



# Maharishi School PARENTS' HANDBOOK

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## **Introduction**

Welcome to Maharishi School!

We hope you will find this handbook helpful in understanding the unique character of our school.

We cover the age range 4-16 years old (from Reception to GCSE). This handbook attempts to include all the different aspects of school life. For example, if a child starts in the Reception class and continues through all the stages of the school, all of this handbook will apply at different times. On the other hand, if a pupil starts mid-way through their secondary phase career, not all of the information will be relevant.

If you are unsure about which aspects of the information in the handbook apply to your child please speak to either of our Deputy Heads or the Headteacher, Mrs Edwards.

## **Goals and Curriculum**

The curriculum at Maharishi School is unique. The school is founded on the principles of Consciousness-based Education. A broad and balanced curriculum enables every child to begin to develop their full potential. A day at school consists of a variety of stimulating activities. For the primary pupils these include number, language and creative activities, and the exploration of scientific concepts. The youngest children also have the opportunity for periods of purposeful play, which enriches the imagination, challenges the intellect and encourages social interaction.

Children may work in a variety of different ways: independently; in small groups; or as part of the whole class. Mid-morning and mid-afternoon, the children have a break when they play outside under supervision.

The orderly classroom environment, with a variety of activities available for the children's level of interest, helps to create order and harmony. When children behave in an orderly way, questions of discipline are minimised. The emphasis of the school is on culturing ideal behaviour based upon the Consciousness-based Education Principles of Teaching.

The curriculum is designed to develop a confident, creative and happy child; a child who is unfolding their full potential.

All of our policies can be found on our website: [maharishischool.com/about-us/policies-and-procedures](http://maharishischool.com/about-us/policies-and-procedures)

## **Word of Wisdom and the Transcendental Meditation Technique**

When starting at Maharishi School all children are fortunate to learn either Word of Wisdom (Reception to Year 5) or Transcendental Meditation (TM) (Age 10 approximately, upwards). For Word of Wisdom, this usually happens during the summer holidays prior to starting the school year. For TM, instruction is usually on the first weekend in September when pupils are in Year 6.

Maharishi School provides the necessary information for you to arrange TM instruction and will require confirmation of your child's instruction from the TM teacher. Word of Wisdom or TM, as taught by Maharishi Mahesh Yogi, can only be learned from a teacher authorised by the national TM organisation, Maharishi Foundation. If you are learning through another route and are unsure about the suitability of a teacher, please check with the Maharishi School office.

**It is beneficial for our pupils if at least one parent also learns TM and is, therefore, able to both understand and benefit from the same technique as their child. This can be arranged alongside your child's TM instruction if required.**

**The school has negotiated a 50% reduction in the lowest course fee for the parents of Maharishi School pupils.**

For more information, please visit the Transcendental Meditation website,

uk.tm.org.

Regular checking of Word of Wisdom or TM takes place at school. The school pays for teachers of TM to come in to school once or twice a term to check pupils' Word of Wisdom and TM. Teachers are fully approved by Maharishi Foundation and have Enhanced DBS disclosures. Pupil TM checks are carried out in a settled area in view of others but away from the activity of their classroom. This may be in an empty teaching area, an office, the staffroom or even outside in suitable weather. Additional checking is useful and we may recommend that a child sees their own TM Teacher at other times.

If your child starts school with Word of Wisdom it will be necessary for them to be instructed in TM, at the start of Year 6. Again the school will help with these arrangements.

### **Meditating at Home**

Regularity of meditation is of utmost importance to gain maximum benefit and to stabilize the balancing effect of the experience of pure consciousness gained during meditation.

It is an essential part of their school routine that pupils meditate regularly at home during holidays, weekends etc. This is made easier for the children when their parents and other family members are also meditating regularly and enjoying the benefits. If the whole family participates, there is a strengthening of the family bond and more coherence in family life. (This does not necessarily mean meditating together at the same time, but this too can be enjoyable.)

If your child is going to be late for school, for any reason, please let us know. Also, if the lateness means they will miss school meditation, please ensure they meditate at home before coming to school.

Similarly, if something arises and you need to collect your child from school before their afternoon meditation, please notify us in advance and ensure your child meditates when you get home.

### **Nurturing Creativity and Intelligence**

A day at school should be a nourishing experience for children. If a lack of comfort shows up in the child's feelings or behaviour, we will contact you so that we can work together to rectify the situation.

[Please notify us of any significant changes in your household that may affect your child's behaviour.](#)

### **Primary Phase Curriculum**

The curriculum in our primary phase is broad and balanced; it is taught in the spirit of the National Curriculum but not limited by it. We teach literacy (including phonics), numeracy, science, computing, PE and PSHE. All of the foundation subjects (history, geography, music, Spanish, art and design

technology) are taught within our school curriculum.

As required by our Funding Agreement with the DfE, the Maharishi School teaches religious education (RE). The principal understanding of RE teaching at the Maharishi School, at all ages, is that the development of a fulfilling life can be found at the core of all religions, philosophies and understandings. This is exemplified by the CbIDS principle which celebrates and appreciates harmony in diversity, summarised as the unfolding experience that, 'The world is my family'.

## **Secondary Phase Curriculum**

Maharishi School is a single form entry school. As a consequence of being a small school there are no subject options offered in the secondary phase. This means that all pupils study all the subjects offered.

The subjects studied by pupils to GCSE level are:

- English language and literature (two GCSE subjects);
- Mathematics;
- Combined science (worth two GCSE qualifications);
- History;
- Geography;
- Art;
- Spanish.

Three timetabled sessions each week are not used to prepare pupils for GCSE examinations, as follows:

- one afternoon each week is allocated to sport
- one lesson each week is allocated to computing
- one lesson each week is devoted to Consciousness-based Interdisciplinary Studies (CbIDS).

