongside some more formal lessons in phonics and maths. They have their own dedicated playground with lots of outdoor play equipment, which they can use throughout the day. Lunch is served at 11.45am in the Hall. Children are asked to bring a water bottle from home and a healthy snack which they can eat at any point during the day; we also provide free fruit in the classroom. Support is given to children who may struggle using the toilet, cutting up their food or hanging up their coat and bag. We will have settling in visits for the children and parents before school starts, allowing the child to familiarise themselves with their new surroundings.

Older children joining the school will be welcomed into one of our Key Stage 1 or Key Stage 2 classes. Key Stage 1 is for children aged 5 - 7 (Years 1 & 2) , Lower Key Stage 2 is for children aged 7 - 9 (Years 3 & 4) and Upper Key Stage 2 is for children aged 9 - 11 (Year 5 & 6). These classes are named after birds - Osprey (KS1), Ravens (LKS2) and Red Kites (UKS2),

We currently have mixed year groups in our classes, allowing our children to learn from each other and develop enhanced social skills. Break for all children in Years 1 - 6 is at 10.15am and our playground Leaders (older children) will often be seen running games and sourcing equipment for all to play with. Lunch is from 12 - 1pm and is eaten in the school hall. Children are invited to bring a water bottle from home and a healthy snack to be eaten at break.

If your child joins part way through a school year, they will be given a 'buddy' to help them settle in for the first few weeks. There are also opportunities for our older children to become a member of the School Council, or a Playground Leader. On PE days, children will come to school in their PE uniform and wear this for the whole day. We also have a Junior Ethos committee for children who want to be involved in the Christian Distinctiveness of our school.





Attendance

At Richard Hill we strongly urge parents to send their child to school everyday and only in an emergency or when their children are too ill to be able to attend school, do they not send them in.

Being in school is important to your child's academic achievement, wellbeing, and wider development. There is evidence to suggest that regular school attendance is a key mechanism to support children and young people's educational, economic and social outcomes. Schools can facilitate positive peer relationships, which contributes to better mental health and wellbeing.

Attendance at school is crucial to prepare young people for successful transition to adulthood, and to support their longer term economic and social participation in society. There is also evidence that the students with the highest attendance throughout their time in school gain the best GCSE and A level results. For information on our attendance policy please see: www.richardhillschool.co.uk/school-life/school-life/attendance

The School Day

Morning: 8:45am to 12:00pm

Lunch: 11.45 (EYFS) 12:00pm to 1:00pm (Y1-6)

Afternoon: 1:00pm to 3:15pm

The school day begins at 8:45am gates open at 8.35am, and ends at 3.15 pm.

Key Stage 1 & 2

Our school days are timetabled and our lessons planned to ensure everything on our curriculum is given the correct amount of time over the course of the year. The learning is blocked for years 1-6 with English and Maths in the mornings and the wider curriculum in the afternoons. When they enter the classroom in the morning there will be an activity on the board - either some maths revision, a writing exercise or time to read their books. This allows for lessons to start in a calm and focused manner.

Each lesson lasts between 30-60 minutes, depending on the age of the children. Classes will often take 'brain breaks' throughout the day as research shows this break improves children's concentration in class and allows for emotional-regulation throughout the day. These breaks can involve a quick walk, a few stretches or a Just Dance moment.

Collective Worship happens every day, often with a specific focus on a school value or with a visiting guest. We often welcome Reverend Matthew into school who will lead our Collective Worship. We also go to All Saints Church in Thurstaston on a regular basis for Collective Worship. We have a whole school Choir so worship on Wednesdays is dedicated to this. All teachers in school lead collective worship. We have class assemblies every year for parents to attend where the children share their learning.

EYFS

Our Foundation stage is for children age 3-5 years. They are split into two groups Foundation 1 and Foundation 2.

In Foundation a typical school day is less structured, but still follows pattern to ensure core learning moments are met.

Everyday the Foundation 2 children children will do:

Phonics for 20 minutes and Maths for 15 minutes.

Every week the children will do a minimum of:

1 hour of PE, 30 minute Topic session, 30 minute RE session and writing once a week from September to January, increasing to 3x a week from January.

We have themed learning weeks based on lots of different things from culture, children's interests, things happening in the world. They last up to 2 weeks and all our formal learning links back to our theme.

The children in Foundation learn to read using the Little Wandle Phonics Scheme. They read regularly in class and we ask parents to support this at home too. School books are sent home to practice with and can be changed frequently. We use Little Wandle/Big Cat books through the whole school so your child's reading progress can be monitored and supported through their whole time with us.

