

Parents' Guide To





PARENTS' GUIDE TO RICHMOND HILL PRIMARY ACADEMY 2017-2018

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RICHMOND HILL PRIMARY ACADEMY GUIDE FOR PARENTS

Introduction

Richmond Hill Primary Academy is a self converted Academy. Only schools that are Good or Outstanding in their latest Ofsted Inspection are allowed to do this. We converted to academy status on the 1st February 2014.

The school's Principal is Debbie Secker and the Chair of the Board of Governors is Mavis Latham.

We successfully converted from a stand-alone academy to form a Multi-Academy Trust (The Rose Learning Trust) in November 2016.

As an Academy we aim to provide the best education to all our pupils, which is specific to the context of our school. Our aim is to instil high aspirations in all our pupils so they can fulfil their potential.

Many people are involved in the education of your child - parents, teachers, Directors, the Local Authority and others in the community. In order for your child to achieve his/her potential it is essential that school and home form a working partnership with your child's best interests at the centre.

Communications

Communication is vital between home and school.

We keep you informed of school events; activities; visits; parents' evenings etc via

- Richmond Hill App – download 'MySchoolApp' on your mobile devices e.g. phones/tables from the App Store/Google Play Store and select Richmond Hill Primary.
Website – www.richmond.doncaster.sch.uk
To help parents keep up to date with what's happening in school, including letters home/news/photographs/calendar/term dates/notices.
- Text Messaging Service
Urgent messages/important reminders/individual messages to parents etc. Messages will only usually be sent to the parent shown as first contact on a pupil's data information. (However, if your child is usually brought to school/collected from school on a regular basis by a carer e.g. childminder/grandparent, it is possible to add their contact mobile telephone numbers to a separate list – please contact the Academy Office if you wish to discuss this)
- Twitter – The Academy Twitter account is (@RichmondHillPA). Our account is protected, which means that our tweets can only be seen by people who follow the account. If you would like to follow the account we ask that you complete a 'Twitter Follower Request Form' available from our website, so that we can verify your request.

We invite you to

- Parents' Evenings/Transition Meetings/Performances

Parents' Evenings/Annual Reports

Parents' Evenings are held each term. Reports are sent to parents on Behaviour and Attitude at the end of term 2 and Assessment Information in term 3.

Parents can keep us informed by

- talking to us about any issues which may be affecting your child which you feel we may be able to help with.
- Keeping us up to date with any changes in circumstances/contact details.
- Letting us know of any changes which may occur at home.

This information should be passed on through the Academy Office, the Inclusion Team/Class Teacher.

Communications with Class Teachers

The school operates an open door policy for parents wishing to talk with staff.

However, to keep disruption of classes to a minimum, particularly at the start of the school day, may we please inform parents of the following:-

- Staff are usually available between 8.30am-8.45am Monday-Friday. After 8.45am staff will be involved in preparing for class and could also be escorting KS2 pupils into school, and will therefore not be available. Any messages by phone or in person to the Academy Office will be relayed to staff and responses from staff will be during non-teaching times of the day e.g. lunch/break and more commonly after school. (All staff in briefing session usually on Fridays from 3.40p.m.)
- The Academy Office is open daily in term time between 8.15a.m. and 4.30p.m. Monday, Wednesday and Thursday, between 8.15am and 3.40pm on Tuesday and 8.15am and 4.00pm on Friday
- Another useful way of communicating with your child's teacher is by putting a note in your child's reading record/diary, as staff check these on a daily basis and will respond accordingly.
- Our Pastoral lead is the Inclusion Manager.

Social Media

We are aware that social media is a useful tool that parents use to communicate. However, social media is not a vehicle to discuss negatively school policy or staff. If you have concerns with any aspect of your child's education or learning, you should contact the class teacher/Academy through methods recognised as appropriate.

Mobile Phones/Cameras/Other Electronic Devices

May we remind parents that Mobile Phones/Cameras/Electronic Devices are not permitted in any part of the school building (including the Foundation quad area). The exception to this is in the main school hall during performances, when specific permission is given.

School Agreements

The school welcomes the opportunity to develop a partnership with parents and pupils. On an annual basis, we request that all parents and pupils complete and sign the following agreements:-

- Home/School Agreement
- Internet & Technology Agreement
- Photograph and Video Agreement

Code of Conduct and School Charter

School Charter

Each person in our school has the responsibility to promote good behaviour.

To do this we will:-

- follow instructions
- listen carefully
- persevere in all aspects of school life
- show respect to everyone
- keep each other safe

Code of Conduct

The school has a policy which is explained at a Transition Meeting for new parents and the basic rules of the school are discussed. Any unacceptable behaviour is reported to the Principal by the staff. If necessary, parents will be invited to discuss the matter related to their child(ren). This is usually through the Class Teacher/Head of Department/Deputy/Principal dependant on the severity. The emphasis is on a positive approach to good behaviour and children are praised for work, good behaviour and effort.

We aim to encourage acceptable behaviour through positive reinforcement. The school does have a policy to deal with unacceptable behaviour. This includes a list of sanctions, which vary according to age and individual circumstances.

Staff Working in a Safe Environment

In order to ensure that our school delivers a quality of education to our pupils, it is essential that our staff are able to work without fear of attack, abuse or harassment. The Directors of the school view its staff as its most valuable asset and therefore any abuse is totally unacceptable. Staff are encouraged to report all incidents of harassment and violence both verbal and physical. More serious episodes will be reported to the police at the discretion of the senior leadership team.

The School Day

Morning Session 8.55a.m. – 12.15p.m.

Afternoon Session 1.15p.m. – 3.30p.m.

Nursery Sessions (from **September 2017**)

Session A Beginning of the Week

All day Monday and Tuesday 9.00a.m.-3.15p.m.

and Wednesday morning 9.00a.m.-12.00p.m.

Session B End of the Week

Wednesday afternoon 12.20p.m.-3.20p.m.

All day Thursday and Friday 9.00a.m.-3.15p.m.

For pupils (except Nursery), these times include registration, a daily act of collective worship of 20 minutes; playtimes of fifteen minutes; lunchtimes of one hour including time for play.

Playtimes and lunchtime play are supervised with many organised activities and an array of equipment for children to use. We recommend that children do not bring their own toys, including balls, as this can result in squabbles and we cannot be responsible for breakages/losses.

All **Foundation (Nursery/Reception) and Key Stage 1 (Year 1 & 2)** pupils must be accompanied to and from school by a parent/carer.

Nursery – Parents are requested to arrive promptly at the start of session times.

Reception - The external classroom doors will be open slightly before **8.50a.m.** when a warning bell will sound to signal the start of the school day and parents should then leave the classroom.