PSHE is taught throughout KS3-4 via standalone lessons. In Year 7, pupils study Consciousness based Life Skills, which incorporate both PSHE and CbIDS.

In KS3, pupils also study music and design technology.

## **Parents' Evenings & Reporting**

At the end of each term, primary parents receive an attendance report for their child. Parents' Evenings are held in the last week of the autumn 1 term and the spring 2 term, so that parents can discuss their child's progress. A written report is sent at the end of the year.

At the end of each school term, parents of Years 7 – 10 pupils receive an attendance report for their child and a report card containing termly grades for each subject. Parents' Evenings are held in the last week of the autumn 2 term and the spring 2 term, so that parents can discuss their child's

progress. An online booking system is used to arrange appointments. More details will be emailed closer to Parents Evening. A written report is sent at the end of the year.

Year 11 pupils take mock exams early in the Spring term. Parents are invited to a parents evening following the mock exams to discuss the results.

Attendance reports are sent out at the end of Autumn, Spring and Summer terms.

### **Special Educational Needs**

If your child has a special education need or disability, please contact us as soon as possible so that we can discuss appropriate support with you. You may be contacted by your child's teacher or our Special Educational Needs Coordinator (SENCo) in the event that a possible special educational need is identified. Parents can book a 20 minute appointment at a SENCo Surgery to discuss any SEND related matters with a member of the SENCo Team.

Our SEND Information Report and SEND Statement can be found on the school website: [maharishischool.com/policies](http://maharishischool.com/policies)

### **Communication with Parents**

In the Primary Phase we use Class Dojo. This is a free app that parents/carers download to keep up to date: the class teacher will often post information about the activities that day/week as well share photos and videos. There is also the ability to privately message the class teacher if needed.

In secondary, we use Class Charts. This is a system that runs on your phone or through a web browser and informs you of achievements, behaviour points, homework and attendance for your secondary phase child/ren. A letter will be issued to all parents with your login details / access code to set-up your own accounts. If you have more than one child with us you can add them to the same account.

### **Homework – Primary Phase**

Why do we set homework?

We believe that homework in the primary phase is an important opportunity for our pupils to not only consolidate or extend their learning, but also to provide an opportunity for them to share their learning with their parents or carers.

We believe that consistently completing small amounts of homework at primary school age helps to develop a disciplined routine which will be of benefit to our pupils once they reach secondary school age and move into a more independent phase of their learning.

The type and amount of homework varies depending on the year group. Some examples of homework given are: reading, spellings and times tables. Your child's class teacher will provide further details.

## **Homework – Secondary Phase**

Why do we set homework?

We believe that homework encourages independent learning - a skill that our pupils will need in further education and beyond. It can enable them to practise skills learned in the classroom and allow them to make use of materials and information sources not available in the classroom. It can also free teachers to concentrate on activities requiring their presence. Homework can involve parents and other adults in the children's work and can improve pupils' attitudes to learning, as well as their organisational and study skills.

Pupils are expected to devote time each week to homework. The amount of time for each subject increases as pupils' progress from Years 7 - 11. A homework timetable is handed out at the start of the year which informs pupils on which day homework in each subject is set, and on which day this homework should be handed in.

The homework that has been set is often available to pupils via their Google classroom account. Maharishi School subscribes to the Google Education platform and allocates a Chromebook to every secondary-aged pupil, with the option to take it home for a small fee. Where a pupil is not handing in homework when it is due, or completing it to a satisfactory standard, they may need to attend lunchtime Homework Club. Pupils can choose to attend Homework Club if they prefer to complete tasks in school.

## **GCSE Exams**

Maharishi School offers GCSE examinations in the listed academic subjects studied at the secondary phase. These are taken at the end of Year 11.

Studying towards the GCSE exams begins in Year 9 or Year 10, depending on the subject.

We have an Examinations Officer who keeps parents up-to-date on exam entries, special requirements for exams, timetables etc. You will receive letters, newsletters and timetables when your child is sitting a GCSE, which will also be posted on the school website and on Google Classroom.

Subject teachers keep parents informed of pupils' progress towards the exams via mock results, predicted grades, and parents' evenings.

## **Secondary Phase Equipment**

General (in a pencil case)

- Blue or black pens, pencils (HB)
- Coloured pencils

- Ruler (30cm), glue-stick, eraser, pencils & pencil sharpener
- 8 A4 plastic files or folders which can fasten shut to keep textbooks in for each subject.
- Dictionary for homework
- Highlighter pens
- USB pen drive

### Mathematics

- Completely transparent protractor
- Sturdy pair of compasses for geometry
- Scientific calculator (with a square root button), ideally CASIO Fx-85 GTX

### Art

- A4 sketchpad
- HB, 2B, 4B pencils
- Glue stick

## **Standardised Testing and Support Strategy**

Consciousness-based Education is a complete system of holistic education. Ensuring that every pupil is attaining appropriately according to their ability is an important component of the system. The school uses a programme of standardised testing (provided and developed by GL-assessment). This enables an assessment to be made of a pupil's attainment relative to their ability, and how that pupil compares to a national sample of pupils of the same age.

Maharishi School's standardised testing programme has five fundamental components assessing ability, attainment, and attitude:

- Cognitive Ability Tests (CAT) in four batteries of tests, verbal, quantitative, non-verbal, and spatial  
(<https://www.gl-assessment.co.uk/assessments/cat4/>)
- Progress Test in Mathematics (PTM)  
(<https://www.gl-assessment.co.uk/assessments/progress-test-in-maths/>)
- Progress Test in English (PTE)  
(<https://www.gl-assessment.co.uk/assessments/progress-test-in-english/>)
- Progress Test in Science (PTS)  
(<https://www.gl-assessment.co.uk/assessments/progress-test-in-science/>); and

- Pupil Attitudes to Self and School (PASS)

(<https://www.gl-assessment.co.uk/assessments/pass/>).

