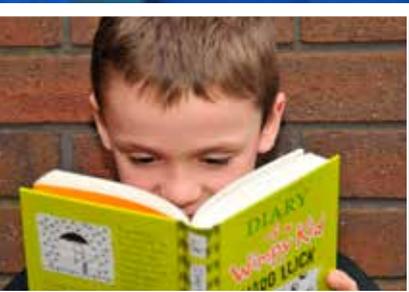




PROSPECTUS

Ravensmead Primary School





Chapel Street
Bignall End
Stoke On Trent
ST7 8QD
Tel & Fax: 01782 296635
Website: www.ravensmead.staffs.sch.uk

A Message from the Headteacher

On behalf of our school community, I would like to welcome you to our school. I hope that you will enjoy looking at this prospectus and that you will find it informative and that it helps to explain some of our procedures and forms of organisation.

Primary education is a precious time for young children, it cannot be repeated. We must care for and nurture our children, recognise their wide-ranging talents and help all children to realise their potential. We must provide a caring, secure and warm environment for our children. We must work in partnership; the school and parents; to enable children to develop academically, physically, spiritually, creatively and emotionally.

"The school provides outstanding care, ensuring that all pupils feel very safe and secure. One pupil commented, 'We are like one massive family!' "

Ofsted Inspection, December 2011

"Welcome and a sense of belonging engulf the visitor who comes in through the front door, let alone the children and staff who ARE the heart of the school. Quality, colour, stimulation, care and a culture of happiness have immediate impact"

Inclusion Quality Mark Assessment July 2014

Ravensmead is a Learning Community for all, it will always reflect upon up to date research whilst recognising the importance of a disciplined and well ordered environment. Our new Creative Skills based curriculum seeks to place the child at the centre of the learning experience. The Governors will endeavour to provide the best possible building and resources. We look forward to working in partnership with you to ensure that your child can develop, grow in confidence and flourish at Ravensmead. I can promise you that the Ravensmead Community will work very hard to achieve this goal.

Yours sincerely,

D Bell

D. Bell
Headteacher



A Message from the Governors

The Governing body is committed to providing your children with the best possible quality education within a caring and supportive environment. We aim to provide a welcoming, effective and calm working environment, in which each child can achieve his or her full potential. We foster kindness, courtesy and mutual respect.

The Governors share the same ethos as the School management and are proud to be part of a team committed to achieving high standards and providing the best opportunities for the children in our care.

We hope this prospectus will provide you with the information you need about the School but if you do require any further information about Ravensmead please do not hesitate to contact the School. You will receive a warm welcome.



Aims of the School

General Aim

Through our relationships with the children we aim to create a happy, caring, secure and welcoming environment within our school.

We aim to provide a curriculum which promotes the spiritual, moral, cultural, social, physical and mental development of each child with an awareness of citizenship in order to prepare them for the responsibilities and opportunities of life in a changing world.

We aim to encourage and develop our children to have:

- Alert and agile minds, a sense of curiosity and an enjoyment of learning.
- The confidence and ability to question and argue rationally and to apply themselves intelligently to tasks.
- Knowledge, skills and understanding relevant to their present and future lives and ability to cope with change.
- Qualities of creativity, sensitivity and imagination.
- An understanding, appreciation and care for their own physical well-being and that of others.
- The skills to manage and utilise all current and future technologies.



"Behaviour, including behaviour for learning, was outstanding. Overall teaching and learning in classes observed was judged outstanding. A strength of the school is the engagement and enjoyment created by the content and interactive approaches to learning. Children talked enthusiastically about first hand experiences".