Year 1 and Year 2 (KS1) – Pupils enter the classroom independently. There will be a member of staff on the KS1 playground to organise and supervise the children lining up prior to entering. Members of staff will be available on the playground for parents to share any information. It would be gratefully appreciated if pupils could arrive in the playground for the warning bell at 8.50am to enable them to be settled in class ready for their prompt 8.55am start.

At 9.05a.m. the gates are locked following Nursery children drop-offs and re-open at 3.10pm. (On Wednesdays only for Nursery half days – gates open at 11.55am and close at 12.30pm). At the end of the day, please collect your child from their external classroom door. Your child's teacher will not allow them to leave the classroom unless the adult who collects them, and is known to the teacher, is there. Please inform your child's teacher/Academy Office if someone other than the usual adult is to collect your child on any particular occasion. Please note that this must be someone over 16 years of age.

To help **KS2 (Years 3, 4, 5 & 6)** children develop their independence they should enter and exit school via the Key Stage 2 gate by themselves. A Senior Member of staff is on duty in the playground at the beginning and end of the day. **KS2 gates are locked at 8.55a.m.** Pupils arriving after this time must enter the school via the main school entrance. It is left to parents' discretion if you allow your KS2 child to walk to and from school alone, but please bear in mind that on occasions there may not always be a school crossing patrol, particularly at 4.30p.m. if they attend after school clubs.

Rocky's Breakfast Club (for KS2 Pupils only) and Hillbillies Before and After School Childcare operate separately with their own opening times and entrances. The KS2 gates open at **8.25am daily**. Parents are reminded that the KS2 yard is unsupervised until a member of staff is on duty from 8.45a.m. The Academy Office is open from 8.30a.m.

All pupils arriving after the gates are locked in the morning should access school through the main school doors and report to the Attendance Officer or the Academy Office.

Nursery

We operate staggered start dates in September as it has proven to be a positive approach to a smooth transition. If working parents have difficulty with childcare prior to the start date we will offer, then we will endeavour to support your needs.

Organisation of Key Stages/School Pyramid

Richmond Hill Primary Academy is organised into the following key stages which shows your child's journey through school starting from Nursery to Year 6.

Lower School	Foundation (F1 Nursery, F2 Reception) and Year 1
Middle School	Year 2/Year 3/Year 4
Upper School	Year 5/Year 6

Richmond Hill is part of a pyramid of local schools in the catchment area of Ridgewood school. The primary schools in our pyramid are:- Copley, Barnburgh, Saltersgate Infant, Saltersgate Junior, Rosedale and Orchard. We have a very good working relationship with our pyramid schools - the Principals/Headteachers meet regularly to discuss issues affecting our schools, and our pupils often collaborate on joint ventures/take part in a variety of sporting competitions against each other!

Dress Code/School Uniform

May we inform parents of the Directors' policy on the Academy's dress code. All pupils including Nursery children are required to wear school uniform.

Generally smart appearance is encouraged (e.g. shirts inside trousers/skirts; caps removed in school).

General Dress

Black or Grey Trousers or Skirt/Pinafore dress
Blue Sweatshirt* or Blue Cardigan*
White Blouse or White Polo shirt*
Plain Black Shoes/Plain Black Trainers/Black Sandals
(all footwear should be black, flat, sensible and safe)

Summer Dress

Summer weight dress in plain blue, blue check or stripes.
Black or Grey Shorts (should be smart school shorts not the PE type)

Physical Education (Nursery children do not need a PE kit)

Children are expected to change into the following:-

Black Shorts* (above the knee)
Black Leotard (if preferred – for Gymnastics only)
White T-shirt*
Trainers only
Tracksuit in inclement weather/optional

– the basic premise for PE clothes is health and safety. If PE kit is not brought to school a spare kit may be provided. In order to be flexible because of changes in weather, PE may take place outside or inside, so please ensure you send your child with their full kit, as outlined above.

It is very important that all clothing and property are clearly marked with your child's name.

School Uniform - purchasing

Parents can purchase school uniform from the following suppliers:-

- Cliffs School Wear on Printing Office Street in Doncaster town centre.
- Ordering direct from School Trends

To order and pay for school uniform online from School Trends, please visit:- <http://www.schooltrendsonline.com/schools/RichmondHillPrimarySchoolDN57SB/>
Simply go to the website address, then select 'Parents Find My School' and follow the order instructions. You can either pay online or if you prefer, you can order online and send a cheque to the following address: School Trends, 10 Carley Drive, Westfield, Sheffield, S20 8NQ. Alternatively, if you do not have access to the internet/or do not wish to order on-line, you can complete an order form and order by post. There are no minimum order quantities and your uniform will be delivered directly to your chosen address (orders can be delivered free of charge to school and we will let you know when it arrives).

Samples of uniform are available to view/try on in the Academy Office.

Similar items without the logo can be purchased from many local retail outlets.

Extremes of Fashion/Hair

At the discretion of the Principal/Senior Leadership Team, extremes of hair style/colour are not allowed. Lines/shapes or patterns cut into hair and extreme hair colours are classed as 'extremes' as are braids/corn rows.

Earrings/Jewellery

Earrings and other jewellery (except a simple watch) **are not** to be worn at school. If pupils come to school wearing jewellery we ask them to remove it themselves which may lead to accidental loss. For this reason it is much simpler if jewellery is not worn to school. If ears are newly pierced, pupils will be monitored and then we will ask them to remove earrings after six weeks. Earrings must be covered with tape during this six week period for health and safety reasons.

Note:- Please ensure any ear piercing is carried out during the long summer break to ensure earrings can be removed in September. Parents may be interested to note that Ridgewood School currently operates a zero tolerance policy on earrings which states that no earrings at any time are permitted.

Make-up and Nail Varnish/Nail Art/Children's Temporary Tattoos

Make-up/nail varnish/nail art/children's temporary tattoos - **must not** be worn in school.

School Enforced Closures/Adverse Weather Conditions

During adverse weather conditions, or any other emergencies which may have an impact on the school:-

- we will keep parents informed via our text messaging service
- keep TRAXFM up to date with any developments
- post any urgent messages on our website homepage

Lunch-time and Morning Break Arrangements

Lunch-time

The school operates a 'Family Service' and provides excellent meals that are carefully planned, balanced and healthy. Children may bring a packed lunch if this is preferred. As some pupils in school suffer from allergies we ask that food containing nuts and nut products be avoided. Our school is also designated a Healthy School. A drink of water will be provided by school for all pupils either on school dinners or packed lunches. Pure fruit juice (not squash) can be included in packed lunches as part of your child's 5 a day – although health professionals strongly recommend just water. Plastic Flasks are acceptable but only tepid contents are permitted. **Chocolate bars/sweets/soft drinks and fizzy drinks are not allowed.** Packed lunches should be placed on the class lunch trolley. At the beginning of morning sessions the trolleys are moved to areas in school which have suitable cool temperatures for appropriate storage until lunch time. Pupils must remain on their primary choice of meal every day. If you wish your child to change either their primary choice from packed lunches to a school meal or vice-versa, we request that parents notify the Academy Office in writing (or email finance@richmond.doncaster.sch.uk) giving one week's notice.

