

# Rotherhithe Primary School

# PARENTS' HANDBOOK

# 2017/2018



**HEADTEACHER:** Mrs Galiema Amien-Cloete

**HEAD OF SCHOOL:** Lisa Christiansen

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## **Welcome to Rotherhithe Primary School**

Welcome to the 2017-2018 academic year at Rotherhithe Primary School.

Exciting times lie ahead for your child as they enter their new class with new friends to make, new teachers to get to know and new routines to become familiar with.

The idea for this parent handbook came from realising that lots of the 'little' things about life at Rotherhithe Primary were a bit of a mystery to parents new to the school. So rather than wait for everyone to work it out for themselves, we decided to pull it together so parents can start the school with a better understanding of how it works. It also aims to give parents and carers guidance on who to talk to if there are any concerns or worries, explain the organisation of the school and what we offer as a school.

We hope that it provides you with all the information you need to help you settle in as a parent or carer at RPS. Please let us know if you have other questions, and we'll aim to update the handbook each year. As you probably know, RPS is a popular two form entry community school (meaning there are two classes in each year group except for our current Reception and Year 1 which have 3 classes). The school is particularly keen to involve you in your child's learning, by letting parents know what is happening in class, and supporting you to be able to help your child.

Academic progress, Art, Music and Sports are particular strengths of the school. Teachers work hard to make learning interesting and relevant for the children. The school also aims to develop a really caring atmosphere, with older children being encouraged to help younger ones. All children are encouraged to take on some responsibility, appropriate for their age.

We welcome, celebrate and are very proud of our diverse community. Whether you are outgoing or shy, new to the area or been around for years, we hope you enjoy your time as a parent here. Welcome!

NB 'Parent' has been used here; but really we mean 'parent or carer'.

.....  
Galiema Amien – Cloete  
Head Teacher

provide a note or appointment card.

## Absence

Good attendance at school is very important for pupils' educational progress, friendships and self-confidence; it is also a statutory requirement. We monitor attendance carefully and will contact you if we have any concerns. Please arrange routine medical and dental appointments outside school time wherever possible.

Please do not arrange holidays during term time as any such absences will be unauthorised and no work will be provided.

If your child has been unwell with diarrhoea or vomiting, please ensure that he/ she is symptom free for 24 hours before returning to school. A pupil who has been unwell with a high temperature (over 37.5 °C) should not return to school until he/ she has had a normal temperature for 24 hours.

## What to do when your child is absent

1. Where possible, please call the school office on: **0207 237 1586** by 9.30am to inform them of the reason for the absence, alternatively you can leave a message on Option 1. Please provide a letter on their return explaining the reason for absence.
2. Alternatively, you can complete a 'student absence form' (available from the school office). If your child has been to see a doctor/nurse, please

3. The school office can also provide you with a letter that can be signed by your GP as proof of absence due to illness. These documents will be placed in the child's file to show authorised absences.

## After School Club

There are currently 23 after school clubs running across the week. Some club selections are directed by the school, whereas others are on a first come first served basis. Kay Turner (HLTA) is in charge of overseeing after school club provision.

After School Clubs at ROTHERHITHE 2017 - 2018

Monday	Tuesday	Wednesday	Thursday	Friday
R E S T R A T I O N				
Judo 3:30 - 4:30 Zephan Hall	666 Computing 3:30-4:30	Judo 3:30 - 4:30	666 Computing 3:30-4:30	Judo 3:30 - 4:30
Year 5/6 Homework Club 3:30 - 4:15	Y6 Maths Booster 3:15 - 4:15	Y6 Maths Booster 3:15 - 4:15	Y2 Maths Booster 3:15 - 4:15	Y6 Maths Booster 3:15 - 4:15
Year 1 Phonics Booster class 3:30-3:55	Art Club 3:30 - 4:30	Year 2/3 Homework Club 3:30 - 4:15	Dance Club 3:30 - 4:30	Year 4 Homework Club 3:30 - 4:15
Third Space Maths 3:30	Year 1 Phonics Booster in class 3:30-3:55	Gardening Club 3:30-4:30	Basketball Club Years 4/5 3:30-4:30	Music and Singing 3:30-4:30 (Octopus Class)
Gymnastics Years 1 & 2 3:30-4:30	Hockey Years 3 & 4 3:30-4:30	Multi-skills Years 1 & 2 3:30-4:30	Year 1 Phonics Booster class 3:30-3:55	GOALS Year 1 & 2 children 3:15-4:15
		Year 1 Phonics Booster class 3:30-3:55	Debating Club Year 5&6 3:30 - 4:30	Year 1 Phonics Booster class 3:30-3:55
		African Percussion 6&7 3:30-4:30		Keyboard (B) 3:30 - 4:30
				Athletics Year 5 & 6 3:30 - 4:30

