

Radleys Primary School



Prospectus 2017-2018

Radleys Primary School
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1) **A message from Mrs Copley, Head Teacher**

Hello and welcome to Radleys! I am so pleased that you are thinking about sending your child here. Let me tell you a little about our fabulous school.

We are a one form entry school situated in Rushall, near Walsall, and cater for pupils aged 3 - 11 years old in classes organised into single year groups across the school. We moved into the current building in 1992, but the school itself was established in 1970. During 2009- 2010, the school underwent a substantial building programme, including internal restructuring, the creation of two new classrooms and an ICT suite.

We offer a fun, varied curriculum that allows all children a chance to shine and our grounds provide opportunities for creative, outdoor learning. The curriculum is taught through Topic themes in order to make work more relevant and interesting. This also enables children to apply the skills they have learnt in lessons and to see links between their learning. We place great emphasis on the achievement of each child's potential and ability and our staff are skilled in assessment and lesson planning in order to support this. We want our children to be confident, independent learners who are well equipped for the challenges of the 21st century, but in addition, we are very proud of the high level of care and support they demonstrate towards each other and their whole school community. We strive to ensure that our children are both happy and successful at school, enabling them to participate fully in school life.

We have high expectations of all of our children and work closely with parents and carers to help children to achieve. Our enthusiastic, approachable staff are passionate about the school and our highly qualified support team is dedicated to working with pupils who have Special Educational Needs or social and emotional issues.

Our last Ofsted inspection was GOOD in all areas, with aspects of OUTSTANDING in March 2015 and you will find the report published on the Ofsted web site or you can click the link on our website homepage. We were pleased with the very positive report, which recognised our achievements prior to the inspection and agreed with our judgements about what we need to do to improve further.

We welcome visits to our school to see the work we do and to sample the atmosphere and surroundings. We do hope you decide to send your child to school here; that they will enjoy the time they spend at our school and that we can enable them to succeed in all they do.

For more information take a look at our website at www.radleys.walsall.sch.uk or, better still, come for a visit! We look forward to seeing you.

2) **Mission Statement**

We believe in:

- Providing a friendly, caring and stimulating environment so that our children may become independent and confident in meeting the challenges and expectations of the outside world.
- Striving to make our children enquiring, creative life-long learners
- Encouraging our children to meet challenge with openness and enthusiasm and to enable them to reach their potential intellectually, physically, socially, emotionally and spiritually
- Creating an atmosphere of co-operation and respect and valuing peoples beliefs and differences
- Making sure that children, parents and staff are valued and work together
- Providing opportunities for children, families and staff to develop individual skills and expertise

3) School Hours and Attendance

Nursery	8.30 -11.30 and 12.30 – 3.30 (Flexi 15 8.30-8.45 & 12.30-12.45)
Foundation Stage	8.55 – 12.15 and 1.15 – 3.25
Key Stage 1	8.55 – 12.15 and 1.15 – 3.25
Key Stage 2	8.55 – 12.15 and 1.15 – 3.30

Our policy is that no child may be collected by anyone under the age of 16, unless we have written parental consent. If an adult has sent anyone younger than this to collect a child while they wait in a car outside school, they must inform the school office, **in advance** so that staff can be made aware, as it will be necessary for a staff member to accompany them to the car.

Attendance

Staff are on the gate to meet the children in the playground from 8.45am. This is a time for you to share any information that your child's class teacher may need to know. A message will be taken straight to them when the bell goes. If you need to meet with them, we would ask you to go to the main office and make an appointment. Gates close promptly at 8.55am and registers are taken at this time. Lessons begin at 9.00a.m.

Please ensure that your child arrives at school on time. If for any reason your child is late, please take them to the office to get their registration mark. A member of the office staff will then take them to class.

Our expectation is that children's attendance reaches a minimum standard of 96%. Attendance below this level will result in any request for absence being denied. No requests for absence will be authorised during school time, unless there are exceptional circumstances. **Holidays taken during school time cannot be authorised by the Head Teacher and may result in the issue of a fine.**

Absence

If your child is unwell, please contact the school to inform us of the reason for the absence and every day until your child returns. If they are likely to be absent from school for an extended period, we will provide school work for them to complete at home. We would appreciate a phone call **each day** that your child is absent from school, as we have to publish information about the number and type of absences we have and regular contact with you will ensure our information is accurate.