Lunch-time for Nursery Children – Nursery children have the option of a school meal at lunch time when they are in school on their full days served in the Nursery classroom. We ask that pupils who are eating school meals are able to feed themselves using a spoon or knife and fork. Pupils will use this time to develop skills to access the dining room when they are in Reception (full-time school). Nursery children may bring a packed lunch if preferred.

Morning Break Times

At morning break times, children in Foundation and Key Stage 1 are provided with free fruit as part of Doncaster Council's Fruit in Schools Scheme. At morning break for KS2 pupils only - these pupils are allowed to bring their own fruit, wholemeal toast is also available to buy at a cost of 20p per slice (subject to change).

Good Start to the Day - What your child needs to bring to school

- Reading Book and Reading Diary – daily
- Packed Lunch (if applicable) – daily
- Home Learning - on appropriate day*
- PE Kit : Swimming Kit (Year 5 only) - on appropriate days*
- Correct change for wholemeal toast – KS2 children at morning break time only
- Water bottles - we encourage children to drink water throughout the day as taken in frequent small amounts, it improves mental and physical co-ordination. We would ask that you send your child with a drinking bottle with their name on it, which will be kept in designated areas in each classroom. Drinks should only be water and not juice/squash etc.
- Coat/Sun Hat/Sun Screen (when necessary)
During warm sunny spells of weather, children should wear sun hats whilst playing outside/participating in PE lessons. Your child may bring sun protection into school but must apply it themselves. You can also help by ensuring you send your child

with a drink of water in a labelled drinks bottle which can be kept in the classroom or taken with them to PE.

- Book Bag – for Foundation & KS1 children
On first admission to our school all pupils are given a free school book bag. Additional Book Bags are obtainable from the Academy Office (payment via ParentPay prior to collection).
 - Back Pack/other suitable bag – for KS2 children
Could we please urge parents to ensure that bags are as small as possible as we only have a limited amount of space in each cloakroom.
- *Your child's class teacher will let you know details about PE days & when home learning is given out and when it should be returned.

Keeping Disruption of Classes to a Minimum

To keep disruption to your child's class to a minimum may we please ask parents to:-

Ensure your child comes to school each day on time for morning registration and with the necessary items they will need for the day (as outlined above).

Let your child know who is collecting them from school that day, and if they are a KS2 child, if they are to walk home alone or wait to be collected.

Inform us immediately if the person collecting your child from school is going to be late. Please try to ring school before 3.00pm or 3.15pm at the latest so we can ensure messages are relayed to the class teacher in time.

For all pupils – if they are booked in to go to Hillbillies Before and After School Child Care or any After School Clubs – please remind them on the appropriate morning (and ensure they have any necessary kit).

Medical Care/Nursery Intimate Care Policy/Safe Care at the End of the School Day/Safety of Children with Allergies/Head Lice and Infectious Conditions

Medical Care

If your child is taken ill, or has an accident during the school day, they are taken to the medical room in the Academy Office. The school has a number of staff who are trained in First Aid. In case we need to contact you quickly it is essential that we have up to date contact telephone numbers, please ensure the office is informed of any changes. If your child has a specific health problem please make sure you have informed us, in writing. We are only too pleased to discuss individual pupils' health care plans with parents. We keep an up to date record of all pupils with specific health issues e.g. allergies (including nut allergies or allergies to plasters/medicines), asthma/diabetes/epilepsy etc. Pupils with conditions which may require urgent medical help are brought to the attention of all staff via staff training and individual pupils are then identified by photograph displayed in the medical room and the staff room.

Administering Medicines/Inhalers

The Administering Medicines Policy ensures that medicines are managed efficiently within the school. Only medicines that are prescribed by a doctor and labelled to be administered 4 times a day will be administered by the school. Pupils with inhalers in school will have their medication located in the classroom for ease of access. Parents are welcome to come into school to administer medicines to their own child, but to avoid disrupting classes, this should only take place at 12.00noon.

Parents are asked to complete and sign an Administering Medicines form (obtainable from the Academy Office). The parent/carer should then personally hand the form and prescribed medicine to a member of the academy office staff, where details will be checked. A text message to parents will confirm that medicine has been administered at the requested time. **Prescribed Medicines cannot be administered without this signed consent form which should be signed by the person with parental**

responsibility. Unfortunately, forms signed by childminders/other carers cannot be accepted. It is parents' responsibility to ensure any prescribed medicines (particularly inhalers) are kept up to date. Please note that we have access to a fridge to keep prescribed medicines which require that particular method of storage. Children should not bring any medicines/inhalers/tablets/cough sweets etc to school to keep in their own bags/pockets. If medicines are to go home at the end of each day then parents/carers must collect them, we cannot give medicines to pupils.

Medical Room

If your child visits the medical room you will usually be informed via a green note which gives you details of symptoms/treatment (see below for more details). However, we may on occasions ring you to discuss it in more detail. Please note that the staff trained in first aid cannot carry out invasive treatment such as foreign bodies in eyes/removing splinters/administering eye or ear drops. The School Nurse service works with all the schools in our pyramid including Ridgewood. The team is centrally based in Doncaster and are not based at individual schools. If you need to contact this service for advice or to discuss any issue relating to your child, please contact the school Academy Office in the first instance, for details.

Medical Notifications

We fully understand it is important for parents to be kept informed if their child has an accident or is feeling unwell during the school day. Parents are contacted, if after assessment in the medical room, we feel a child needs further medical assistance or needs to go home.

- We will contact parents direct if we feel it is necessary to give an immediate alert.
- Where a child from KS2 has visited the medical room for a minor ailment or injury, a green medical note will be issued to the pupil.
- Where a child from Foundation/KS1 has visited the medical room for a minor ailment/injury, a green medical note will be issued and given to the class teacher to ensure it safely reaches your child's book bag. Could we please urge parents to check book bags on a daily basis.

Nursery Intimate Care Policy – The school has its own intimate care policy.

Safe Care at the End of the School Day – Foundation/KS1 Pupils

When children leave school at the end of the day, they are let out of their classroom one by one and placed in the safe care of their parents/carer, under the watchful eye of a member of staff. If your child needs to re-enter the building to retrieve something, either from the classroom or cloakroom, we ask that you wait until all children have left that area and you accompany your child back into school and alert a member of staff. In case of an emergency it is vitally important that you personally supervise your child to ensure their safe keeping. Similarly, if you need to speak to your child's class teacher at the end of the day, could you please wait until all children have left school to avoid any unnecessary distractions whilst ensuring children are placed in safe care.