The tests are taken online.

All the tests of attainment and survey of attitude are taken annually by different year groups according to the test.

For the CAT, PTE and PTM tests the results are provided for both individuals and groups. These results are also used as part of the methodology for forecasting future performance.

The school also uses other online standardised tests to provide specialist insight into the needs of a pupil, where considered appropriate by the SENCo:

- Dyslexia Screener

(<https://www.gl-assessment.co.uk/assessments/products/dyslexia-screener-and-dyslexia-guidance/>);

- Dyscalculia Screener

(<https://www.gl-assessment.co.uk/assessments/products/dyscalculia-screener-and-dyscalculia-guidance/>).

Analysis and pupil support

Once the data has been generated it is analysed. The principal analysis uses the Year 7 CAT predictions with termly attainment.

In addition, other analyses are also carried out including attainment over time, and the progress and attainment of different groups. The results of these analyses are anonymised before being made available to the governing body for discussion (also done termly). Another set of analyses are prepared for teachers which identify individual pupils and are presented for discussion at the regular support meetings in both the primary and secondary phases.

### **School Hours:**

It is important that children are delivered to school by their start time, so that their school day can start on time. Arriving after the start time is disruptive for the whole class and time consuming for staff.

### **Primary Phase**

The morning session begins at 9.00am (gates open at 8.50am). Lunch time is from 12.00 to 1.00pm

The afternoon session finishes at 3.30pm. **Please note that children should be collected by no later than 3:40pm.**

## **Secondary Phase**

The morning session begins at 9.00am and lunchtime is from 1.00 – 1.50pm on Monday's, 12.50 - 1.50pm from Tuesday to Thursday and 12.15 – 1.10pm on Friday.

The afternoon session finishes at 4.00pm on Mondays to Thursdays, and at 3.30pm on Fridays.

**Please note that children should be collected by no later than 4:10 from Monday - Thursday and no later than 3:40 on Fridays. The secondary site should be vacated 10 minutes after the school day is finished.**

**Please keep primary-aged children in your car while you are waiting for secondary pupils to avoid the risk of accidents whilst the car park is busy. Children should not be playing in, or around, the secondary playground while afternoon meditation is in progress (3:30 - 4:00), so that secondary pupils can enjoy a settled experience to conclude their school day.**

## **Delivery and Collection of Children**

We expect parents to be prompt in dropping off and collecting their children. This helps the children to settle happily and with confidence. Should an emergency delay you, please call and let us know. If children are late, they may miss Word of Wisdom or TM practice, thus disrupting their normal school routine.

There is school supervision from the start of the school day and until 10 minutes after school finishes for pupils in the primary phase and from 8.50am until 4.10pm (3.40pm on a Friday) for pupils in the secondary phase.

It is **not** otherwise acceptable for parents to leave their children at school unsupervised either in the morning or afternoon. The Maharishi School is not responsible for the safety of pupils outside the stated times of supervision, unless they are in the Out of Hours school club or attending an extracurricular club. Please do not send your Primary Phase child unaccompanied from the car; we will not let them return to the car on their own at the end of the day. We recommend that all Primary Phase children leave school only in the company of a parent/carer or other authorised adult.

## **Authorisation to Collect a Child**

We will not hand over a primary phase child to a person not authorised by a parent/carer. Please inform the school in writing or via email ([parents@maharishischool.com](mailto:parents@maharishischool.com)) if there are any changes to your usual arrangement, so that we can ensure the safety of your child.

## **Absences**

If your child is going to be absent from school for an appointment, please let the school know, in advance if possible, and provide a copy of the appointment confirmation via [parents@maharishischool.com](mailto:parents@maharishischool.com).

Unfortunately, if we do not see this, it may be recorded as an unauthorised absence. Providing this confirmation will help us to run the administration side of school as efficiently as possible, with the minimum disruption to lessons.

If your child is ill, please let the school know as soon as you can in the morning **of every day of their absence**. To report an absence in the primary phase use Option 1 on the school telephone system. For pupils in the secondary school, you can use Option 2 to get the secondary absence line or you can report their absence through Class Charts. **Please provide a reason for your child's absence**. Simply reporting that your child is 'ill' or 'unwell' does not provide enough information for the absence to be recorded as 'authorised illness'. Thank you for your cooperation in this matter, to avoid an unauthorised absence record.

**It is a requirement of the Department for Education (DfE) that we record pupil absence accurately as attendance information is passed to the Department via our school census submission.**

Children arriving late after 9:30am, without acceptable prior notice, will be marked absent for the whole morning session. If we have not heard from you about your child's absence by 1.30pm it will be recorded as an Unauthorised Absence. If we do not hear from you that your child will be absent we will try to contact you before 10.00am. There may be good reasons for why you have not notified the school of an absence but nevertheless the office staff are required to contact you and do not intend to cause offence.

**Please also note that if a pupil is absent and we have not been contacted with a reason by 10.00am, and the office has been unable to make contact by telephone and/or text, in the interests of safeguarding, a member of staff may visit parents and pupils at home. The school has a Family Support Worker and an Attendance Officer to assist those with lower attendance and higher lateness rates. Home visits will usually be made by the FSW, Attendance Team or the Headteacher.**

## **Signing In and Signing Out Pupils**

If you need to take your child out of school for any reason, please contact the school office for authorisation.

We have a system, at both sites, for staff and pupils to meditate together. This works well as we have reduced the likelihood of interruptions during meditation times.