4) School Organisation

Our school is organised into 3 phases

- Foundation Stage - ages 3 to 5
- Key Stage 1 - ages 5 to 7 (Years 1 and 2)
- Key Stage 2 - ages 7 to 11 (Years 3 to 6)

5) The Curriculum

The National Curriculum is divided into stages and the first three (Foundation Stages for 3-5 year-olds, Key Stage 1 for 5-7 year-olds and Key Stage 2 for 7-11 year-olds) are applicable to Radleys.

Thematic Curriculum

Research has shown that children learn faster and more effectively when skills and concepts are relevant to their lives and linked between subjects. To help our children to learn more quickly we have re-structured our curriculum and adopted a cross-curricular, thematic approach to teaching and learning, with an emphasis on equipping our pupils with the attitudes and skills they will need for life in the 21st century.



The Radleys curriculum is regularly updated to meet the needs of the children and is delivered using an exciting thematic approach, in which subjects such as science, history, geography, art, design and technology are linked together in order to provide our children with deeper learning experiences. Teachers meet regularly to ensure that continuity and progression are smooth, pupils' progress is monitored and assessed closely and statutory requirements are met. The children's work and progress are monitored by members of the Senior Leadership Team.

Topic overviews are available of the school website or you can request a paper copy.

We use a range of teaching methods to make lessons interesting and to allow us to meet the needs of the children that we teach. Whole class, group and individual teaching sessions are planned during the week.

All classrooms are equipped with interactive whiteboards and Apple TV which, together with equipment such as digital cameras and visualisers are used as valuable tools to support learning throughout the curriculum.



Inspire Days

We run 'Inspire Days', when families are invited to come into school to work alongside the children on the projects they are studying. I hope these prove to be very popular with children and adults alike, as I want them to help us to build teamwork and deepen understanding of how we teach. Information regarding Inspire Days will be made available through the school newsletter and website. Come along and join in! See how things have changed since you were at school! If you an idea for an Inspire Day come and let us know.

English and Maths

English and Maths key skills, as well as being integrated where appropriate into our thematic curriculum, are taught daily as stand-alone with work, tasks and support tailored to match all abilities. We also have a dedicated daily guided reading/phonics session every day.

Through our teaching of English we aim for our children to:

- speak clearly and confidently;
- listen attentively and respond appropriately;
- read fluently for both pleasure and information;
- write clearly in any given genre;
- use spelling and grammar rules accurately;

In Maths, children:

- explore number operations and relationships;
- explore shape and space;
- develop their measuring skills;
- work with data in tables, graphs and charts;
- learn to use mathematical vocabulary accurately

Religious Education

Religious Education is an integral part of the revised primary curriculum. Our RE programme follows the Local Authority's agreed syllabus and we have a daily act of collective worship, either as a whole school, key stage or as a class.

Music

Many of our classes also benefit from specialist teaching in music. Music is a popular subject at school and we excel at singing. We are the current Walsall 'Sing Up' Gold award winners!

P.E.

Children in Key Stage 2 will access swimming on a rota basis during the summer term. Staff deliver a wide range of P.E. activities to promote healthy lifestyles, fitness, team building and co-operation.

Modern Foreign Languages

All children are given the opportunity to learn songs, words and phrases from a variety of languages. We encourage children to share their home languages with the class too. From Year 3, children have weekly French lessons. Children are taught to speak and write words and phrases linked to a variety of topics.

Curriculum Enrichment Activities

We believe that children benefit greatly from going on school trips and having visitors into school.

Our recent trips have included visits to The Black Country Living Museum, The Sea Life Centre and Snibston and Heart Park. Our Key Stage 2 children undertake several residential stays at Laches Wood, Standon Bowers and Shugborough Outdoor Education Centres.



We have also welcomed a range of visitors to school sharing their passions with the children.

Extra-Curricular Activities

Throughout the year we run a wide range of extra-curricular clubs and activities such as: a variety of sports, writing club, homework club, creative clubs and themed discos. Details and dates of these clubs are issued regularly throughout the year in our newsletters.



6) Homework

We believe that children can make greater progress at school when they share their learning with their families.

This can be as simple as talking about what your child has done at school, to undertaking extra research on the class' current topic.

Class teachers will provide homework activities for children on a weekly basis.

In the Foundation Stage this may include a question to discuss with the family, sounds and words and home reading books.

In Key Stage One, children will receive a piece of English and Maths homework, words or spellings to learn and a home reading book.

In Key Stage Two, children will receive more homework. This will include a piece of English and Maths homework weekly, a piece of topic homework, spellings, daily reading and multiplication tables.

Our expectation is for all children to know all tables to 12x12 by heart by the end of Year 4.

We expect parents to sign a home/school agreement to ensure that all homework is completed appropriately and returned to school on time.