Safety of Children with allergies

We have a number of children in school who have severe allergies. Nuts and other food products – for example – certain types of biscuits that contain nuts and such things as NUTELLA spread on sandwiches, and breakfast cereal bars, are not allowed in school for the safety of these pupils. This applies, not only at lunch time, but also if your child brings birthday/holiday treats into school to share with their class mates. (See also further information about birthday/holiday treats under 'Personal Possessions').

Head Lice and other infectious conditions

Parents are advised to regularly check their child for Head Lice as well as other which can easily be spread by touch. We try to instill good hygiene habits in all our pupils whilst in school to keep infections to a minimum.

Parents please note:- Pupils are not expected to be absent from school if they have head lice. If you decide to keep your child away from school and report them absent in

order to treat any infestation then only half a day will be deemed an authorised absence. We would expect your child to return to school after lunch and any absence beyond half a day will be recorded as unauthorised. Any absence either authorised or unauthorised will affect your child's attendance record.

Free School Meals

We would like to encourage all parents with a child/ren in school, who could be entitled to free school meals, to submit a claim to Doncaster Council. Richmond Hill Primary Academy Directors have decided to support families who are newly eligible and make a successful application for Free School Meals, by providing them with an item of school uniform at no cost. Please ask for the Business Support Manager at the Academy Office, in confidence, who will be able to answer any questions and support your on-line application and offer the use of our office equipment to do this with you. Even if you don't want your child to receive a free school meal we would ask you to complete an application. Our school may receive Pupil Premium Funding* to help support your child.

Universal Free School Meals (UFSM) for Reception/KS1 Pupils - In September 2014 the Government introduced a scheme for all children in Reception, Y1 and Y2 to receive a school meal free of charge.

Please Note:- Although Reception/KS1 children will automatically receive a Universal Free Meal, we are asking families who have a statutory right to free meals, (because they are in receipt of one of the qualifying benefits), to additionally complete an on line Doncaster Council application.

***Pupil Premium** - The Pupil Premium is a grant provided by the Government for every child who has the right to a free school meal. This money supports services for pupils such as Reading Team staff, Pupil Mentors and Maths Booster sessions.

Payments

The Academy uses a secure on-line service called ParentPay to pay for school meals, visits, after school clubs etc. We do not accept cash and cheque payments, however if parents need to make payments by cash they may do so using the PayPoint network at local convenience stores (e.g Sainsbury's in Sprotbrough). Please see a member of the office staff to discuss the PayPoint method. On a pupil's admission to the school you will receive a unique ParentPay Account activation pack. Arrears - Failure to bring your account up to date will result in proceeding with our external debt recovery procedures. **Please note for School Meal Arrears - under these circumstances the school will no longer be able to provide a school meal and your child/ren must bring a packed lunch.**

School Meal Costs We ask parents to commit to school dinners for a week at a time to allow cook to forward plan meal numbers. The cost for school dinners as at 1.9.17 is £11 per week - £2.20 daily (subject to change).

Milk in School Scheme The Cool Milk Scheme operated by the Local Authority is available to all pupils from Nursery to Year 6. Pupils are entitled to **FREE school milk until their fifth birthday or if they are entitled to Free School Meals.**

It is parents' responsibility to register your child for the scheme even if they are entitled to free milk. However, at the beginning of September, new Nursery and new Reception children (under 5) who are eligible for free school milk will have their details automatically sent from school to Cool Milk.

The quickest and easiest method is to go online www.coolmilk.com. Alternatively you can complete a registration form and return direct to Freepost Cool Milk (obtainable from the Academy Office). Payment is direct to Cool Milk by various methods detailed on the form. Cool Milk will then provide school with details of all registered pupils.

School Visits Visits out of school are of great educational value. If your child participates in a school visit you will be informed of the details giving a breakdown of the associated costs. The payment is a voluntary contribution but lack of funds may

result in the visit being cancelled. The school is unable to support the cost of visits and, therefore, they will only take place if sufficient pupils indicate an interest to make them financially viable. However, we appreciate that the cost of school visits can be a problem to some families. It is therefore important to point out that if your child is eligible for free school meals whether or not they are taken, and your eligibility is recorded by the Local Authority, the school may be in a position to offer a subsidy on the cost of the visit. Please contact the Academy Office for further details. In effect, families are eligible if they are in receipt of Income Support. *Once payment for visits is made they are usually non-refundable. However, if visits are cancelled due to reasons beyond our control, for example adverse weather conditions, refunds or partial refunds can only be given if the school receives payment back from the bus company and/or venue.*

Outdoor Adventure Trips

In KS2 we aim to provide a trip each year which offers the activities which pupils would access on residential trips without the extra cost of an overnight stay. Unfortunately the cost of these trips is still costly. Exact prices will be confirmed annually but on average parents may find it helpful to budget around £30 a year in the summer term.

Payment for After School Clubs Payment for After School Clubs is usually made in full and is non-refundable.

Personal Possessions

Please Note:- school cannot accept liability for loss or accidental damage

Phones/Electronic Gadgets etc

Mobile Phones/IPhones/IPods/Games/Cameras/Cameras on phones etc should not be brought into school or used by pupils whilst they are in school. However, we appreciate that some parents of KS2 pupils who walk to/from school alone wish them to carry a mobile phone. In these instances pupils should deposit their phone in the Academy Office. A permission letter obtainable from the office should be signed by the person with parental responsibility before phones are left.

Please note:-

- The Academy cannot accept liability for loss or accidental damage;
- Any adults in school should not use their mobile phone in the school building other than the main designated area of the office reception.

Please see following note under toy day regarding electronic devices.

Toys

We have two designated toy afternoons during the year, one at Christmas and one at the end of the summer term. Staff and Directors cannot accept any responsibility for items brought into school. It is advisable not to send your child with expensive or irreplaceable items. Key Stage 2 children can bring electronic devices/games consoles on these days, but only with a signed permission letter from their parent accepting responsibility for loss/damage. Such devices must not be used to record videos, take photos, access chat rooms/social networking sites or send messages.

Details about playground toys can be found in the School Day section of this Guide.

Lost Property

We urge you to clearly label all your child's clothing and equipment. We manage to build up a huge amount of lost property and if it is named we can reunite it with the owner. Items which cannot be identified will be passed on to charitable causes after half terms if not claimed. Lost property is located near the main school office.

Birthday/Holiday Treats

May we ask parents to bear the following in mind if your child brings birthday or holiday treats into school to share with their friends.

Unfortunately, staff do not have the facilities to cut up and share cakes, so we would ask that any cakes are individually wrapped ready to give out to pupils.

We have a number of children in school with different types of allergies. In particular, it is vital that food items should not contain nuts/nut products. However, due to the varying nature of the many different allergies experienced by some of our pupils, and for all pupils' safety, it is felt that these treats are best enjoyed after children have left the school premises. Therefore, any treats will be given to pupils at the end of the day to take home.