Lunchtime

Universal Free School Meal Scheme

All pupils in Foundation Stage and in Key Stage 1 (Years 1 & 2) are currently eligible to receive a free hot meal in school at lunchtime. This means that when your child has a hot dinner at school, there is no charge for this until they are in year 3, at which point meals are paid for on our online payment system, Arbor. All hot dinners (including free ones) are ordered during registration and your child can switch between packed lunches and hot dinners daily. Our meals are cooked fresh onsite by our own kitchen team. You will find the current menu on our school website. www.Richard Hillprimary.org.uk/school-life

Dietary needs can be catered for, such as religious or medical requirements. Any child suffering with a diagnosed food allergy must complete a special diet form. These can be requested from the school office.

Income Related Free School Meals

Families who receive certain benefits may also be eligible for free school meals. Registering for free meals provides the school with Pupil Premium funding which we can use to pay for valuable support such as extra tuition, additional teaching staff or school activities. Even though school meals are provided free of charge as an automatic entitlement for Foundation and KS1 children, it is very important that you also register if you are in receipt of these benefits. If you think that you may be eligible, please contact the local authority on 0116 3057093 at least four weeks before your child is due to start school.

Packed Lunch

If your child would prefer to have a packed lunch, they should bring it in a named container and your class teacher will let your child know where to place it at the start of the day. Please don't send any fizzy drinks. We are a nut free school. Please don't send any food containing nuts (e.g. peanut butter, Nutella or similar spreads or cereal bars containing nuts).

Snack, Fruit, Milk and Water

Our school milk, subsidised by the Government, is sourced through Cool Milk. All pupils under the age of five are eligible to receive 1/3 pint of milk each day free of charge. You will need to register your child with Cool Milk, to establish delivery of the milk to the school, through the website www.coolmilk.com. This entitlement continues until the week of their fifth birthday. At this time, Cool Milk will contact you to ascertain whether you wish to place a paid milk order, to ensure continuation of supply.

If you are eligible for benefit-related free school meals, your child can also receive milk free of charge after their fifth birthday with your permission.

Children in Key Stage 1 receive a piece of fruit or vegetable every day and most children also bring a small, healthy snack from home in a labelled container which is eaten during break time. Examples of this are detailed on the school website. Children should also bring in a named reusable bottle for water (not fruit juice or squash) which they can drink during the day.

School Uniform

We believe that a school uniform encourages a sense of belonging and unique identity for our school children. We also like our pupils to dress smartly to show they have pride in their appearance. Trousers, skirts, shorts, tracksuit bottoms and dresses can be purchased from a variety of places including supermarkets. All logoed items can be purchased from our school supplier. We also stock a wide range of good quality second hand school uniform. Please contact the school office for further details.

Hair in School

We request that for all children in school, once their hair reaches their shoulders that it is tied back neatly with a simple hair tie away from their face. This is for health and safety and hygiene reasons. It also helps them to complete everyday school activities without their hair being a distraction. We fully understand that some children have sensory sensitivities regarding hair and our school SENCO is happy to discuss and assess this with any parents as needed, on a pupil-by-pupil basis. Neat bows, clips and headbands (in royal blue) are also allowed in school however if they become a distraction or are deemed a risk by school staff in terms of health and safety the pupil will be asked to remove them.

Jewellery

Small stud earrings will be permitted for 6 weeks following piercing – the Office will note dates (no earrings will be permitted outside of this). Analogue watches are allowed (no digital or smart watches permitted). Please be aware that all other jewellery and watches will be confiscated to the office. Parents and carers will need to collect this for all children.

Main Uniform

- Plain white polo or shirt. Royal blue cardigan, jumper or fleece (School logo optional)
- Grey trousers, grey skirt, grey pinafore dress or grey tailored shorts
- Grey, black or white socks. Grey tights (not leggings)
- Completely plain black shoes, black closed toe sandals or black boots that do not come above the knee (No trainers will be permitted)

Optional Extra

- Blue and white gingham dresses or blue and white gingham playsuits. Black or white cycling shorts permitted underneath skirts and dress for modesty reasons (not longer than the skirt or dress itself)

PE Uniform

- School royal blue t-shirt or Plain royal blue t-shirt or Plain white t-shirt
- Blue cardigan or Blue sweatshirt or Blue Fleece
- Fully plain black jogging bottoms or fully plain black shorts. Plain royal blue shorts (no logos, no cycling shorts, no leggings)
- Grey, black or white socks
- Trainers

Stockists:

All logoed items can be purchased via our online uniform provider Gascoigne Clothing, a family run business based in Leicestershire and established in 1991. Their clothing has been fully approved by the school and will come supplied with fully embroidered school badge where applicable.