## Assessment

Our assessment procedures changed in 2015, following the government's decision to move away from assessing children using levels and sub-levels. We have worked with Southwark to develop the Southwark Tracking & Assessment Record which measures children's progress in relation to the expected attainment for their age. As an example, there are three steps during each year – *emerging*,

*developing* and *secure*. Children will move through these stages as they are taught the content appropriate to each step, before moving on to the next year's steps. There is an added non-essential step, which some children will take, called *greater depth*. This is an extra step, beyond *secure*, for children who demonstrate particularly resilient and confident understanding of the skills they have been taught and can apply them in many different ways. There is a systematic program of training in place for all staff during the year.

### **Assessment in Reading**

Assessment in reading is carried out through guided reading and the use of Southwark Tracking & Assessment Record materials. During Guided reading sessions, teachers will carry out informal assessments of children's progress in reading. The children's reading journals will also form part of the evidence base when assessing for reading. We are also periodically using Reading Tests to support assessments.

### **Assessment in Writing**

Writing will be assessed using the Southwark Tracking & Assessment Record materials. Every half term children's writing will be assessed. Writing moderation will also be carried out routinely throughout the year

### **Assessment in Maths**

In both Key Stage 1 and Key Stage 2 teachers will use the Southwark Tracking & Assessment Record

materials to assess progress in maths for groups and for individuals. Children's individual targets will focus only on number and calculation skills. We will use Maths Tests periodically to support assessment.

### **Attendance and Punctuality**

It is very important that children attend school regularly and punctually in order to take full advantage of all the educational opportunities offered to them and to make good progress.

It is the parents' responsibility to inform the school as soon as possible if their child is going to be absent.

If the school has not been notified by 9.30 as to why your child is absent you will receive a telephone call/text message requesting the reason for the absence.

Where no reason is provided for absence it will be marked as unauthorised, this could lead to the involvement of the Education Welfare Officer from Southwark Local Authority.

When your child returns, the school will deem them fit, not only to attend school but to take part in all activities including PE and playtimes unless there is a specific reason for not taking part in the activities noted above.

### **Breakfast Club**

The school operates a Breakfast club every day before school for children

aged 5 and over. The club runs from 8.00am to 8.55am and will offer a hot breakfast for children at a cost of £5 per week. Children must be dropped at the school office.

Across the week they will have the following on the menu:

Eggs, Toast, beans, sausages, hash browns, croissants, cheese, jam, cereal, milk, water and fruit

There are 50 places available. If you would like your child to attend the breakfast club, please complete an interest form (available from the front office). Please note that priority will be given to working parents' and pupils who receive Pupil Premium Funding.

### **British Values**

British values are: Democracy, the rule of law, individual liberty, mutual respect, and tolerance of those of different faiths and beliefs. These values are promoted and taught through our RE, History and PSHCE curriculum which includes Philosophy for Learning and they are promoted through our school council and school's Behaviour policy.

### **Class Assemblies**

Throughout the year every class from Year 1 to 6 will take part in a class assembly. Parents are very welcome to come and watch. The class teacher will let you know when the assembly will be taking place via SMS or class invite.

The Key Stage 1 class assemblies are held in the infant hall at 11:15 am.

The Key Stage 2 class assemblies are held in the junior hall at 11.30 am.

### **Communication with the school**

Contact details for the school appear at the front of this booklet and on our website. We communicate with parents in a variety of ways.

Parent Meetings (Parents will receive a letter inviting them to meetings.)

You may wish to speak to your child's class teacher at other times during the year. You can request an appointment that is mutually convenient. Although quick verbal messages can be passed on in the morning, you will appreciate this is a busy time when staff are preparing for their teaching day so cannot give you the time you may need.