Attendance, Reporting Absence, Punctuality and Requests for Holiday Leave

- *Any absence authorised or unauthorised affects your child's attendance.*
- *Although Nursery children are not of statutory school age, the school's guidance on these issues still applies, to set good habits right from the first days in school.*

Attendance

Regular and punctual attendance is vital if a child is to progress at school. No one can help being unwell, and if a child is ill the best place for them is at home with loved ones. However, there is a direct correlation between attendance and academic progress. Attendance letters are sent out as a matter of course, even if your child has been ill, when they hit 95% attendance and below. Parents should be aware that all our pupils' attendance, including registered late marks, is monitored by the class teacher alongside the Principal and the Inclusion Team/School's Attendance Officer. Subsequently, the Education Welfare Officer may become involved when -

- A pupil's attendance is below **96%**, or certain patterns of absence emerge.
- A pupil is late on **several** occasions.

Reporting Absences

If your child is ill or cannot attend school for any reason, please notify us via the Richmond Hill App or telephone the school on **01302 782421** to leave a message on our 24 hour answer phone (accessed through the normal school phone number). Alternatively, call in person to the Academy Office or text our school mobile on **07763783684** – **(this mobile is for reporting absences by TEXT only)**. Please also advise us about any doctor's/dental/ hospital appointments (please provide evidence where possible), which may mean your child is late for school or you need to collect them sometime during the normal school day. If your child is ill please give some detail rather than 'poorly' or 'not well'. A record of illnesses allows us to see if we have any emerging patterns of illness, for example, chickenpox, and we can alert other parents to watch out for symptoms.

We would like to request that parents of **pupils in KS2 contact the school on the first day of absence**. We will confirm receipt of your message with a text to your mobile phone and ask you to leave a further message to advise the school of their **return date**. We do this as a matter of safety as a number of KS2 pupils walk to school on their own. **Nursery, Reception and KS1** parents should contact school **on the first day of absence and then every other day prior to their return**.

Punctuality

The gates to the **Foundation Unit and Key Stage 1** are locked 5/10 minutes after each start of session.

The **KS2** gates are locked at **8.55a.m.**

All pupils arriving after these times must enter school via the main school entrance where they will be escorted to their classrooms by a member of staff.

Children who arrive after the registers have closed at **9.05a.m. will be marked late**, as lessons start promptly at 9.00a.m. following registration.

Taking your child out of school

If you make a request for your child to leave school early, before the end of the school day at 3.30p.m.- times differ for Nursery children - (either after morning or afternoon registration), it will only be authorised if it is due to sickness; a medical appointment (supported by an appointment card/letter), or in exceptional circumstances at the

discretion of the Principal. Any other reasons for leaving school early will be deemed unauthorised and will be recorded. Parents should be aware that if the Education Welfare Officer or police see a child out of school during a normal school day, then parents may be challenged and school contacted.

Holidays during term time

The Government implemented new legislation on attendance, effective from 1st September 2013, which means that **no requests for holidays can be authorised except in exceptional circumstances**.

The amendment makes it clear that Principals/Headteachers may **not grant any** leave of absence during term time unless there are **exceptional circumstances**, and Principals/Headteachers should determine the number of school days a child can be away from school, even in these circumstances. This amendment replaces the legislation allowing Principals/Headteachers to grant leave of absence for the purpose of a holiday of up to ten days per academic year. Basically, it means that the previous scope and content of the approach to 'allowing' such absence in term time has been drastically reduced to the extent that authorisation would be unlikely/impossible.

Any absences for a leave of absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence. If your child has an absence marked as unauthorised, you may be issued with a Fixed Penalty Notice for this period. **It should be noted that BOTH parents would be at risk of a Fixed Penalty Notice for each child of the family with a period of unauthorised absence from school.** When a parent/carer wishes to apply to take their child out of school during term time, a Leave of Absence Form must be completed and submitted to the school **at least 4 weeks before the proposed start of the absence, and before booking the holiday.**

Extra Curricular Activities – After School Clubs

We offer a variety of extra curricular activities for pupils after school (except nursery children). For example the clubs range from sports – gymnastics, football, rugby, athletics, tennis; to cooking, lego, art etc. Application forms are sent out to parents on a regular basis giving details about the Clubs. All Club Leaders will have appropriate DBS checks (Disclosure and Barring Service). Clubs can either be operated by members of staff or outside providers and some clubs have a cost associated with them to cover materials and staffing where there is a cost to school. If your child has a place on an After School Club and they are absent from school on the day of the Club, the class teacher will inform the Club Leader. However, if they are in school but cannot attend the Club session at 3.30pm for whatever reason, we would be grateful if parents could either – write a note to the class teacher/telephone Academy Office or contact the Club Leader on their mobile (details on application forms). This is for the safety of your child so that the Club Leader can account for any non-attendance. Club Leaders are responsible for any 'exemptions' of participants from their club due to behaviour issues or failing to bring the correct equipment (e.g. shin pads for football).

Extended Schools

Hillbillies Before and After School Child Care

Richmond Hillbillies aim to provide excellent quality childcare in a happy fun filled environment. Run by our own friendly qualified and experienced staff. Registered to provide sessional care for 24 children aged between 3-11 years of age. Hillbillies works under the guidelines set by the Childcare Act 2006, and adheres to the staff/child ratio of one member of staff per eight children. Hillbillies is here to help those parents/carers whose working or training hours lead to difficulties with out-of-school childcare as well as those parents who just feel that their child would benefit from attending and participating in the activities. We believe that play is an essential part of every child's learning, therefore Hillbillies is well equipped for both indoor and

outdoor play activities with a wonderful range of resources. We are situated in the Foundation area within school.

Before school operates 7.45a.m.-8.55a.m.

After school operates 3.30p.m.-5.45p.m.

Places may be booked on a regular or occasional basis. We aim to provide a flexible service to as many families as possible.

Please contact the Hillbillies Manager on 07925 205965 if you would like to find out more. Email – hillbillies@richmond.doncaster.sch.uk

Please note there is a cost associated with this provision and only children currently attending Richmond Hill Primary Academy can access Hillbillies. It is an extra provision and is not part of pupils' statutory provision.

Rocky's Breakfast Club for pupils in KS2 only

Rocky's provides breakfast snacks for KS2 pupils only, who may be coming to school themselves and wish to share toast/fruit and a drink with their friends. Rocky's opens between 8.30a.m.-8.45a.m.

School Council

Pupils take an active part in our school. Their views are sought as part of our school improvement plans. They represent the school on many occasions at many events as well as involvement in staff interviews at times. If your child is selected for the School Council they hold an important office for at least a year and this is logged on their personal record.

Celebrating Success and Good Attendance

Richmond Hill Primary Academy celebrates pupils' success in both academic and personal achievements throughout the year. All pupils are valued and positive affirmation and praise is abundant around the Academy.