At the primary phase if you arrive in the morning with your child after WoW and TM has started (at 9.20am) please wait with your child until these have

finished, before signing your child in at the school office at 9.35am. Pupils arriving between 9.00am and 9.30am are given a late code in the register.

At the secondary phase, TM begins after lesson 2. If your child arrives after the school day has started at 9.00am, they must sign in at the office before going to class. Pupils arriving between 9.00am and 9.30am are given a late code in the register.

### **Out of Hours school club (OoH) held at the Primary phase site**

Please refer to the separate information sheet, booking form and charges for OoH club.

OoH Club has a morning and an afternoon session. The morning club is open from 8:00am-9:00 am and the afternoon club is open from 3:40pm-5:40pm. Bookings are made through Parent Pay. It is essential that children are collected before 5:40pm. Late collections will be charged for. Unavoidable delays should be pre-notified by telephoning the OoH number (07907 147 278).

### **Car Parking (Primary)**

**Please do not park:**

- **on the school driveway as it must be kept clear for emergency vehicles, or**
- **on the zig-zag lines outside the school, or**
- **illegally in any other way, or**
- **on or in front of the farmhouse driveway to the side of the school, or**
- **on the verges next to the school gate which are used for school staff and visitors.**

The local Council has implemented a school 20mph speed limit on the road outside the school; however, it can become very busy, so the vigilance and patience of everyone is requested when arriving with your child and leaving school. It is advisable to leave enough time in the morning to park and deliver your child to school on time. The school recommends parking at Cobbs Clough Road.

**Please vacate your parking space as quickly as possible to free up the space for other families.**

**Please note that animals are not allowed on site unless permitted as part of a lesson or authorised school activity.**

## **Car Parking (Secondary)**

Please park as follows:

- Not in the gated playground.
- In the main public car park if there is space.
- Not in front of the private driveway next to the school.
- Not outside Beacon House (the office building opposite the school).
- **Not in front of the school gates as they should be kept clear for emergency vehicles.**
- Not in the disabled space unless a blue badge is displayed.

For parents with primary phase children waiting to pick up secondary phase siblings, please supervise your younger children at all times. It is recommended that you keep your child(ren) in your car whilst waiting to reduce noise disturbance during afternoon TM. Please note that animals are not allowed on site as above.

## **Health and Safety of your Child**

The welfare of the children is of great importance to all of us. Please ensure that you have filled in all the appropriate health forms and be sure to inform us of any changes.

Please keep your child at home if:

- He/she has a fever, or has had one during the previous 24 hour period.
- He/she has had an episode of diarrhoea and/or vomiting in the previous 48 hour period.
- He/she has a heavy cold, or persistent cough.
- He/she has the symptoms of a possible communicable disease, for example reddened eyes, sore throat, high temperature, headache or rash.

Please notify the school at once if you discover your child has a communicable disease (chickenpox, measles, scarlet fever, Covid etc.). We can then discuss how long they should stay at home. (There are legal requirements for certain infectious diseases.)

**Please make sure that you have notified school of any changes in telephone numbers so that we can contact you in cases of developing illness or accidental injury.**

If your child is taken ill at school we will inform you, or the person you have nominated as your emergency contact, immediately. In the case of accidents at school, we will inform you of any notable incidents. The school keeps an accident book detailing incidents. We have trained first aiders on both sites.

## **Managing Medicines**

If your child has prescribed medication that needs to be taken during the school day, please discuss this with us.

## **Safeguarding**

The school takes child protection very seriously. We have 4 qualified Designated Senior Leads (an official title for those with special responsibilities for safeguarding of children). All staff undergo annual safeguarding training provided by the DSLs.

## **Free School Meal Eligibility**

A healthy diet helps pupils learn and establishes healthy habits for life. The school offers healthy eating options through our free school meals, available to any family in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering not only provides your child with free healthy meals every lunchtime, but also raises an additional £1480 for primary pupils and £1050 for secondary pupils for the school from the government. This money is used by the school to offer pupils invaluable additional support.

If you now think that your child is entitled to Free School Meals, you will need to contact your local authority to inform them of your benefit status:

### **West Lancashire**

<https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/>

### **Sefton**

<https://www.sefton.gov.uk/schools-learning/grants-and-funding/free-school-meals.aspx>

### **Wigan**

<https://www.wigan.gov.uk/Resident/Benefit-Grants/Free-school-meals.aspx>

When you have been approved for FSM, please email [parents@maharishischool.com](mailto:parents@maharishischool.com) with your child's entitlement start date.

Thank you for your support and for helping to make sure the school receives as much funding as possible to give every pupil the support and education they deserve.

If you have any questions, please contact Mr Magee, School Business Manager via email: [bmanager@maharishischool.com](mailto:bmanager@maharishischool.com) or telephone on

01695 729912.

Current government regulations also automatically provide for Universal (infant) Free School Meals (UFSM) to all Reception, Year 1 and Year 2 pupils, which are a different category to the above.

## **Lunchtime**

You have the option for your child to bring a packed lunch or book a school lunch. The school lunches we provide include a sandwich or hot meal option such as Tomato and Mascarpone Pasta, veg sticks, drink and cake or cookie, from Lancashire County Council's school meal service.

Lunches are available to book online via ParentPay. Please see the separate, current guidelines on ordering school lunches. Lunchtimes are fully supervised and we encourage quiet orderly behaviour and good table manners.

Please send packed lunches in a suitable labelled lunch box and remember **no chocolates, sweets, fizzy or hot drinks, or glass bottles please.** In the interest of reducing single-use plastic, we ask that food is sent in labelled reusable containers wherever possible. Also, please ensure your child takes their lunch bags/boxes home daily. Pupils having a lunch from home are asked to keep any food waste in their lunchbox to bring home. We regularly clear out left-behind lunch material and will throw away boxes etc. when they are not labelled.