### **Complaints Policy**

Please download this directly from our website:

<http://rotherhitheprimary.co.uk/complaints-procedure/>

### **Concerns/Complaints**

If ever you have any concerns or complaints please raise them with your child's class teacher initially. It is always the aim of the school to resolve any issues or concerns informally. If, however, you do not feel your concern has been addressed after speaking with the class teacher please request an appointment with the Assistant Head (please see staff list for information).

We hope that this process should provide a resolution to any concerns or complaints you have, however if

you are still unsatisfied please request a meeting with the Deputy Head or Head of School.

### **Curriculum**

We offer an exciting, creative broad and balanced curriculum which includes; stimulating and engaging lessons, music, drama, dance, Spanish to mention a few. Children have regular opportunities to go on exciting school trips and residential trips nationally.

Our music provision offers all children a music lesson once a week. In addition to this there are percussion, keyboard and choir lessons available for particular year groups at Key stage 2.

We follow the National Curriculum (2014) and ensure that we maintain all the exciting areas we've mentioned before. In light of the changes, computing provision will have a higher focus on programming and multi-media. We use Information Technology (IT) across the school to enhance our teaching and learning.

**Dogs** Dogs are not permitted within the school grounds with the exception of guide dogs.

### **EAL**

At Rotherhithe we have children with a wide range of ethnic background and we take every opportunity to celebrate our diverse community. For some children who have English as an additional language may need some extra support in school. This is provided by named members of staff

who, work both in the classroom and take small groups or individuals for additional language support. Parents who are new to the country or to the school will be given a brief induction to ensure that they are well informed about the organisation of the school and the provision available. We provide translators for parents who have English as an additional language during parent meetings.

### **Emergency contact details**

To allow easy and effective contact with parents we ask that you keep the school supplied with your most up to date details, including address, mobile and landline numbers for home and work. Should any of these details ever change you need to inform the school as soon as possible.

At Rotherhithe we recognise there are different types of family structures at our school. We realise not all children live in the same house day-to-day. If your child/children split their time between houses and you would be interested in us knowing to help ensure better communication, please speak to the school office. Once we have a better understanding of things we may be able consider options such as text or email communications for parents of children whose domestic situation means a letter in their school bag is not sufficient.

### **EpiPen**

If your child has a severe allergy that requires the use of an EpiPen, please ensure you alert the office staff so they can communicate the message

to all staff. EpiPens must be kept in the school office. Please ensure they are clearly labelled with your child's name. There are trained staff on site who can administer an EpiPen.

**IT IS THE RESPONSIBILITY OF THE PARENT TO ENSURE THAT ALL MEDICATION IS AVAILABLE AND IN DATE.**

### **Extra-Curricular Activities**

There are a number of activities after school for children in Years 1-6. Information and application forms will be sent out at the beginning of term.

In addition to this we also offer Dance, and Judo lessons. More information will be sent out at the beginning of September. Please make any arrangements with regards to after school clubs prior to the school day. A list of all our extra-curricular activities will be available on the website.

### **First Aid**

Occasionally children will have an accident while at school. We have qualified first aiders on site during the day. First aid will be administered by qualified staff, in the case of any head injuries parents' will receive a letter home explaining that your child has had an accident and the action taken. If it is thought any injury requires additional treatment or close observation, the parent/carer will be called and asked to collect their child.

### **Forest School**

As of September 2013, we have offered a 'Forest School' programme to our Day Care, Reception and Year

1 children. Children are selected following a needs analysis. Each group will be completing a six week programme.

The sessions run on a Wednesday at Southwark Park. Two members of staff run the programme. Children will attend in groups of 8. All equipment that the children might need will be provided by the school. Occasionally we might request parent volunteers to join the sessions. You will receive a letter with full details before the session's starts.

### **Foundation Stage/Early Years**

This is the name for the Nursery and Reception classes. They follow a curriculum called Early Years Foundation Stage (EYFS) which is play-based and involves a balance between 'child-initiated' (chosen by the child) and 'adult-initiated' (led by an adult) activities. Each teacher is supported by two other adults who are in the classrooms at all times, working with the children. For parent-friendly information about EYFS, have a look at:

[https://www.foundationyears.org.uk/files/2014/08/EYFS\\_Parents\\_Guide-amended.pdf](https://www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf)

Foundation Stage and Key Stage 1 together are sometimes called 'the Infants'. Children in the Foundation Stage are assessed using the 'Good Level of Development' and Early Learning Goals' criteria. Children in Reception will be assessed soon after starting using the Early Excellence Baseline Test. It does not include any predetermined tasks or tests and will not disrupt settling in routines. Instead, as part of their everyday practice Teachers build their knowledge of

each child through their observations, interactions and every day activities. They use this professional knowledge to make a series of judgements about each child based on a clear set of assessment criteria. You will be able to ask your class teacher more about this.