- Achievement Assemblies – class teachers identify a 'Star Pupil' and Perfect Purple Behaviour and Best Attendance is also celebrated in assemblies.
- Awarding of House Points – all our pupils are attached to a particular 'house'. Pupils are awarded house points for various reasons such as polite manners, good behaviour, producing excellent work, participating in competitions etc. All house points are collected on a weekly basis and the winning house is announced during Achievement Assemblies. Individual house points are collected on cards which lead on to Bronze or Silver Awards and then Gold Principal's Awards.
- Prize Night – an annual event for invited pupils and parents. Class teachers nominate individual pupils in a range of categories which mirror the areas highlighted in our Achievement Assemblies. Pupils also nominate children in their own classes who they consider to be individuals who are kind-hearted, have a positive attitude and represent the Academy values.
- Presentation Ceremony – an annual event to acknowledge pupils who have had the opportunity to represent Richmond Hill in a variety of competitive or presentational forums.
- We are always trying to find different ways to celebrate "Good" Behaviour. Children achieving perfect purple have thoroughly enjoyed the delights of Behaviour Bingo and those pupils who achieved above school average behaviour have been treated to the wonders of the Sundae Shack where they were able to choose from a myriad of ice creams and toppings galore! A great reflection on our pupils' behaviour and attitude.

Good attendance is also celebrated each term and annually at the end of the year. Attendance is also positively commented upon in reports, at parents' evenings, as well as in behaviour and attitude reports.

School Behaviour Scale (applies to all pupils except Nursery)

A copy of the School's Behaviour Scale can be found on the following page. It gives parents a more in-depth understanding of the relevance of merits and the process

which allows us to maintain our pupils' behaviour at Richmond Hill Primary Academy to the level which we are accustomed and recognised by Ofsted. Please note the policy is reviewed annually. Any changes are placed on our website once ratified by the Board of Directors.

Richmond Hill Primary Academy Behaviour Scale

The school uses a sliding scale from 10-1 to chart the behaviour of each child during the day. Each child starts the day on Purple 10. If any low level behaviour occurs, children will receive the correct amount of age appropriate verbal warnings. If this behaviour continues, they will be moved down the scale. At the end of each day every child is aware of their behaviour score.

10	Warning 1	Warning 2	9	8	7	6	5	4	3	2	1
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Outstanding Behaviour

Your child will be tracked daily and given a score for their behaviour each day. The aim is that pupils stay in the 'Purple' zone as this is five star outstanding behaviour. Pupils who stay in this zone all week will receive 5 merits at the end of the week. 100% outstanding behaviour is rewarded and celebrated in a unique way.

100%

Good Behaviour

Good Behaviour is in the '10-9' zone. Two warnings can be issued before a pupil is moved to 9 at the teacher's discretion.

99% - 90%

Amber Behaviour which Requires Improvement

This is usually cumulative low-level behaviour that builds over time with the '8-7' zone. This is informed from the daily tracking and is an indicator that your child should improve their behaviour.

Week 1 - Acknowledgement that there is a problem with their behaviour.

Week 2 - Encouragement and advice on ways to improve.

Week 3 - Warning (parents made aware).

Week 4 - Parents notified formally by behaviour alert sticker in pupil's diary.

89% - 70%

Alert to Parents

Official letter sent home to parents.
Behaviour point recorded on School Information Management System. (SIMS)
Parents involved in next steps planning.

Inadequate Behaviour "On Report"

If this behaviour continues it will be necessary to take further action which includes being placed 'On Report', exclusion from extra-curricular and enrichment activities. Further point(s) on SIMS and removal from school reward system.

To move from being 'on report', pupils need to achieve a minimum of 2 weeks at target behaviour.

Help and Support

We are always here to help. If you have any concerns about your child's time in school please discuss it with the class teacher in the first instance. If the situation cannot be mutually resolved after that stage we suggest the class teacher involves the appropriate member of senior leadership.

However, from time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Board of Directors has adopted a 'General Complaints Procedure'. The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur

Full details of the procedure may be obtained from the school office or from the Clerk to the Board of Directors.

All complaints are handled by the school's policy. Any complaints made directly to the Local Authority will be re-directed back to school.

Inclusion Team

Our Inclusion Team addresses the needs of children who need support to overcome barriers to learning both inside and outside the Academy in order to achieve their full potential. We formulate and implement a whole Academy strategy to identify pupils who would benefit from mentoring.

Special Educational Needs

Great care is taken to identify and support children with Special Educational Needs within the school wherever possible. We work closely with parents and other colleagues in the support services, to ensure that all children are given the attention and resources they require.

Special Educational Needs does not only refer to children with physical or learning difficulties, support may be also needed for particularly able children, or those who find it difficult to meet the school's expectations or acceptable behaviour.

Various forms of assessment and consultation aid the identification of each child's individual needs. These are always shared with parents, and using a close partnership/shared approach the school aims to help the pupils by:

- Identifying the individual needs of pupils.
- Offering carefully structured programmes of work within a broad and balanced curriculum, in a pleasant, caring environment.
- Dealing with outside agencies and giving relevant support.
- Providing learning support, materials and strategies where appropriate.
- Reviewing all children on a termly basis with parents.

The SEN Co-ordinator (SENCO) is Mrs D Secker.

Safeguarding

Changes in law, notably the Children's Act (1989), mean that staff in school have a duty to report any problems, any concerns that they may have that any child may be suffering significant harm, particularly as a consequence of possible abuse. A member of the senior leadership team who will have special responsibility for Child Protection.

They have received training in this area, and can be trusted to deal with all these matters with professional confidentiality. In school they are Mrs D Secker, Mrs K Cousins, Mr K Norton, Mrs K O'Keeffe, Mrs M Robinson, Miss S Lewis, Mrs M Lord, Mrs B Flockton, Mrs M Dunn.

The school has a policy on Safeguarding, which has been agreed by the Board of Directors. As a school, we have close contacts with the School Health Service, Family and Community Services and the Police, any or all of who may become involved if abuse is suspected or alleged.

The school has a responsibility to collate basic information such as who has parental responsibility for a child, and to pass this information to the relevant agencies if so requested. In the event of an investigation into possible child abuse, the school has a duty to co-operate with the investigating agencies to the best of their ability to promote the welfare of the child. Whilst the school will always attempt to work in partnership with parents, and try to ensure that parents are fully informed of, and participate in any action concerning their child, if there is a conflict of interest, the welfare of the child must be the paramount consideration.

Should you wish to discuss Child Protection and the safety of your child, or indeed, any other topic involving your child, please feel free to contact the school.

Disability, Accessibility, Site Security and Safety

In order to ensure the safety of your child the school operates a badge identification system. It is necessary therefore that all visitors report to the main office. Visitors are required to use the main entrance for school where admissions are monitored.