In each class the children do not start eating lunch until grace has been said. Children volunteer to do this but do not have to participate. This is a requirement of our Funding Agreement. At both the primary and secondary phase we say the following grace:

Let us eat together,  
Let us be together,  
Let us be vital together,  
Let us be radiating truth,  
Radiating the light of life.  
Never shall we denounce anyone,  
Never entertain negativity.

The school participates in the global initiative 'Meat Free Monday'. The government's School Food Standards recommend in the guidance notes a weekly meat-free day for all children. Meat Free Monday is a simple, effective way to help children become more conscious citizens who can contribute to finding solutions for a more sustainable future. Launched by Paul, Mary and Stella McCartney in 2009, the campaign encourages people to skip meat at least one day a week which may reduce their carbon

footprint and improve their health. This follows through into the school lunches we offer. We also encourage children who have packed lunches to bring in a meat-free lunch every Monday.

### **Drink and Snack Policy**

Primary and secondary pupils should bring a labelled reusable water bottle to use in the classroom. The children may bring snacks to have at break time: fruit and vegetables in Reception - Year 6; other healthy snacks can be introduced from Year 7 onwards. **Please do not send chocolates, sweets, hot or fizzy drinks and no glass bottles.**

### **Holidays**

**Parents should not arrange family holidays during term time** as this is unsettling for the children and may affect their progress. Furthermore, the Department for Education (DfE) now requires all schools to provide detailed information about pupils' attendance, including authorised and unauthorised absence, which it publishes. We are also required to submit records of unauthorised absence or persistent lateness to the local authority; who may then issue a substantial fine. Since August 2024 the government's rules have become more stringent; there has been an increase in the cost of fines and repeated absence due to holidays in term time can result in parents being taken to court.

The following point is from the DfE guidelines on School Attendance:

"Irregular attendance undermines the educational process and leads to educational disadvantage."

If 'exceptional circumstances' arise that mean you need to take your child out of school during term time you should write a letter explaining the situation and send it to the Headteacher (who may or may not give their consent) as soon as possible and before the dates required. Failure to follow this procedure will automatically result in your child's absence being regarded as unauthorised. **('Exceptional circumstances' are considered as rare, significant, short and unavoidable – which means an event that could not reasonably be scheduled at another time. Authorisation will not be given for family holidays.)**

### **Outings**

Outings and Field Trips will occasionally be planned throughout the school year. We will send home a description of each outing, details of any requirements and any voluntary contribution requested. Please note that at Maharishi School we endeavour to plan trips in the most cost-effective way to minimise the overall cost. However, all school trips are subject to sufficient overall contributions being made for them to be viable.

### **ParentPay**

We do not accept cash or cheques as payment methods. Instead we use ParentPay – an online system for making payments for trips, school lunches etc. When your child starts at the school you will receive an activation letter containing a username and password. You will need to log into ParentPay

to activate your account and then you will be able to pay for lunches and trips as required. When making a payment via ParentPay you are also automatically giving consent for school trips and certain other activities. However, as a back-up and for those parents unable to contribute to a particular event, we provide a consent form covering all school activities during your child's time at Maharishi School. Therefore, having completed this form, if you do not want to consent to a specific event you must let the school know in writing.

## **Birthdays**

Birthdays are very special to children. We like giving each child the opportunity to share them with their friends at school and so you are welcome to send a celebration cake to school on your child's birthday. If you are planning a birthday party or similar event, we ask that invitations be given out at school **only** if all the children in the class are to be invited.

If your child has a food allergy, especially to any likely cake ingredients, it is important that we are made aware of these so that we can prevent your child from unnecessary suffering.

## **Mobile Phones & Other Electronic Devices**

### **Primary**

Children must not bring in mobile phones, iPads and other electronic devices into school. This includes breakfast & after school club.

This will ensure that children are not taking photographs, creating videos, making calls, texting or using the internet unsupervised during the school day. In addition, this will prevent any devices being lost, stolen or damaged in school.

We encourage our parents to work together to protect our children from access to unnecessary online content, contact, conduct and commerce. Social media platforms are not designed for primary-aged pupils. The minimum age on nearly every social media platform is 13.

The British Board of Film Classification reports that children as young as 7 have seen online pornography; half of 11-13 year olds, rising to 66% of 14-15 year olds.

Children are not emotionally mature enough to be exposed to, or to know how to handle, the vast range of content, contact, conduct and commerce that they may be exposed to online.

We encourage our parents to work together with parents of their child's peer group to remove this unnecessary pressure from their lives.

### **Secondary**

All mobile devices, (such as phones, iPods, iPads, personal computers, game consoles, etc.) must not be used anywhere in the secondary phase or

on the playground during school hours from 8.50am to 4.10pm. This includes break and lunchtimes. All devices are collected at the beginning of the day, kept in the office and returned at the end of the school day. **Any device not handed in and subsequently seen or heard by a staff member will be confiscated and kept in the school office.** Repeated occurrences will result in a serious warning being recorded on a pupil's file. Only a parent can retrieve a confiscated device.

Exceptions to this are Chromebooks provided by the school or exceptional staff-permitted cases where, for example, photographs are being taken for secondary lessons. At any time, when photographs of pupils are being taken by others, written consent must be provided by the subject in advance. This policy is aimed at providing a safe and harmonious environment for both pupils and staff.

### **Transition from Primary to Secondary Phase**

Pupils in Year 6 are automatically given a place in Year 7 in our secondary phase. **You do not need to apply for a Year 7 place through the local authority.** Pupils will get the opportunity to experience 2 days in the secondary phase as part of our transition plans during the summer term in Year 6. We hold a meeting for Year 6 parents at the Morris Birnbaum Building in the Autumn Term and Year 6 parents can book a place on a tour to see the secondary phase 'in action'. There is also a parents' evening for Year 7 pupils towards the end of their first term in the secondary phase to discuss how they are settling in.