### **Free School Meals**

If you are in receipt of a benefit e.g. Income Support or Jobseekers allowance, you may qualify for 'free school meals', this is not the same as the healthy free school meal provided by Southwark. If you think you may be entitled, please collect an application form from the school office and it will be returned to Southwark council for processing. It is important that the school identifies those families that are eligible for a free school meal as we will receive additional funding per pupil, which will help benefit the school and additional support for all children.

### **PTA**

The association supports the school in many ways, including organising events to raise money for the school.

These events include; The Summer Fair, Christmas Fair and other fund raising events.

The association is run by Dominique Phillips

### **Governing Body**

They are the strategic leaders of our school and have a vital role to play in making sure every child gets the best possible education. This is reflected in the law, which states that the purpose of maintained school governing

bodies is to 'conduct the school with a view to promoting high standards of educational achievement at the school'

Governing bodies have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction;
- b) Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- c) Overseeing the financial performance of the school and making sure its money is well spent.

### **Chair of governors:**

Ray Piggott

### **E-mail:**

[rpiggott@thameswalk.plus.com](mailto:rpiggott@thameswalk.plus.com)

### **Vice Chair:**

Mary Henley

### **Clerk to the Governors:**

Dipesh Panchal

### **Inclusion**

The inclusion team is led by Ms Lisa Christiansen (Head of School) and the SENCo Jennifer Cristobal. She has a team of staff who support children with English as an additional language, Special Educational Needs, Phonics, Speech and Language, Safeguarding and Behavioural needs.

### **Jewellery**

No jewellery should be worn in school. It is not necessary and can be dangerous. If girls have pierced ears then small studs are allowed, no hoops please, earrings can be easily

caught and pulled during the day especially at playtime and P.E. If your child has hoop earrings in they will be asked to remove them for P.E, if they cannot they may have to miss the lesson for safety reasons.

### **Key Stage 1**

This includes Years 1 and 2, which are the first classes to follow the National Curriculum. All classes have one Learning Support Assistant as well as their class teacher. There are also other adults working in the class at different times.

Children in Year 1 complete a Phonics Check exercise at the end of the academic year (usually around June). This exercise monitors the child's knowledge and phonological understanding. Children who do not meet the required pass rate will be given a second opportunity to complete the phonics check in Year 2. Parents are informed of their child's outcomes at the end of the year. To support parents, we will arrange phonic workshops during the academic year to enable parents to support their child at home.

There are statutory tests which children need to complete at the end of year 2. These were called SATS. Children are expected to complete a reading, writing and Maths task. There is now a statutory Grammar Test for children at the end of Year 2. Parents will be given their child's results as part of the end of year report.

### **Key Stage 2**

This is Years 3, 4, 5 and 6. Classes usually have one Learning Support

Assistant as well as their class teacher. There are also other adults working in the class at different times. Key Stage 2 is sometimes referred to as 'the Juniors'. You can search for 'national curriculum' at [www.direct.gov.uk](http://www.direct.gov.uk) for more information, or visit the curriculum page on our website.

There are statutory tests which children need to complete at the end of Year 6. These were called SATS. Children are expected to complete a reading, writing, Maths and SPAG (Spelling, Punctuation and Grammar) tasks. Parents will be given their child's results as part of the end of year report.

### **Late Arrival**

Please ensure your child arrives on time; it is very disruptive to the class and teacher if children arrive late. Additionally, some children find it very difficult to settle into the school day once they missed the start of a session. The gates will be shut at 9am. Late arrivals must enter via the school office and will be required to sign the late sheet and give an explanation as to why the child is late. If you know your child is going to be later than 9.30am please call the school office to enable them to book your child in for a school meal.