- www.gascoigneclothing.com/richard-hill-primary
- The password is: RHP2024

Medical Matters

The school keeps records of home, work or emergency contact telephone numbers for each child so that someone can be contacted in event of illness or injury. It is important that parents/carers tell the school office if any of these numbers change.

If your child is away from school because of illness, please telephone the school on the first day of absence before 9:30am to tell us the reason. Any absence without an acceptable explanation is counted as "unauthorised". Where levels of absence cause concern, they may be reported to the local authority.

We have many qualified first aiders and their opinion will always be sought if needed. If your child becomes ill, we will telephone you and ask you to collect them from school.

If your child receives a minor injury, you will be contacted by email during the school day with details of how and when the injury occurred. We will contact you by phone if there is a more serious accident.

We are also partnered with the School Nursing Service who are employed by Leicestershire & Rutland Healthcare NHS Trust. They work as part of a team in local healthcare with health visitors and the School Health Service. It is an important part of the School Nurse's role to promote good health for all young people in and out of school. They work with school staff, the pupils themselves and their families to support them at this important stage of development and schooling.

They are available as a listening ear to pupils and can offer advice on a range of health issues. Please do not hesitate to contact the school nurses by phone if there is anything that you or your child wants to discuss about any health issues related to their progress at school. They can be contacted on 0116 2642671.

Prescription medicines can be administered by school staff but you will need to complete the relevant form first. All medication needs to be brought to and collected from the school office by an adult, and it will be stored in a locked cabinet throughout the day. If your child needs long-term medication (e.g. asthma inhalers, epipens) please complete the relevant form in the Forms to Return Booklet.

If your child is not well, please keep them at home as germs spread easily between children in school. If your child has sickness or diarrhoea, they are not allowed to return to school for 48 hours after they were last ill to prevent bugs from spreading.

For further advice on when to keep your child off school, please visit www.gov.uk/government/publications/infectious-diseases-schools-and-other-childcare-settings/how-long-should-you-keep-your-child-off-school-checklist-poster-text-version

Please let the school know if your child has head lice so that we can ask other parents in your child's class to check their children's hair. We won't identify your child in any messages that are sent out.



Before and After School Club

Our school offers full wraparound care provision to support our working parents. Breakfast Club opens daily from 7.45am and Afterschool Club runs until 5.45pm. Both clubs offer refreshments for the children and flexible timing options.

We readily accept childcare vouchers and are registered for the Government's tax-free childcare scheme.

Breakfast Club

from 7.45am £6 (inc. breakfast)

After School Club - short session

until 4.15pm £5.50 (inc. snack)

After School Club - long session

Until 5.45pm £10 (inc. packed tea)

(All prices are correct as of March 2026.)

Sessions are bookable via Arbor. Please note sessions must be paid for at the time of booking. If you have any questions, please do not hesitate to contact our school office on 0116 234 0212

Other activities and clubs are also on offer throughout the year, these include music classes, sports club and more. These may be free or incur a small charge as they are provided by external companies. Please check with the Office for details

Communications and Payments

Communications to parents such as information letters and newsletters are sent by email. It is therefore very important that we have your correct contact details. We use a secure online system called Arbor to store records and send emails from which come directly to your personal inbox. You can also download the free Arbor Parent Portal app where you can access information about your child such as attendance records.

We use an online system called Weduc, where the staff share class information with parents (you will be provided with a login when you join the school). We also have a school Facebook pages which we encourage you to join and follow. Information and photos are regularly shared here, with your consent, so please ensure you have granted/declined the permissions section on Arbor accordingly.

We aim to operate a cashless system in school, and use an online platform called Arbor for parents to make purchases on behalf of their children. Items such as school meals, trips and Wraparound care should all be paid for on this platform. Log in details and instructions for our payments and communications platforms will be provided when your child starts at school.

We have regular in-school events for parents, twice-yearly Parents Evenings and you are always welcome to make an appointment with your class teacher, the Headteacher or SENDCO as needed.

Safeguarding and Child Protection

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities that the school undertakes. This means that staff and volunteers must be alert to possible concerns about pupils, and to report these to the Designated Safeguarding Leads. The school has a safeguarding and child protection policy which is published on our website and can be found in the policy section.