Local Authority Spring 2014



Our School Mission Statement is:

"To be the best that we can be"

We aim:

- To meet the needs and interests of each individual child.
- To provide a wide range of quality curriculum experiences which are challenging and stimulating to satisfy the National Curriculum with creativity and the development of skills at the centre.
- To enable the identification and full realisation of each child's talents and aptitudes.
- To promote the ability to live and work in co-operation with others, showing consideration and thoughtfulness. To equip each child with the skills needed to play a full part in school life and in society.
- To enrich our curriculum through involving parents and the wider community in the life of our school.
- To extend the family of our school to include: Local Churches, Friends of Ravensmead, Pre-School Children, Pyramid schools, and other local organisations and industry.
- To promote a caring attitude to all in the community, especially with the elderly.
- To promote awareness, understanding, tolerance and respect for the differences between individuals and between the cultures of Christianity and other religions.
- To help the children acquire good manners, politeness and acceptable social behaviour and to apply these standards in all aspect of their lives.
- To uphold moral values such as, truthfulness, forgiveness, keeping promises, respect for the rights and property of others and self-discipline.
- To foster a joy and appreciation of the world in which we all live and encourage each child to develop and be able to express with confidence their inner most thoughts, feelings and beliefs.
- To develop a partnership with parents through good communication and thus involve them in the education of their children.

Our Golden Rules

- We always try our best
- We take care of each other and our belongings
- We move around school safely and sensibly
- We are polite and honest at all times
- We respect our school and everyone in it

These school rules are regularly reviewed by our School Council.



About Our School

General Information

Parts of Ravensmead Primary School dates back from the 19th Century, but other parts like the roof are 21st Century. The Governors of the school are determined that the learning environment will be the best possible one for our children and staff with the most up to date learning resources and many changes and improvements have been made in recent years.

The school believes that a child's primary education is precious, and that the best possible standards can be achieved by, working in close partnership with parents. The school has an 'open door policy'. Pupils learn best when they are emotionally secure and therefore the school welcomes early notification off any issue which may be upsetting a child.

Admissions

Admissions Policy

The number of pupils to be admitted to the school at the normal age of entry during the academic year will not exceed 50. If the number of pupils seeking admission to the school exceeds the number of places available, then an order of priority (available from school) will be used.

Nursery

There is only one Nursery Intake each year, commencing in September. Your child will be admitted in the Academic Year (1st September to 31st August) in which he or she is four years of age.

Parents may choose to use more than one Nursery provider.

Parents wishing to Register their child to commence Nursery Education can do so by contacting the School Secretary during the school day. A copy of the admissions policy is available for parents to inspect. Attendance in the Nursery is part-time either for morning or afternoon sessions, each providing up to 26 places for Early Years learning opportunities.

Registration forms must be fully completed for all pupils joining school in Nursery and Reception.

"Learning is valued. Aspiration and expectation are unquestionably present. There is a restlessness to investigate always more, always higher, always better, always bigger".

Inclusion Quality Mark Flagship Assessment July 2014



Nursery

The school has 26 places in the morning Nursery session and 26 in the afternoon session.

Sessions are Morning Nursery 8.45am until 11.45am and Afternoon Nursery 12.20pm until 3.20pm.

Reception

There is only one admission point for Reception classes which is September for all children who will reach their fifth birthday by 31st August. The school's admission limit for reception year is 50 children.

Key Stage One

All Infant classes are limited to a maximum of 30 pupils.

Key Stage Two

Children entering the Junior Department must be 7 years of age on or before 31st August.





Organisation and Pastoral Care

The School Day

- School starts at 8.55am for Key Stage 1 and 9.00am for Key Stage 2 with a warning bell at 8.55am for Key Stage 2 children.
- Parents should telephone the school by 9.20am on the first day of a child's absence and write a letter of explanation upon the child's return.
- Morning break is from 10.30 until 10.45 for years 1 -6 and 10.15 to 10.30 for Reception.
- Lunchtime is 12.10pm until 1.10pm for Y1 – Y6 and 12.00pm – 1.10pm for Reception.
- Key Stage 1 have an afternoon break of 10 minutes
- School finishes at 3.15pm for Reception/Key Stage 1 and 3.20pm for Key Stage 2.

For their own safety and security children are not supposed to arrive on the premises before 8.50am, when the school takes responsibility for their supervision, unless attending Breakfast Club from 8.40am.

Children who are late for school (i.e. arriving after 9.00am must report to the School Office to have their late arrival recorded in the Late Register).

The school cannot accept any responsibility for children who are on the premises outside the times at which teachers are on duty unless they are involved in a supervised extra-curricular activity.