### **Late Collection**

If you are running late to collect your child at the end of the school day, please call the school office as soon as possible so that we can let your child and their teacher know. Young children can become anxious if they do not see their parent/carer at the

end of the day and giving them reassurance that you have called and are on your way can soothe them. All children will be brought to the school office if they are not collected on time, when parents arrive they will be asked to sign the late collections sheet.

Children from Nursery to Year 4 must be collected by an adult, older siblings from the school are not permitted to collect younger children. Children in year 5 & 6 will be allowed to walk home alone provided the school office has received written consent from their parent/carer. However, they will not be able to take younger siblings home with them. If another adult (other than those adults listed on the contact list) is collecting your child please let their class teacher know in the morning, if this is not possible please call the school office so that the message can be passed on. We cannot facilitate ad hoc arrangements as this becomes a safeguarding issue.

### **Letters**

We communicate with parents via class or school letters to share information or to gain permission for children to participate in activities or school trips. These are also available from the school website:

[www.rotherhitheprimary.co.uk](http://www.rotherhitheprimary.co.uk)

### **Lunchtime**

All children from Reception to Year 6 are eligible for a healthy free school meal provided by Southwark Council. Children that attend the nursery have

to pay for their meals at the cost of £2 per day.

A menu will be sent home at the beginning of the term for your information.

If you prefer you may send your child with a packed lunch. We ask that you make a choice of either school meal or packed lunch for 1 term to avoid confusion and to ensure that enough meals are prepared for the children.

### **Medical Appointments**

If your child has an unavoidable medical appointment during the school day please bring the appointment letter/card into the school office, unfortunately we are unable to authorise any absence for appointments without this. Please try and let the school know in advance if your child will be absent for an appointment, this will allow us to inform their teacher and to book the child's lunch (where applicable).

### **Medication**

Staff can only administer prescribed medicine to children while they are at school.

If children have been prescribed antibiotics to be taken 4 times a day, please bring the medicine to the school office and complete a consent form allowing staff to administer the medicine. Medicine will normally be administered by the admin officer. All medicine must be handed to office staff to be stored safely, please do not send medicine

bottles for children in their bag for them to administer independently.

Asthma pumps are kept in the school office, if your child requires an asthma pump please ensure it is clearly labelled with the prescription label and handed into the school office, children within the main building can access their pump throughout the day when required.

### **Mobile Phones/electrical devices**

Electrical items such as MP3 players and Games consoles etc. should not be brought in to school they are not necessary. If you need to get a message to your child during the day please call the school office who will deliver the message. If your child needs to bring a mobile phone these are collected at the beginning of the day and stored in the school office.

### **More Able pupils**

When children are identified as showing particular talent or high ability in a certain area e.g. music, sport, art or academic we ensure that children have opportunities to enhance and build upon their talents. We do this in a variety of different ways such as visits, competitions, specific projects and high levels of differentiation in the classroom.

### **Newsletter**

Each child will receive a weekly newsletter, to be sent home on a Friday. This newsletter is also available to view via our website. The newsletter gives parents' an overview of the

week and includes a 'dates for your diary section'.

### **Office Team**

The office team is managed by Mrs Maxine Walters and supported by Mrs Sharon Hudson. They are very knowledgeable and experienced and will be able to answer most of your queries or direct you to the person most suited to help you.

We hope that you will understand that the office team play an important role in the organisation and smooth day-to-day running of the school.

They are more than willing to take messages from parents for class teachers, curriculum leaders or other staff. In addition to this we will contact you in emergencies via telephone or SMS. We hope you will support us by working in partnership in the best interests of our children.

### **Physical Education**

All children will take part in two P.E lessons per week as part of the curriculum. You will be informed which days your child will do P.E at the beginning of term. Children from year 1 to year 6 will be expected to have their kit to change into on the days they do P.E.

Children will need to bring all P.E. kit for lessons including outdoor clothing and footwear and indoor clothing and footwear.

Indoor P.E. kit will be plain white T-shirt (T-shirts with school logo on are available from the office), black shorts and trainers or plimsolls.

Outdoor P.E. kit will be black or grey tracksuit bottoms/leggings, with the same white polo t-shirt and trainers.

Children in Year 5 will have weekly swimming lessons for the whole school year as part of the P.E curriculum. A letter confirming the lessons and advising you what kit they need, will be sent home during the summer term prior to the children joining year 4.

Children in Reception, Year 1, 2, 3, & 4 will also have dance lessons.