Accommodation

The accommodation indoors and outdoors is checked regularly for:

- Safety
- Security
- Suitability
- Accessibility

We shall provide areas, which are conducive to stimulating children's learning and will:

- Be bright, attractive, orderly and well-ventilated
- Have different areas suitable for a range of purposes
- Have places for children to be quiet and relaxed as well as express themselves freely.

Disability Accessibility

The school has a front/rear disabled access as well as toilets for the disabled. Consistent with the school's policy for equal opportunities the school ethos promotes attitudes and acceptance in pupils so that all children are treated fairly and valued as individuals. Children with disabilities are included in all aspects of school life within any limits their disability may impose. The school has two disabled car parking spaces.

Dogs on School Premises

Dogs are not allowed on school premises for the health and safety of all our children.

SAFETY -

Road Safety, School Crossing Patrol, Parking, Safety in the Playground, Cycling to School, Cyberbullying

Doncaster Council's Safer Neighbourhood Team provide a **Crossing Patrol Service** outside our school. Parents should be aware that there is no obligation on the Authority to ensure there is a daily crossing patrol. On occasions where they are not able to provide a service, it is their responsibility to let parents know. They usually do this via Traxfm radio. If they let us know in time, we will also ensure that text

messages are sent to all parents. The school has a Puffin Crossing near the KS2 gate. Any child(ren) arriving/leaving school at times when the crossing patrol service is not available, should use this crossing for health and safety reasons.

There is a road safety problem within the immediate vicinity of the school. Part of this problem could be alleviated if parents did not park their vehicles in the bus lay-by, on the highway and adjoining streets, and within the school grounds. Courteous parking is essential to help to keep community relations positive. Please respect local residents' property and the access to their own driveways. To ensure the safety of the children your co-operation would be greatly appreciated. Community Support Officers also regularly patrol our area, particularly at the beginning and end of the school day, and will challenge any parking issues.

We also need to stress to parents that children, on their way to and from school, should avoid making a detour through the NHS Clinic/Doncaster Council building (the grounds near the KS2 gate). The car park in the grounds can be very busy and we need to keep our children safe.

Scooters, Bikes and Toys – Foundation and KS1 pupils

We understand that the little ones love to ride to school on their bikes or scooters, however, may we please ask that they dismount outside the school gates and not ride around in the playground for the health and safety of everyone on school premises. Unfortunately, it is not possible for bikes/scooters belonging to children in Foundation/KS1 to be left on the school premises – either securely locked to perimeter fences or anywhere else in school. Similarly, we would ask parents not to let children bring toys such as Nerf toys or balls etc into the playground for the safety of both children and adults.

This also applies to any adult coming to school on their bike – please leave cycles outside the school premises (main blue gates)

Cycle to School – Year 5 and Year 6 Pupils only. We have a limited amount of bike racks on the school premises for use by Y5 and Y6 pupils. Permission slips must be obtained by interested Y5 & Y6 pupils from Ms Buchanan in Y5, signed by parents and returned to school **before** allocation of a space in the bike racks can be made. Pupils who leave their bikes in school do so **at their own risk, the school cannot be held responsible for any damage or loss.** We advocate cycle helmets, 'Be Seen' clothing as well as bike locks. Children should lock their bikes with a bike lock to the bike stands provided. Please note that this does not include Scooters. We recommend that pupils riding a bike to school have reached Level 2 Bikeability Training.

Parking

We would like to stress to parents/carers that parking on the yellow zigzag lines outside the school gate is not permitted – even if the driver stays with the vehicle.

Community Police Officers regularly patrol the area and you could incur a fine if they find you parked on the lines. We are also in contact with the Community Police regarding the matter, as it is an issue of child safety.

We would also like to remind you that the academy car park is not for general use by parents. Our gates are locked at certain times during the day to ensure the health and safety of the children and parents walking past the gates. They will be locked at the beginning and end of the school day for this reason. We also request that parents do not enter the academy car park either by vehicle or on foot when collecting children from After School Clubs.

Doncaster Council's Safer Neighbourhood Team provide a Crossing Patrol Service outside our school. Parents should be aware that there is no obligation on the Authority to ensure that there is a daily crossing patrol. On occasions where they are not able to provide a service, it is their responsibility to let parents/carers know, which they usually do via TraxFM radio station. If they let us know in time, we will also ensure that a text message is sent to all parents/carers.

The school has a Puffin Crossing near the KS2 gate. Any child(ren) arriving/leaving school at times when the Crossing Patrol Service is not available should use the Puffin Crossing for health and safety reasons.

There is a road safety problem within the immediate vicinity of the school. Part of this problem could be alleviated if parents did not park their vehicles in the bus lay-by, on the highway and adjoining streets and within the school grounds. Courteous parking is essential to help to keep community relations positive. **Please respect local residents' property and their access to their own driveways.** We also need to stress to parents that children on their way to/from school should avoid attempting to make a detour through the Levett School grounds (next to the KS2 gate). The car park in the grounds can be very busy and we need to keep our children safe.

To ensure the safety of your children, your co-operation would be greatly appreciated.

PLEASE PARK RESPONSIBLY AND SAFELY

Cyberbullying

We regularly discuss with our KS2 pupils the issue of how to stay safe when using the internet. The internet is a very valuable tool but can also be dangerous for young children. Please ensure children are supervised at all times when accessing the internet and please remember children should be 13 years of age when using social network sites. Parents' Workshops are held in school and we highly recommend parents attend our information workshops on this subject.

Staff and Board of Governors

Please see the school website for more details.

DBS – Disclosure and Barring Service

All staff employed by the school have a DBS check before taking up their appointments. Regular adults who volunteer in school are also DBS checked.

School Links/Partnerships/Awards

- We are a member of the YORKSHIRE TRIANGLE NETWORKED LEARNING COMMUNITY which enables us to develop staff expertise in partnership with leading schools across South Yorkshire.
- We have been awarded the BASIC SKILL MARK 2011 which reflects our commitment to high academic standards for all pupils in reading, writing and maths.
- We are a HEALTHY SCHOOL – Award/status promotes a healthy lifestyle with all pupils.
- Eco Schools Silver Award
- As a Multi-Academy Trust we are working in partnership with Woodfield Primary School and Balby Central Primary School.

School Policies

Richmond Hill Primary Academy's agreed admission number is 60.

There are a variety of policies operating within school that have been ratified by the Board of Directors. Some of these are on the school website others are available on request

Reports of bullying and racist incidents are taken very seriously and will always be investigated thoroughly with the appropriate member of staff and as stated in our school's policy.

CURRICULUM ISSUES

The National Curriculum

The Education Reform Act requires that every maintained school will follow the National Curriculum.

The law says that:

“The Curriculum for each pupil, including those with special needs, should be balanced and broadly based: that it should promote the spiritual, moral, cultural, mental and physical development of pupils and prepare them for the opportunities, responsibilities and experiences of adult life.”