### **Enrichment Programme**

Primary phase teachers offer various after-school clubs. The club activities can change, but have included such topics as:

- Rugby
- World Cinema club
- Multi-activity/Craft club
- Gardening/Eco-club
- Yoga club

These are free of charge and run each term from 3.30 – 4.30pm on allocated days.

Secondary phase clubs have included the following and are subject to change:

- Music Club (at lunchtime)
- Wellbeing Hub, 'Your Space' (at lunchtime)
- Magazine Team (at lunchtime)
- Y11 subject revision sessions (after school)

### **Duke of Edinburgh Award**

The school is licensed to run the Duke of Edinburgh (DofE) award scheme.

Pupils are invited to do the DofE Bronze award in Year 9 when they turn 14. The success of the scheme and the enjoyment of the children depends heavily on parent participation and support. If there is sufficient demand, some classes progress to the DofE Silver Award in Year 10.

### **Young Leaders Award**

Pupils in Years 9 and 10 have the opportunity to develop their leadership, teamwork and resilience through this empowering programme.

### **Maths Challenges**

We enter students from Years 7 – 11 for Junior and Intermediate Maths Challenges each year. Pupils can gain Bronze, Silver or Gold awards.

### **School Council and Student Council**

There is a School Council in the primary phase with elected class representatives. The primary phase council meets twice a month with a teacher, to discuss issues affecting the children, things they would like to put in place to improve in the school.

The Secondary Phase Student Council meets weekly.

### **School Projects**

Secondary phase pupils have the opportunity to apply for Prefect or Head Pupil roles. Pupils in these roles have the opportunity to launch projects they feel would benefit the school and its pupils.

### **Parent, Teacher and Friends Association**

We have a newly formed PTFA who will run various fundraising and social activities through the year. All parents are welcome to participate and the committee welcomes new members to help in this important but enjoyable activity.

Pupils also participate in and organise Fundraising events throughout the year, raising money for various charities and sometimes for class/subject/whole school resources. Parent support with these events is appreciated.

### **Toys at School**

We do not encourage the children to bring toys from home, except in the first few days of starting school, where the company of a favourite teddy might be needed to ease the transition from home to school. We cannot take responsibility for treasured possessions which may well be lost, damaged or misplaced at school. We feel that our classrooms are well equipped with toys and games for your child's creative and active play.

If your child has a special toy, book or collection, we would be happy to see it on regular "Show and Tell" days only. Your child will tell you when these are and we ask you to encourage him/her to save their toys for these occasions.

### **Parent Communication**

Regular notices and letters will be emailed to parents. Please take the time to read these carefully and if a response is required, please send the reply promptly. It is much easier, environmentally friendly and cost-effective for us to do this by email, so please ensure that this is kept updated. It is also necessary sometimes to send text messages to parents, so please ensure we have your mobile phone number, and update us whenever your contact details change. Please note that school office staff will not take private, non-urgent messages from parents for their children. Also, they will not relay messages from pupils to parents, unless urgent. Please do not be offended when staff decline to take a message.

In the event of the school having to close (e.g. due to adverse weather conditions), we will try to contact you by email and text. In the event of the school phone system going down, such as during a power cut you will be notified by email and text. For urgent communication only during this period please use the Out of Hours mobile number 07907 147 278.

You may also be contacted occasionally by your child's class teacher to update you or discuss your child's progress and development. If you wish to contact your child's teacher please email [parents@maharishischool.com](mailto:parents@maharishischool.com)

### **Staff Contact**

Please note that all staff at Maharishi School are working to balance the various aspects of running the school, including safeguarding, health & safety and statutory educational and administrative requirements, with the provision of our specific system of Consciousness-based Education.

**The Maharishi School is here for our staff and parents, as well as our pupils. Maharishi School staff aim to conduct their communications with parents harmoniously and politely, and we respectfully request that this is reciprocated. We do not tolerate abusive behaviour towards any of our staff.**

## **Staff from September 2024**

The class teachers/secondary phase subject teachers are as follows:

### Primary phase

Deputy Head: Mrs Laura Gaskell  
Assistant SENCo (primary): Mrs Laura Gaskell  
Reception: Miss Laycock  
Year 1: Miss Nicola Jones  
Year 2: Miss Shauna Lunn  
Year 3: Mrs Lisa Lymath and Mrs Elizabeth Greenall  
Year 4: Mr Allan Lowrie  
Year 5: Mrs Laura Gaskell  
Year 6: Mrs Jennifer Moss  
Music, Art and CbIDS Mrs Stephanie Painter-Chapman

We are in the fortunate position of having our secondary subject specialists available to work with our primary pupils. This not only provides additional subject expertise, it also aids transition from our primary to secondary phase.

Mrs Elisabeth Cleary Art and DT  
Mrs Emma Steele Y5 and 6 Writing Boosters

### Secondary phase

Deputy Head: Mrs Lisa Walters  
SENCo (both sites): Mrs Lisa Walters  
Geography, CbIDS and PSHE: Mrs Mareanna Ingram  
English: Mrs Emma Steele  
History: Ms Audrey O'Neill  
Spanish: Mrs Wendy Teller  
Art and DT: Mrs Elisabeth Cleary  
KS4 Maths: Miss Jackie Madden  
KS3 Maths, Computing and PSHE: Mr Ramon Garcia  
Science: Mrs Jane Smyth  
CbIDS: Mr Toby Mercer

Family Support Worker (both sites): Miss Jayne Hales

For additional staff please refer to our school website.