Designated Safeguarding Lead: Mrs McVeigh

Deputy Designated Safeguarding Leads: Miss Moore, Mrs Wrightam and Miss Farrell

Our school is part of Operation Encompass

To report a concern about a child please contact the school office and ask to speak to any of the above people.

Special Educational Needs & Disabilities

During their school career some children may have an additional learning need identified which calls for special educational provision to be made for him or her. Special needs may be long or short term and may be of a general or specific nature. Richard Hill is committed to the needs of all pupils and ensures access to a broad and balanced education in the mainstream of learning wherever possible. Our Special Educational Needs Co-ordinator (SENDCO) is Mrs Wrightam. She works with staff, children and parents to ensure that the needs of all the children are met in the most suitable way. She can be contacted via the school office: office@ric.learnat.uk or 0116 234 0212

We follow the Code of Practice for SEN. Parents are informed and consulted at the initial stages of concern and then become more fully involved through the stages of the assessment procedure. Some children have an Educational Health Care Plan. This process is a cumulative result of evidence provided by parents, the school, the Educational Psychologist, and other relevant agencies, e.g. School Doctor, Occupational Therapist. Where an Educational Health Care Plan is put in place, then additional ancillary or teaching support is provided in school to enable each child to continue to access a broad and balanced curriculum. Each child on the special needs register has a carefully planned programme of support to meet their needs and their progress is carefully monitored to ensure that placement on the register is still appropriate.



School Policies

We publish our policies on our website:

www.richardhillschool.co.uk/key-information/key-information/policies

If you require a paper copy please ask at the school office.

Data Protection

The school is registered under the Data Protection Act 1984. Any information you supply to the school will be held and used only for the administration of the school and to support the education of your child/children. It may be held on computer databases.

If at any time you would like to verify the information that you have supplied, please contact the school office. We also ask parents to sign a photo consent form when your child starts school and these records are kept on file in the office and in registers.

Equality

We are committed to ensuring equality of opportunity for all pupils, staff, parents and carers irrespective of race, gender, disability, belief, sexual orientation, age or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life. We tackle discrimination through the positive promotion of equality, by challenging bullying and stereotypes and by creating an environment which champions respect for all. We believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit us.

Preschool

Our Preschool

We accept children from when they are 3, and we have lots of flexible options. Our preschooler children are also able to attend our Breakfast Club and After School Club if parents wish. Our preschool runs in term time only.

The benefits of coming to a school based pre-school

There are multiple positives to your child attending a school-based preschool. Our preschool is unique to the area as this class is led and taught by a highly qualified teacher. This is different to all our local pre-schools as they are led by Nursery Nurses. In addition, there are huge benefits to the children's development, especially communication and self-care. The children are able to engage in our play-based setting, and they are school ready, prepared for the transition into our Foundation Stage and make lots of friends.

Come and visit us!

To make an appointment, please call 0116 234 0212 or email office@ric.learnat.uk

School Governors

Richard Hill CE Primary School is a member of Learn Academies Trust (Learn-AT).

Learn-AT has a Board of Trustees and Members who are responsible for overseeing all of the schools in the Trust. Our Chair of Governors is Patrick Rendall.

For more information about the Trustees please see Learn-AT's website.

Richard Hill's Local Governing Body works on behalf of the Trust Board in these key areas:

- 1.Ensuring clarity of vision, ethos and strategic direction within the academy.
- 2.Acting as a critical friend to the school; holding the academy's senior leadership team to account for the educational performance of the school and its pupils and the performance management of staff.
- 3.Assuring Health and Safety procedures within their school.

For further details please visit www.richardhillschool.co.uk/about-us/about-us/local-governors





We are proud to be a member of Learn Academies Trust. Learn Academies Trust was established in 2016, and comprises a mixed family of 19 Church of England and Community Primary Schools across Leicestershire, including Leicester City.

Our Church Schools also benefit from being part of the larger family of 97 schools and academies within the Diocese of Leicester. All our schools are highly inclusive. Children and families from all faiths and none are welcomed, respected and embraced equally at every one of our schools.

We believe in the power of education to transform lives.

We commit, in courageous fellowship, to the restless pursuit of our core aims of equity, well-being and excellence.



Richard Hill CE Primary School

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Thurcaston
Leicestershire
LE7 7JA

0116 234 2012

office@ric.learnat.uk

www.richardhillschool.co.uk



A member of Learn Academies Trust, a charitable company limited by guarantee, registered in England and Wales with company number 08095439

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Wigston, LE18 2AH