If you are unsure of how to support your child please come and see us. We can offer help, advice and support.



7) Inclusion

Our commitment to including all children in what our school has to offer is central to everything we do at Radleys. All our children are special and they are all different. They all have their own individual needs. We value their differences and provide them with equal access to all learning experiences.

Every child, regardless of physical, emotional, social, ethnic or educational needs is welcomed and supported at Radleys. We believe that education is a three way partnership between children, parents/carers and school.

Special Educational Needs and Disability (SEND)

We follow the National Special Needs Code of Practice and strictly adhere to the criteria identified in the Disability Discrimination Act. This means that all children identified with any special needs are carefully monitored and given targeted support, where appropriate.

Our SENCo/Inclusion Manager has overall responsibility for monitoring interventions for our SEND children and, in addition, we have strong links with a number of outside agencies to further ensure that our children are supported and targeted effectively. The SENCO/ Inclusion Manager is happy to discuss any concerns parents may have at any time.

There were significant changes to the Code of Practice in September 2014. As a result, children who currently have the protection of a Statement will now be covered by an Individual Education and Health Care Plan at their next annual review. To find out more about our full SEND offer and changes to the Code of Practice, please go to our website at: www.radleys.walsall.sch.uk, click on the 'Parents' tab and then the SEND Local Offer tab. You will find full details of the support we offer for our children who need additional support and a link to the complete SEN Code of Practice.

Reporting and liaising with parents of pupils who have special needs -

Parents are encouraged to take an active role in the education of their child. Teachers review the progress of Individual targets during parent consultation evenings and future targets are identified for the child.

Parents are encouraged to come in and discuss any concerns they may have at any time.

Checking the progress our pupils with special needs - Monitoring of planning and delivery of individual targeted support is undertaken regularly by the SENCO/Inclusion Manager and Senior Leadership Team. An impact analysis of each child's progress is undertaken every six weeks in order to plan 'next steps' for learning.

We firmly believe that any additional need should not stop a child from reaching their full potential and promoting strong partnerships with parents is key to achieving this aim.

Family Support

We have a full time Family Support Worker who can offer advice and support on a range of issues including: bedtime routines, behaviour management in the home, bereavement, housing, mental health and benefit advice and domestic violence support. If you a friendly face, or just someone to talk to, our Family Support Worker is there for you.

Inclusion Team

We offer a specialist teaching assistant team to target and support children who may require a little extra help at any point during their time with us at Radleys. This includes expertise in: speech and language; behaviour management; social and emotional development and a qualified Nurture Team. We are also members of the Nurture Group Network.

In addition, we have access to a number of external services who support us to provide and deliver additional programmes of specialist support.

Child Protection

We have a Child Protection Policy in place, which is reviewed annually. A copy of this policy can be found on the school website. Parents should be aware that the school will take all reasonable actions to ensure the safety of our pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse at home, school will follow Walsall's Child Protection Procedures and inform Social Services of their concern. Our designated Child Protection/ Safeguarding lead is Mrs Copley and her deputies are Mr Smith and Mrs Elliott.

8) Parents

You are your child's first teacher.

By the time your child starts school, they will have developed a wide range of abilities. Many children have impressive physical and social skills, a keen interest in the world around them and some early English and maths skills.

We feel it is important for parents to share their children's strengths and weaknesses with us, so that we can work together to maximise your child's potential.

Keeping in Touch with Each Other

Each term you will be given an outline of the curriculum being studied for your child. This will tell you what your child will be doing in all aspects of the curriculum for the term.

Each term you will have the opportunity to make an appointment with your child's teacher to discuss your child's progress. In July you will also receive a written report.

If you have a message or quick question to ask, please leave a message with the note taker on the school gate in the morning or speak to the class teacher at the end of the day. If you would like a longer time to talk with either the class teacher, Key Stage Co-ordinator, Deputy or Head Teacher, a time can easily be arranged. We value your comments and staff are very willing to talk with parents at any time, but do be aware that some times of the day can be very busy. We also have a school text messaging service.

Parents and friends of the school can also contribute to school life by:

- Talking to children about specific interests;
- Demonstrating particular talents;
- Sharing skills and experiences;
- Talking to children about their jobs: e.g. cook, driver, postmen, police etc.
- Using cameras and tape recorders to recall the children's experiences and abilities.

All this helps us to make things more interesting and stimulating for our children and to support them in making rapid progress.

9) School Rules

We strive to create and maintain a happy and caring atmosphere in which all our children feel safe and secure and everyone is valued.