## **School Governance**

Although a Free School, Maharishi School remains a registered charity and a limited company (Maharishi School Trust Ltd), administered by the Governing Body, who are also the Directors of the Company and Trustees of the Charity.

This Board of Governors includes representation from the Board of Members of the Company. One of the primary roles of the Members is to maintain the school's adherence to the guidelines for Consciousness-Based Education set out by our founder, Maharishi Mahesh Yogi.

If you have questions regarding the governance of the school, you are welcome to contact the Headteacher, who is an ex-officio member of the Governing Body or the Business Manager, who is also the Company Secretary and Clerk to the Governors. If necessary, or at your request, you can then be put in touch with the Chairman of the Board of Governors.

Correspondence with the Chairman or school staff should be via the school:

Maharishi School, Cobbs Brow Lane, Lathom, Ormskirk, Lancs L40 6JJ

E-mail: [parents@maharishischool.com](mailto:parents@maharishischool.com)

## **Uniform**

Please send your child to school in correct school uniform. Please refer to Appendix Two for the list of uniform items.

This includes outdoor shoes (Wellington boots etc.) and indoor shoes during wet weather. In cold or wet weather, please remember to send a warm, waterproof coat for playtimes – see Appendix Two for acceptable coats. **Please label all items clearly.** NOTE: Any unclaimed items will be bagged up and donated to charity at the end of each term.

Children in Reception, Year 1 and Year 2 should also keep a spare set of clothes (including underclothes) at school, in case of accidents. These should be kept in a labelled bag on the child's peg and should be promptly replaced if used.

Younger children should wear Velcro fastening shoes until they are able to tie their own laces.

Detailed information of the Maharishi School uniform policy and the full uniform list can be found in Appendix One.

## **Additional Information**

The following information can be found on our school website at [www.maharishischool.com](http://www.maharishischool.com):

- particulars of the curriculum offered by the school;
- particulars of academic performance including the results of any public examinations during the preceding school year;
- details of the complaints procedure;
- staff employed at the school;
- a range of school policies.

## Appendix One

### Maharishi School Uniform Policy

From Maharishi's Principles of Teaching:

"We should cultivate good manners in the students, encouraging them to sit and walk straight, wear clean and neat clothes and speak respectfully. As teachers, we should maintain high standards of orderliness for everything that children do".

In keeping with the beautiful and important undertaking of the school, it is essential to foster in the students a sense of orderliness and respect for themselves and the school as a whole. Personal appearance is one important factor in reflecting the dignity of Consciousness-Based Education. Wearing the school uniform cultures a quiet form of discipline and fosters in the student a sense of respect for themselves, each other, and the school as a whole.

Maharishi School's policy on appearance is that every student must be in full uniform whenever they are in school or under the school's jurisdiction, including all school sponsored activities such as field trips, academic competitions and sponsored social events. This includes the correct clothing for PE and Sport. For details of the correct school uniform, including colours and styles, please see school uniform list.

Please ensure that appearance is always dignified, following these guidelines:

Pupils' hair should be worn tidily, kept clean and be neatly cut or shaped with no extreme styles. Hair accessories: any hair bands or bobbles should be plain navy or black. All clips/slides should be plain and discrete, i.e. silver, gold, black, brown or navy. Hair colouring is not encouraged but if used should be as close to a natural colour as possible. No "unnatural" (e.g. pink, blue) colours or highlights are permitted.

If worn, moustaches, beards and sideburns should be well kempt.

A plain watch and one pair of gold/silver **stud earrings** is permitted; other piercings/studs, jewellery or tattoos are not permitted. (Please note, piercings or studs which are covered are still not acceptable.) The Maharishi School is not responsible for the security of any jewellery worn or brought into school.

The use of make-up and nail varnish is not allowed in the primary phase or in the secondary phase up to and including Year 9. In Years 10 and 11 discreet makeup (excluding coloured nail varnish) will be permitted. Fake/false nails are not permitted.

To maintain a dignified and neat appearance, the following points must also be observed:

- Shirts and polo shirts must be tucked in at all times.
- Ties must be properly adjusted and shirt buttons fastened.
- Only solid white T-shirts/vests are to be worn under the school uniform shirt or blouse.
- Skirts are to be no more than 1" (2.5cm) above the knees.
- Uniforms are required to be clean, properly fitting and ironed.

### **Dress Code: Maintaining Consistent Standards**

Pupils who are wearing jewellery which is not permitted will be asked to remove it, after which it will be put into a labelled envelope and locked away in the School Office. Pupils will be able to collect their jewellery from the School Office after their afternoon meditation at school. Repeated instances will require parents to collect their item/s.

Nail polish and make-up remover is kept at school and pupils are required to use this under supervision.

Primary phase: Pupils whose appearance does not meet acceptable standards will be addressed by their primary class teacher. Primary teachers will liaise directly with parents.

Secondary phase: Secondary phase pupils may be asked by a teacher or other member of staff to make immediate improvements.

In certain circumstances, pupils whose appearance does not meet the standards of Maharishi School may not be allowed into their class and will remain at the school supervised separately; the parents will be informed by telephone and asked to rectify the situation. If parents are unable to provide the appropriate uniform pupils will be required to wear an item from the spare uniform box. Once the situation has been resolved, the pupil will be allowed to return to class.

Please note that in all cases of the interpretation of, or standards within, this policy the school's decision is final.

### **Security of Valuable Property**

Where a pupil reports that an item of personal property appears to have been stolen, staff can take reasonable action to secure its return including searching pupils' bags.

Any member of staff who takes charge of property on behalf of a pupil is only expected to exercise reasonable care regarding its safe keeping. By accepting or confiscating the property neither the teacher nor school is accepting liability for the security of the item.

Personal property or equipment should not be left at school overnight or during weekends or holidays.