Children are taught in mixed-ability classes in the care of their own class teacher, who has responsibility for their education and welfare. Children may be taught in ability sets for Mathematics. Sets enable teaching to be pitched at more appropriate levels for the reduced ranges of ability and are shown, by educational research to be more effective in raising standards of attainment.

Teachers may have some support from Teaching Assistants who work under the direction of the Headteacher and Teaching Staff. Teaching Assistants may also teach groups of children and their work is highly valued at Ravensmead.



Curriculum

The Foundation Stage:

Children in the Nursery and Reception classes, now called the Foundation Stage, follow the age and stages of development within the Early Years Foundation Stage Curriculum with the expectation of achieving the Early Learning Goals at the end of Reception.

The seven main areas of learning are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

The pupils follow a range of both adult led and child choice activities in the classroom and within the outdoor learning environment which is seen as an every day extension of the classroom.

Key Stage 1 and 2

From September 2015 all year groups from 1 to 6 will follow the new National Curriculum. These areas include English, Mathematics, Science, Computing, Modern Foreign Languages, History, Geography, Music, Art and Design, Design and Technology, Physical Education, Religious Education, Personal Social, Health and Economic Education. Spiritual, Moral and Cultural development is woven throughout the whole school Curriculum.

All pupils are seen as individuals, some are identified as having Special Educational Needs and some as Gifted and Talented pupils and the school endeavours to make planned interventions to meet their specific needs.





Homework

The school encourages children to do work at home and arrangements are outlined each term. When homework is sent home we expect all children to complete the work diligently as required. We would not expect the work to take more than 30 minutes. **All parents should expect their child to take a reading book home each night and we would encourage all parents to play an active role in the reading process and comment in the reading diary.** Increasingly new technologies are used to set and undertake homework with separate arrangements available for pupils without computers at home.

Our aims for giving homework are to:

- i) Share at home what is being learned in school.
- ii) Practise and consolidate the work in class.
- iii) Train children in planning and organising time.
- iv) Encourage independent study.

Behaviour and Discipline

The school adopts a positive approach to discipline with respect for everyone in the school community as its focus. The pupils have been consulted fully and have agreed their own 5 'Golden Rules'.

The school would always seek to work in partnership with pupils and parents and on the rare occasion when a child persistently misbehaves the Headteacher invites the parents to discuss the issues to enable solutions to be found.

Child Protection and Safeguarding

The Headteacher is the designated Child Protection Officer. The Children's Act requires that safeguarding of the child be of paramount importance. The Staffordshire Safeguarding Children's Board requires that the "Designated Child Protection Officer" refers any obvious or suspected cases of child abuse. The process is intended to protect children at risk. All staff and volunteers working regularly in school are required to be Disclosure & Barring Service checked in line with all Vetting and Barring regulations. All current and future staff will have been D.B.S. checked regardless of time in post.

Equal Opportunities

The school is committed to equal opportunities and promotes the practice that gives the children opportunities to develop as individuals, regardless of gender, race or disability.

Absence

Parents should notify the school of a child's absence by telephoning on their day of absence before 9.20am and in writing, upon the child's return. Failure to notify the school of the reason for their absence will result in a register entry of unauthorised absence.

Parents wishing to take their children out of school for a **Family Holiday, must first notify the Headteacher of their intention in writing, then complete Holiday Absence Leave Form, obtainable from the School Office. The Governors would strongly discourage all term time holiday absence and authorisation only given in "extreme circumstances" (defined by the Local Authority). Unauthorised absence may result in fixed penalty notice, please refer to links on the school's website for up to date information.**



School Meals

The School Meals Service provides a variety of meals, which includes a choice of main-course, vegetables and sweet, with a drink. Vegetarian meals can also be provided. The school kitchen was completely refurbished in 2010. The school kitchen has been completely refurbished in recent years.

There are facilities for children to eat sandwiches in the dining hall or classrooms at the same time as the hot meals are served.

The Government provides Universal Free School Meals for all Reception and Key Stage 1 pupils but it remains vital that families continue to claim "Free School Meals" if they meet the criteria. Further information is available, in confidence, from the school office.