All children have PE lessons delivered by a qualified specialist Instructor. These sessions will count as one of their weekly P.E. sessions.

There will be regular opportunities for the children to represent the school in a variety of sports and activities throughout the year. This might include local and national competitions.

### **Safeguarding**

Shirley Walters is in charge of safeguarding and intervention. This includes attendance, punctuality and student and family welfare. She will regularly review attendance and punctuality for all pupils. Parents you can help by ensuring your child attends school regularly and on time. Should you have any questions or concerns please make an appointment to meet with Ms Walters. We follow strict guidelines from Southwark and National legislations. We are obligated to report any disclosures or concerns via referrals to the appropriate bodies concerning the welfare of our children.

### **School Day**

School starts at 8:55am, when the bell will be rung. The school gates will be open from 8.45am, so families can start to arrive, please note that the playground is not supervised before 8:55am so parents/carers must stay with the younger children until they enter their classroom. Children should not be using the playground equipment before school unless supervised by a parent/carer.

Parents and children should be using the entrance gates on Hawkstone Road, they should not be entering the school through the main entrance unless they are attending Breakfast Club, have arrived late or have an urgent message for the office.

### **Early Years (Nursery & Reception children)**

Lunch time: 11.30am–1.00pm

School ends: 3.15pm

### **Key Stage 1 (Years 1 and 2)**

Morning break: 10:00am

Lunchtime: 12:00pm

Afternoon play: 2:00pm

School ends: 3.15pm

### **Key Stage 2 (Years 3- 6)**

Morning Break: 10:15am

Lunchtime: 12:45pm

School ends: 3.15pm

### **SMS**

We use SMS to share information with parents regularly. Please could

parents ensure that we have your up to date mobile number at all times.

### **SEND**

At some point in a child's school career they may experience some difficulties with their learning.

Please find more information about this in the Special Educational Needs: A Guide for Parents and Carers which can be found on the school's website: <http://rotherhitheprimary.co.uk/wp-content/uploads/2017/06/SEN-Information-Report-Sep-17.pdf>

### **Snacks**

All children in years 1-2 are offered a piece of fruit as a snack provided by the school. This will be available in their classroom; children in years 3-6 may bring a piece of fruit to school as a snack. No other foods are permitted.

Drinks: All children in the early years have access to drinking water within their classroom. Children from years 1 to 6 are welcome to bring in a named water bottle to be kept in the classroom. Water is offered during lunch and breakfast and children are encouraged to use the drinking fountains in the playground.

Children within the nursery are offered a carton of milk during the day.

### **Term time leave / holidays**

The Head of School is unable to authorise any term time absence for holiday/travel. If your child is going to be absent from school for a holiday, please complete a request form and return to the school office.

Southwark council have recently introduced Penalty Notices for irregular attendance and term time leave. Please see the advice sheet attached.

### **Website**

The school website

[www.rotherhitheprimary.co.uk](http://www.rotherhitheprimary.co.uk) contains a wealth of information about our school. There are many sections including future events, life at RPS and the school calendar which aims to keep parents updated with what is happening at the school. The school Governors have a dedicated area and parents are able to view minutes from their meetings. Many of our policy documents are also available to download from the website for your information.

## COMMUNICATION WITH THE SCHOOL

We communicate with parents in a variety of ways. Parent Meetings (Parents will receive a letter inviting them to meetings.)

<b>Autumn Term (Sept – Dec)</b>		
<b>Type of Meeting</b>	<b>When?</b>	<b>What can parents expect at this meeting?</b>
Meet the new teacher	During September – normally the second week of term	Discussion on behaviour strategies, communication, when PE will take place, homework policy / expectations.
Sharing Targets with the class teacher	During early November – normally a week after half term break	Formal meetings where you will be given the opportunity to sit down with your child's class teacher and look at the targets set for the term, see examples of their work and ask any questions you may have about your child's progress.
Special education / Individual Acton Plan meetings with the class teacher	September- to discuss the needs and provision for each child.	A meeting with the class teacher discussing and reviewing the Individual Education Plan (IEP). It might also be possible that the Inclusion Leader may be able to join the meeting at your request. An opportunity for parents to raise any concerns they might have about their child's learning or progress.
<b>Spring Term (Jan – April)</b>		
Open Meeting	During March– normally a week after half term break	Informal meeting where you will be given the opportunity to share with your child their learning, look through the books and ask the teacher questions.
Review Special education / Individual Acton Plan meetings	Early March - Normally after the first half term	A meeting with the class teacher discussing and reviewing the Individual Education Plan (IEP). It is also possible that the Inclusion Leader may be able to join the meeting to support. An opportunity for parents to raise any concerns they might have about their child's learning or progress.