## Appendix Two

### School Uniform list - Primary Phase

<b>Boys</b>	
Sweatshirt	Royal blue crew-neck with embroidered school logo
Shirt/Polo Shirt	White - long or short sleeves, to be worn tucked-in
Trousers	Grey (not black, no jeans). Grey school shorts are optional for summer
Socks	Grey
Shoes	Black shoes - Wellington boots can be used in inclement weather but pupils should change into school shoes when inside the building
Coat	Dark (e.g. navy, dark grey, black) plain school-type coat, e.g. Duffle coat, Parka, Cagoule. No leather jackets/coats, no prominent logos, messages, etc. Coats are for outdoor use only and not to be worn inside as a sweatshirt substitute
Hat/Scarf	Any style/colour of hat, gloves or scarf are acceptable for outdoor use only
<b>Girls</b>	
Sweatshirt	Royal blue v-neck with embroidered school logo
Shirt/Polo Shirt	White polo- 100% cotton or White school blouse - long or short sleeves
Pinafore	Compulsory for Reception, Years 1 & 2. Navy blue box-pleat
Skirt	Optional instead of pinafore for Years 3, 4, 5 & 6. Navy blue pleat (Skirts should not be rolled up to above 1" above the knee)
Trousers	Optional instead of skirt only if they are navy blue school trousers. Black trousers, flared/wide-leg fashion trousers or jeans are <b>not acceptable</b>
Tights	Navy blue - plain-knit
Socks	Navy blue or white
Shoes	Black shoes - Wellington boots can be used in inclement weather but pupils should change into school shoes when inside the building
Coat	Dark (e.g. navy, dark grey, black) plain school-type coat, e.g. Duffle coat, Parka, Cagoule. No leather jackets/coats, no prominent logos, messages, etc. Coats are for outdoor use only and not to be worn inside as a sweatshirt substitute
Hat/Scarf	Any style/colour of hat, gloves or scarf are acceptable for outdoor use only
Summer dress	Navy blue checked dress or A-line only. No other shades of blue are acceptable. Please note that summer dresses are not to be worn before Easter or after the October half-term

<b>PE</b>	
T -Shirt	Navy blue with school logo
Zippered Hoodie	Navy blue with embroidered school logo
Jogging bottom	Plain navy blue. Navy blue shorts are optional for Summer
Footwear	Mainly white or black sports trainers - no fashion trainers

### **School Uniform list - Secondary Phase**

<b>Boys</b>		
Blazer/knitwear		Navy Boys' blazer with embroidered school logo
	or	Knitted Sweater - Navy v-neck knitted sweater with embroidered logo
	or	Knitted Tank Top - Navy knitted tank top with embroidered logo
Shirt/Polo Shirt		White - long or short sleeves, to be worn tucked-in
Tie		Optional- Royal blue with gold diagonal stripe can be worn with Shirt
Trousers		Grey (not black) school trousers (not jeans). Grey school shorts are optional for summer
Socks		Plain school type socks (grey or black)
Footwear		Black shoes (i.e. all black, not converse-type shoes or trainers with coloured flashes) - Wellington boots can be used in inclement weather but pupils should change into school shoes when inside the building
Coat		Black or Dark Navy plain school-type coat, e.g. Duffle coat, Parka, Cagoule. No prominent logos, messages, etc. Coats are for outdoor use only and not to be worn inside as a sweatshirt substitute
Hat/Scarf		Any style/colour of hat, gloves or scarf are acceptable for outdoor use only
<b>Girls</b>		
Blazer		Navy Girl's Blazer with embroidered school logo
	Or	Knitted Cardigan -Navy knitted cardigan with embroidered school logo
	Or	Knitted Sweater - Navy v-neck knitted sweater with embroidered logo
	Or	Knitted Tank Top - Navy knitted tank top with embroidered logo
Blouse/Polo Shirt		White - long or short sleeves, to be worn tucked-in
Skirt/Culottes		Smart navy blue box pleat (Skirts should not be rolled up to above 1" above the knee)
Pinafore		Smart navy pleat-fronted
Trousers		Navy blue school trousers only. Black trousers, wide-leg/skinny fit fashion trousers or jeans are not acceptable
Tights		Navy blue/black - plain-knit
Socks		Winter: Navy blue or black. Summer - Navy, black or white (not trainer socks)

Footwear	Black school-type, flat-heeled shoes or ankle boots (long socks only) - Wellington boots can be used in inclement weather but pupils should change into school shoes when inside the building
Coat	Black or Dark Navy plain school-type coat, e.g. Duffle coat, Parka, Gacoule. No prominent logos, messages, etc. Coats are for outdoor use only and not to be worn inside as a sweatshirt substitute
Hat/Scarf	Any style/colour of hat, gloves or scarf are acceptable for outdoor use only

<b>PE</b>	
T -Shirt	Navy blue with school logo
Zipped Hoody	Navy blue zipped hoodie with embroidered school logo.
Jogging bottoms	Plain navy blue or black (no logos or stripes) Girls: specialist sport trousers or leggings may be worn (no see through mesh). Navy blue or black shorts are optional for Summer.
Footwear	Cross trainers only - no fashion trainers (e.g. Converse). It is important that pupils wear a <b>multi-sport</b> (cross trainer) trainer for sports as this protects the feet and ankles and promotes safety on a variety of surfaces.

### Supplier Details for School Logo Items

School Trends [www.schooltrends.co.uk](http://www.schooltrends.co.uk)  
For uniform items online

Premier Wear [www.premierwearuk.net](http://www.premierwearuk.net)  
For uniform items in store at:  
33 Aughton Street  
Ormskirk, Lancashire, L39 3BW  
The school tie is only available from this supplier.

### Items that can be bought from school only

Reading Book Bags – For Reception Class – Year 2