Special Curricular Arrangements

Children who need specific help may be withdrawn from class for a short period of time and given this help by a member of the school staff.

More able children may also be taught in appropriate ability groupings, for some aspects of the curriculum.

Class Organisation

All children are taught in mixed ability classes, grouping within the class varies according to the nature of the work being undertaken. Work to complete at home will be given where it is felt necessary. Home learning is given to all children following the guidelines outlined in the home-school agreement document.

Parents cannot select their child's classes.

Class Allocations

It is school policy that the allocation of pupils to classes for the following academic year is organised by the existing teacher, based on numbers, gender, academic and social groups.

Pupils' Transfer to other schools – Richmond Hill Primary Academy has no influence on class allocations when pupils transfer schools, either at primary or secondary level.

Transition

We provide an extensive transition programme for all our pupils to enable them to settle more easily into their new classes or their new secondary school each September. Please note that Transition Parents' Meetings are only held for those children who are moving phases – Nursery (F1) moving to Reception (F2); Reception (F2) moving to KS1 (Year 1); Year 2 moving to KS2 (Year 3). A meeting is also held for pupils moving into Y6. Meet the Teacher Meetings are held for pupils moving into Y2, Y4 and Y5.

Nursery - We operate staggered start dates in September as it has proven to be a positive approach to a smooth transition. If working parents have difficulty with childcare prior to the start date we will offer you, then we will endeavour to support your needs.

Home Learning

Parents' help and support is appreciated in ensuring that any home learning is completed and returned to school at the appropriate time. It is also appreciated if you can take time to read with your child on a daily basis and talk to him/her about school. We do provide support to parents in the form of parents' meetings where we are able to discuss with you particular issues relating to the curriculum such as reading schemes/maths/SATs.

Assessment

Currently pupils complete their SATs (Statutory Assessment Tests) at the end of Key Stage 2 in Year 6 and in Key Stage 1 in Year 2. There is also a statutory phonics screening in Year 1 held in mid June.

The National Curriculum is made up of:

Core Subjects

English (including speaking and listening)

Mathematics

Science

Computing

Foundation Subjects

History

Geography

Technology

Music

Art

Physical Education

A Modern Foreign Language

These are organised into two Key Stages (for a Primary School) – Key Stage 1 is Years 1 and 2: Key Stage 2 is Years 3, 4, 5 and 6

The Nursery (F1) and Reception (F2) children follow the Foundation Stage Curriculum, working towards Early Learning Goals.

The National Curriculum is not the whole curriculum, which is offered to children at school.

Religious Education (R.E.) For all pupils, unless parents request otherwise.

Religious Education is based on Christian beliefs and values being supported by stories from the Old and New Testaments. The school's Religious Education reflects the Doncaster LA guidelines. There is an atmosphere and a tone within the school that assist in the children's moral development: as such this will embrace a religious interpretation of festivals and events, i.e. Christmas, Easter, etc. There is a daily school Act of Worship in school. Any parents who wish their child to be withdrawn from the religious worship and instruction simply have to notify the Principal, and, wherever possible alternative arrangements are made. The school has no religious affiliations to any particular church.

R.E. is a mandatory subject. Other areas might include: Personal Health and Social Education (including sex education), Drama, cross-curricular coverage of gender and multi-cultural issues.

RSE – Relationships and Sexual Education

We have been working with other schools in our local pyramid on developing a RSE curriculum which is current and meaningful within the context of our neighbourhood. Schools have worked collaboratively to create not only age appropriate materials from nursery through to Year 6 and beyond, but also one which ensures that our pupils are aware of personal safety both online and in society in general. Our aim is to contribute to promoting the spiritual, moral, cultural, emotional and physical development of pupils at school and to prepare pupils for opportunities, responsibilities and experiences of adult life.

Physical Education/Year 5 Swimming Sessions

PE and Swimming are all part of the National Curriculum and it is therefore expected that children will participate fully in the activities provided. Should your child be ill or injured and unable to take part in the activities, please write a letter requesting that they be excused from the lesson. A variety of sports is evident within the curriculum and school teams are formed for competitions outside school. Opportunities are taken to enhance the teaching of sports by using outside specialist coaches as and when their availability and suitability occurs.

Swimming – As part of the curriculum all Year 5 pupils have swimming lessons. The following information has been received from the Swimming Instructors. Pupils will need to bring a suitable bag with Swimming Costume/Trunks - preferably dark colour to enable the swimmer to be seen clearly under water, no two piece sets for the girls and no long shorts for the boys; A towel; Long hair should be tied back and a swimming cap should be worn if your child has a long fringe. We do not advise that they come to school with swim wear under their uniform. The Swimming Instructors have also provided the following statement with regards to their policy on the wearing of goggles.

“We would like pupils to try to swim without goggles. The swimming programme will contain a water safety exam in which the children cannot be assessed if wearing goggles.

Inhalers/emergency medication held in school with the appropriate written consent, must be taken to every swimming lesson – this will be the responsibility of school staff to transport it to, and from the venue. The Swimming Instructors will not allow children to wear earrings (and any other form of jewellery) during lessons, even if they are taped up. Nail varnish/nail art is also not allowed. The children do not need money or shower gel/shampoo as we are on a tight schedule and there will only be time for a quick shower.

On-Line Safety

In a world where technology appears at every corner, it is important that children are given the opportunity to explore its potential for making positive contributions to their wider world and communities. However, it is recognised that there are real risks associated with this developing virtual reality and, at Richmond Hill, we believe it is important that children know how to act appropriately online so that they can keep themselves and others safe. At Richmond Hill, online safety is taught both as part of the computing curriculum and as an independent subject in its own right. Where relevant, online safety messages are reinforced within our day-to-day communications and cross-curricular links are made within our Prevent and SMSC/PSHE agendas. As they progress through school, children take part in a developing online safety programme, accessing age-appropriate messages and content that is designed to help them use technology safely, respectfully and responsibly. Children are helped to recognise acceptable, as well as unacceptable, online behaviours and to identify where to seek help and advice should they have any concerns about their online experiences.

In Conclusion

We try very hard to treat your child as an individual. If you are concerned in any way about your child, then please come and talk to someone at school. Similarly, please keep us informed of any changes, for instance, in personal circumstances. We will always listen and can sometimes offer practical help.

We believe that the process of education is based on a partnership between home and school. We need you as much as we hope you need us.

**Richmond Hill Primary Academy
The Rose Learning Trust
Melton Road
Sprotbrough
Doncaster
DN5 7SB**

Telephone	01302 782421
Fax	01302 789609
Mobile – for texting pupil absence only	07763783684
Hillbillies Before and After School Childcare	07925205965
App	Download free app from –MySchoolApp and select Richmond Hill Primary Academy
Web site	www.richmond.doncaster.sch.uk
Email	pa@richmond.doncaster.sch.uk