<b>Summer Term (April - July)</b>		
Celebration and to discuss report – with class teacher	Normally in July	Annual reports will be sent out and if you have any concerns these need to be raised individually with the teacher via a mutual appointment. All parents will be invited to

		an end of year celebration to be held in the summer term where parents are invited in as a group to see their child's work from that year and have an informal chat with the teacher.
Meet new teacher	Normally mid – July	Parents will be given a letter with dates and times to meet their child's new teacher for September. This is just an informal meet and greet.
Review Special education / Individual Acton Plan meetings	Early March - Normally after the first half term	A meeting with the class teacher discussing and reviewing the Individual Education Plan (IEP). It is also possible that the Inclusion Leader may be able to join the meeting to support. An opportunity for parents to raise any concerns they might have about their child's learning or progress.

# Rotherhithe Primary School Communications Procedure

## Introduction:

We at Rotherhithe we want to make it easy for you to get in touch with any concerns or questions you might have. This procedure is outlined to make it clear and easy for parents to communicate with the school regarding any queries within the school. We hope this explains clearly the process for expressing concerns, and clarifies which member of staff is best placed to speak to you about given issues.

We understand the importance of a strong working relationship between parents and staff in supporting all of our children in their learning. In addition to these procedures, the Head of School (Lisa Christiansen), Executive Head (Galiema Amien-Cloete), Deputy Head Teachers (Jenni O'Cofaigh & Kellie Ansell), Phoebe Matthews and Georgina Hopper (AHT) and Sue Davies (PPL) look forward to speaking to parents daily in the playground and at school entrances.

## Safeguarding:

At Rotherhithe, it is of paramount concern that all of our children are happy and safe. If you have any concerns about the safety or wellbeing of a child, please speak to our Safeguarding and Intervention Officer, Shirley Walters or Head of School Lisa Christiansen. Both are in the main playground in the mornings and in the afternoons.

## Chain of Communication

### Class Teacher

You should approach your child's class teacher, in person where possible, in the first instance, to discuss:

- \*Home Learning.
- \*Social, academic and personal progress.
- \*Classroom and playtime incidents.
- \*Organisational issues e.g. lost property which is not in the lost property area.
- \*Arrangements for the end of day pick-ups and appointments.

Assistant Head Teachers: Phoebe Matthews or Sue Davies (PPL)

For Nursery and Reception: Kellie Ansell

KS1: Years 1, 2 and 3, speak to Phoebe or Georgina

KS2: Years 4, 5 and 6 speak to Jenni

You should approach them by arranging an appointment via the office to:

- \*Discuss ongoing concerns or unresolved issues in the first instance before speaking to the Head of School

### Head of School:

You should approach Lisa Christiansen

([lchristiansen@rotherhithe.southwark.sch.uk](mailto:lchristiansen@rotherhithe.southwark.sch.uk)) to discuss:

- \*Unresolved issues after speaking to the class teacher and assistant head teachers or Early Years coordinator.
- \*Safeguarding issues as mentioned above.

## Other Communication Needs:

We understand that you have a range of communication needs and are committed to positive communication. Please approach the members of staff below as outlined to discuss any appropriate issues.

### Deputy Head Teachers:

**(Kellie Ansell):** in person or by email at [kansell@rotherhithe.southwark.sch.uk](mailto:kansell@rotherhithe.southwark.sch.uk)

**(Jenni O’Cofaigh):** in person or by email at [jocofaigh@rothehrithe.southwark.sch.uk](mailto:jocofaigh@rothehrithe.southwark.sch.uk)

Any queries that you might have that was not resolved.

### SENCO:

Jennifer Christobal in person or by email at [jchristobal@rotherhithe.southwark.sch.uk](mailto:jchristobal@rotherhithe.southwark.sch.uk)

\* Queries regarding additional needs your child may have.