Our Code of Conduct is a set of simple rules that cover the general behaviour we expect from our pupils. Children who follow the rules will receive positive rewards whereas those children who choose to break the rules will receive sanctions.

I WILL DO MY BEST TO:

- **Value myself and others**
- **Act with kindness and courtesy**
- **Behave in a responsible way in all things**

I DO MY BEST BY:

- **Listening carefully**
- **Trying to understand the other person's point of view**
- **Thinking of others when I am working and when I am moving around school**
- **Taking responsibility for my own actions**
- **Taking responsibility for my own belongings**

Children who choose to obey these rules will be rewarded from time to time with positive letters, certificates, extra, chosen activity time and, of course, much appreciation and encouragement. For children who choose not to follow the rules there are sanctions. **We want children to make good choices because they want to.**

Parents will be notified if rules are consistently broken and, in severe cases, parents will be asked to come into school to discuss the problem and to reinforce school discipline. It is important that we work together and we appreciate your support in working with us.

A full copy of the school's Behaviour Policy, which includes our action on bullying, is available on the school website or from the school office.

Please note: Racism or racist comments will not be tolerated under any circumstances. A copy of the severe sanctions in force is obtainable from the school office.

10) Admissions

If you wish for your child to be admitted to Radleys Primary School you are encouraged to contact the school in the first instance to arrange a visit. More information regarding admissions is available on our website.

All admissions to Reception are now managed by the local authority. They can be contacted on:

01922 686367

Education Development Centre
Pelsall Lane
Rushall
Walsall
WS4 1NG

Admission to every other group is managed by the school.

11) Uniform

Our policy is based on the fact that a school uniform:

- promotes a sense of pride in the school;
- makes children feel part of a community;
- is practical, safe and smart;
- identifies the children as representatives of the school;
- is not distracting in class (as fashion clothes might be);
- makes children feel equal to their peers in terms of appearance;
- has been designed with health and safety in mind.

Our uniform is as follows:

Items with the school logo need to be bought from Crested School Wear in Walsall Town Centre.

Every day wear:

Shirt	Year 1-6 White, with a collar (no polo shirts) Early Years – polo shirts, no tie
Tie (Y1-6 only) Y1 - 4 – elasticated Y5 – 6 – tying/ clip-on	Plain red - available from the school office
Jumper, cardigan available from School Trends	Red with the school logo
Coats – Fleece or Waterproof jacket	School logo coats can be purchased from Crested School Wear
Trousers or skirts	Grey
Hats – available from the school office	Winter – red knitted hat Summer – red baseball hat
Hair accessories	A red Alice band or red bobbles and red slides. No flowers, colours or other ornaments are to be worn.
Summer uniform – optional (from Easter to July)	Red and white check/ gingham dresses for girls (no tie) Grey shorts for boys/girls (to be worn with a shirt and tie) Black school shoes only – no sandals.
Earrings	Small gold or silver studs only.
Socks and tights	Socks – grey with trousers and shorts and white with skirts Tights – red or grey
Footwear	Flat black shoes. No heels. No trainers. No open-toed shoes.
Book bags – available from the school office	For all children from Nursery to Y6
Nail varnish and make-up are not allowed in school	

For P.E.

Shorts only, no skorts	Black
T- shirt	Red, with or without the school logo
Track suits (for outdoor PE)	Navy Blue or black
Pumps	Black
Trainers (for outdoor PE)	Black

For swimming:

Swimming costume (girls)	This should be a full costume. No bikinis or tankinis.
Trunks (boys)	These should not be shorts or swimming shorts.
Swimming cap (available from the school office)	Red
Towel	Named
Goggles	Optional, but not advisable

Jewellery, Haircuts, Tattoos

School is a place of education and study. We want our children to be proud to belong to our school community and to feel part of our school team. School uniform covers much more than clothes and the key to ensuring that all children feel a part is uniformity with no extremes of styles, fashions etc. that might distract pupils from their studies.

On health and safety grounds, we do not allow children to wear any jewellery in school. The exceptions to this rule are studs in pierced ears and a watch. We ask children to remove these objects during PE. No jewellery can be worn for swimming. For this reason we ask that children do not have their ears pierced during term time, as it is then several weeks before the earrings can be removed.

The school does not permit children to have haircuts that could serve as a distraction to other children, such as extremes of styles, hair colouring in bright colours, shaved heads, asymmetrical designs or names/designs/patterns shaved into hair. Fringes need to be smart to enable children to see during lessons. Hairspray, gel, wax or other hair products are not allowed in school. Long hair needs to be tied back for all P.E. lessons and swimming activities. Parents will be contacted and expected to ensure their child haircut is in line with school policy.