Playtime Snacks

Key Stage One pupils are part of the Fruit for School Scheme, and therefore are provided with fruit free of charge. Key Stage Two children may purchase fruit and healthy snacks during the morning break session, at cost price. Pupils may bring fruit from home for their playtime snack. The school also operates a Breakfast Club from 8.40am. We would ask that parents only send fruit into school and exclude sweets, chocolates etc at playtime.

Community Links

The school has a commitment to developing its links with the community.

- Strong and mutually supportive connections with its local churches and ministrations.
- Visitors to the school are numerous and include, the School Nurse, Police, Paramedics, Actors and Clergy. They all have a part to play in school life and meet with the children to talk about a number of issues including health and hygiene, wildlife protection, drugs, stranger dangers, local history and local amenities.
- 'Friends of Ravensmead', a group of teachers, parents and governors who work together to raise funds and organise social functions. All parents are automatically members of "Friends of Ravensmead".
- The school continues to sponsor a child in South East India.
- And the School Council discuss and agree to support a different charity annually. Recently these have included the Douglas MacMillan charity, the Donna Louise Trust and Shropshire & Staffordshire Blood Bikes.
- Links are being developed with different schools.
- The curriculum is carefully planned to enable all children to gain an understanding of the world's diversity of cultures, religions and beliefs.



"It is clear that Arts leadership is embedded within your school. You demonstrated how drama strategies were used to sustain pupils' creative enquiry, including speaking and listening techniques. It was evident during the visit that you celebrate and value cultural diversity, for example you discussed the exciting Royal Shakespeare Company link."



Artsmark
Gold
Accreditation
Summer 2014



Special Educational Needs & Disability

Regular monitoring is carried out to identify any problems a child may have and various support strategies are used to help children overcome difficulties as best they can. The Local Authority Special Educational Needs Support Services and Educational Psychology Service may be called upon to assist with any pupil's special needs. Exceptionally, this may lead to a statement of further funded support. If a child has a learning or development difficulty which requires further support, the Special Educational Needs and Disability Code Of Practice September 2014 will be followed within our Special Educational Needs Policy. At every stage, parents will be informed of and involved in the process and will be told their rights. Booklets are available in school for parents informing them of procedures and the school will always be prepared to help or inform you if there is a concern.

The school works in partnership with parents, the Local Authority and agencies to meet the wide-ranging needs of pupils. These needs may be educational, sensory, medical, social, emotional and behavioural. We aim to provide an environment and a range of experiences to meet the individual needs of pupils. Professional Development has given staff expertise in areas such as The Autistic Spectrum Disorder, Visual Impairments and specific learning difficulties.

The school has a Nurture facility known as Spencer's Club where pupils may receive support for social, emotional and behavioural difficulties. The school also has a breakfast club, known as the "Cornflake Club" where all pupils can share breakfast at cost price in the Nurture facility.

The school is a Dyslexia Friendly School and continuously reviews access arrangements for pupils with physical and visual disabilities.

Future plans for increasing further our access for all pupils can be found in our Disability and Accessibility Plan. This plan and the school's Special Educational Needs policy is available from the school upon request.

The school has the prestigious Inclusion Quality Mark Flagship Status.

Website - www.ravensmead.staffs.sch.uk

The website includes important policies such as Safeguarding (with links to associated documents). It also contains newsletters, upcoming school events and copies of presentations to parents/carers.

Text messaging is utilised, sometimes daily, to inform parents over a range of school issues.

Complaints Procedure

School has a recognised procedure for dealing with complaints. The class-teacher can meet most complaints quickly and efficiently. Should parents feel that the problem has not been resolved then an appointment can be made to meet with the Headteacher. In the event of the problem still being unresolved the matter can be brought to the attention of the Governors, in writing, via the school.



The Motivation System

The Motivation System has been adopted within the school to direct the children's energies into productive channels and to encourage high standards of behaviour, politeness and schoolwork.

There is a regular assembly where children are praised for their achievements, awards are given out and winning class teams are applauded. Good attendance is also given recognition and encouragement.

Reading remains priority in the school and regular reading at home is celebrated by class and individually with book prizes at the end of the week.