Tattoos, whether permanent or temporary, are not acceptable.

Thank you for supporting us.

12) **First Aid**

All staff have been trained in emergency First Aid. In addition, there are a number of members of staff who are fully trained to administer First Aid.

We will inform the parents or carers if their child has had an accident in the form of a sticker or more severe injuries a note and/ or a phone call home.

Medicines and Infectious Diseases

If your child has to take medicine while at school, it must be brought to the school office and a consent form completed. It will then be locked in the Medical Room and noted in our 'medicine given' record book. This will then be administered by our First Aiders. Children who have asthma will be encouraged to keep their inhalers on hand, should they need them. Only prescribed medication will be administered.

Please come and talk to us if your child has a particular medical condition or need and we will do our best to accommodate it.

13) Staffing

Chair of governors:	Mr. C. Such (<i>The Chair of governors can be contacted through the school.</i>)
Head Teacher:	Mrs J.Copley
Deputy Head:	Mrs R Elliott
Office Managers:	Mrs E. Bucknall and Mrs K.Holloway
Facilities Manager:	Mr S. Southall

Foundation Stage Teams

Nursery:	Mrs Whitehouse, Mrs Coulson, Mrs Cox
Reception:	Miss Bayliss, Mrs Parton

Key Stage 1 Teams

Year 1:	Mrs Harper, Mrs L.Sheasby
Year 2:	Mrs E.Fellows, Mrs Hopkins, Mrs Baker

Key Stage 2 Teams

Year 3:	Miss Flaherty, Mrs Cotterill
Year 4:	Miss Holden, Mrs Jewkes
Year 5:	Miss Smith, Mrs Menear
Year 6:	Mr Terry, Mr Copley

Inclusion Team: Mrs Snape, Mr Devey, Mrs Sheldon, Miss Hollender and Miss Fellows (Family Support Worker)

In addition, throughout the year we train a number of teaching students. We also have a number of parents who volunteer to hear readers and support work in class. If you would be interested in volunteering come in and talk to us. Your experience is invaluable to us.

14) School Diary 2017-2018

Autumn Term 2017

Term starts: Monday 4 September 2017

Half Term: Monday 23 October 2017 to Friday 27 October 2017

Term ends: Friday 22 December 2017

Christmas holiday: Monday 25 December 2017 to Friday 5 January 2018

Total number of days: 75 days

Spring Term 2018

Term starts: Monday 8 January 2018

Half Term: Monday 19 February 2018 to Friday 23 February 2018

Term ends: Thursday 29 March 2018

Easter holiday: Friday 30 March 2018 to Friday 13 April 2018

Total number of days: 54 days

Summer Term 2018

Term starts: Monday 16 April 2018

Half Term: Monday 28 May 2018 to Friday 1 June 2018

Term ends: Tuesday 24 July 2018

Summer holiday begins: Wednesday 25 July 2018

Total number of days: 66

Total number of days for the year: 195

Bank holidays 2017/18:

August bank holiday: Monday 28 August 2017

Boxing Day: Tuesday 26 December 2017

New Year's Day: Monday 1 January 2018

Good Friday: Friday 30 March 2018

Easter Monday: Monday 2 April 2018

May Day: Monday 7 May 2018

Spring Bank Holiday: Monday 28 May 2018

August Bank Holiday: Monday 27 August 2018

PLEASE NOTE:

Government guidelines state that pupils are required to attend School on 190 working days in each academic year unless prevented by illness or other authorised absence.

In April 2013, the Department of Education made amendments to the Education (Pupil Registration) Regulations 2006. This means that Head Teachers can now only authorise school leave for pupils in 'exceptional circumstances'.

As a result, from September 2013 the school is no longer able to authorise **any** term time leave of absence.

Authorisation of holidays during term time will be in exceptional circumstances only, as defined by the Governing Body and at the discretion of the Head Teacher. School attendance below 95% will result in an automatic refusal.

If you need to take your child out of school for medical appointments please obtain the appropriate permission slip from the school office. Proof of any appointments is required prior to your child leaving school.

Contact Details

Head Teacher:	Mrs J. Copley
Chair of Governors:	Rev. Colin Such
School phone number:	01922 721383
School fax number:	01922 648890
School e-mail address:	postbox@radleysprimary.org
School website:	www.radleys.walsall.sch.uk
School blogsite:	radleysprimary.net
School Address:	Radleys Primary School, Kings Road, Rushall, Walsall. WS4 1JJ