A system of team points, stickers and prizes operates throughout school and is designed to reward the efforts and achievements of children regardless of their academic ability. The school also awards Fine Diner and Happy Lunchtime award status to 4 children weekly in appreciation of excellent attitudes and behaviour at lunchtime.

The school also celebrates Writer of the Week, Mathematician of the Week and Class Attendance awards.

A pupil's extra special efforts are recognised and noted in the "Gold Book" for all to see, announced to the rest of the school in the weekly "Celebration Assembly", and shared with the child's parents through the "Gold" certificate which is taken home. The Headteacher will also write to the parents to further celebrate the achievement.

School Dress

All pupils are required to attend school appropriately dressed and for the assistance of parents we have adopted guidelines on uniform.

A uniform selected by a poll of parents is now recommended. It consists of:

- i) Black or Grey trousers/shorts/skirt/dress
- ii) Yellow polo-shirt
- iii) Royal Blue sweatshirt/jumper/cardigan
- iv) Sensible black shoes
- v) Most tops can be ordered with the school logo from Smart Uniform

Games and P.E. kit consist of:-

- i) A plain White T-shirt
- ii) Dark Blue or Black shorts

For outdoor activities pumps/trainers are needed.

All articles should be named and maintained in clean condition and be kept in the child's own pump bag which should be provided by the parents. All children selected for school team activities will be provided with the appropriate kit, apart from footwear and shin pads, where applicable. For P.E. and Games, hair should be tied back using elastic bands, scrunchies or ribbon. Bobbles, hairgrips or hard hair bands are not permitted.

Parents should note that we have a policy on the wearing of jewellery. During games and other physical activities the wearing jewellery is prohibited for safety reasons.



Jewellery in School

By jewellery we mean; finger rings, ear-rings (including sleepers), bracelets, brooches, necklaces, medallions and locket, and watches.

It is strongly recommended that children do not wear items of jewellery, other than wrist-watches to school and parents should note that the school will not take responsibility for the loss of, or damage to, any item of jewellery.

Children will not be permitted to take part in games, P.E. or swimming if they are wearing jewellery. Should such items be lost the school cannot be held responsible.

Staff will not remove sleepers for P.E., Games or Swimming activities. Either the children themselves should remove them or parents may visit school to do so. We would recommend any potential ear-piercings are undertaken at the beginning of the Summer holiday.

Mobile Phones should not be brought in to school

Quality Marks

The school currently holds a number of Quality Marks and these include Basic Skills Quality Mark, Full Dyslexia Friendly Status, Artsmark Gold Award, Eco Friendly Award, School Games Bronze Award, Anti-Bullying Pledge and we are most proud of our Inclusion Flagship Quality Mark.

Clubs, Societies and Activities

Thanks to staff and visitors voluntarily giving of their time, extra-curricular interest pursuits are available for children, and have previously included Cricket, Cross-country, Football, Tag Rugby, Netball, Music, Craft, Art, Dance & Drama, Maths Club, Computer Club, Web-building Club, Christian Club, Climbing, Homework, Cookery, Gardening and Literacy Clubs. These may take place during lunchtimes or after school. Parents will be informed in advance about these after school activities.

The school participates in the widest possible programme of musical, drama and sporting activities and competitions. Ravensmead made the National Kwik Cricket Finals in both 2012 and 2014

Appendix Inserts – These may vary, but are likely to include the following information:

- **Holiday Dates**
- **Parent / Pupil Registration Forms**
- **Learning activities out of school**
- **Staff and Governor Information**
- **Information about the before and after school Care Club**



“Pride in each child’s path towards their own success is acknowledged and celebrated by the entire Ravensmead community. Every contribution is valued and nothing is discarded.”

“There is clear recognition, by the entire community, that investment is made in building confidence, independence and a clear sense of self worth and value. Listening to and hearing each other is a reciprocal skill for everyone and ensures humility of response reflective of integrity and purpose”.

Inclusion Quality Mark Assessment July 2014.

“The school is a highly cohesive and harmonious community.”

*Ofsted Inspection,
December 2011*



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"The good curriculum provides many opportunities to develop literacy and numeracy skills through cross curricular topics and is enhanced by the outstanding partnership that exists with the secondary school....."

Ofsted Inspection, December 2011