### Learning Mentor:

**(Kofi or Constantina):** in person or by telephone via the school office).

\* Queries about behaviour support and social or emotional needs).

\* To request leave

### Attendance Officer:

**(Janice Jones):** in person or by email at [jjones@rotherhithe.southwark.sch.uk](mailto:jjones@rotherhithe.southwark.sch.uk)

\* Attendance

\* Request for authorised absences

### PTA:

**Dominique Phillips**  
[dominiquerenn@gmail.com](mailto:dominiquerenn@gmail.com)

\* If you would like to join/support the PTA.

\* To support with fundraising.

**Breakfast Club: (Shirley Walters:** in person or by email at [swalters@rotherhithe.southwark.sch.uk](mailto:swalters@rotherhithe.southwark.sch.uk) to discuss payment and places.

**After School Club (Kay Turner)**

To discuss payment and places

### The School Office:

The majority of other queries you may have, which are not answered on our website, are best dealt with by the school office in person, by telephone 0207 237 1586, or by email at [office@rothehrithe.southwark.sch.uk](mailto:office@rothehrithe.southwark.sch.uk) you could also speak to **Maxine Walters (PA to Head Teacher)**

This may include questions about school meals, updating contact details, absences or other points of which you wish to inform school.

## **Parental Complaints Policy**

### 1 Preamble

1.1 This document covers the formal procedure for handling complaints.

1.2 We hope that people having concerns about any aspect of the school will talk to the class teacher or the deputy head teacher or the head teacher so that concerns can be resolved informally. If the concern is not resolved informally, the complainant may make a formal complaint in writing to the School Governors. The complaint will then be considered by a panel of Governors nominated by the Disputes Committee.

### 2 The Disputes Committee

2.1 The Disputes Committee shall be made up of governors elected by the Governing Body from time to time. The disputes committee shall have a Convenor elected by the Governing Body.

2.2 Where the Disputes Committee is required to decide any question, the Convenor shall arrange for a panel of three members of the Disputes Committee to hear and decide the question. The Convenor shall ensure that none of the panel members is unsuitable because they have an interest in the decision or have been involved in the matter in question to a significant degree.

### 3 Making a Complaint

3.1 Any person with sufficient interest in the school may complain to the Governing Body about any matter relevant to the complainant which is within the powers of the Governing Body and which has not been resolved by reasonable informal steps.

3.2 A complaint to the Governing Body must be made in writing and delivered to: The Clerk to the Governors of Rotherhithe Primary School, 160 Tooley Street, London SE12TZ.

3.3 The vice Chair of Governors may stay a complaint where reasonable steps have not been taken to resolve the complaint informally. Such a stay must be delivered to the complainant in writing together with an explanation of the informal steps which ought to be taken.

### 4 Translation and Interpretation

4.1 The Disputes Committee will endeavour to assist with translation and interpretation if necessary.

### 5 Hearing a Complaint

5.1 If the complaint has not been stayed, the Disputes Committee shall hear and investigate the complaint.

5.2 The Disputes Committee shall respect the confidentiality of all persons concerned.

5.3 The Disputes Committee shall decide which persons and/or organisations complained of should be invited to attend the hearing. The complainant and those persons and organisations invited to attend are referred to in the following paragraphs as the parties.

## 6 Preparation for the Hearing

6.1 The Disputes Committee shall inform the parties in writing of the following:

- i. The date & time of the hearing
- ii. The specific nature of the complaint
- iii. Their right to produce written statements and to bring witnesses
- iv. Their right to representation

6.2 The Disputes Committee shall supply the parties with

- i. A copy of this document
- ii. The names of the witnesses who are expected at the hearing
- iii. Any written statement or written evidence to be used at the hearing

## 7 Conduct of the Hearing

7.1 The procedure at the hearing shall be determined by the Disputes Committee. The rules of natural justice or procedural fairness shall apply to the conduct of the Disputes Committee. In particular, the parties have the right to representation, to present their case fully, to call witnesses, to question any witness, to introduce any relevant evidence and make submissions.

7.2 With respect to witnesses who are children, their own written statements or statements taken down by an adult may be introduced. Children should not be called as witnesses unless there is a highly unusual and compelling reason. A child so called must be accompanied by their parent or other responsible adult. The statements of children may be introduced without naming the children.

## 8 The Decision

8.1 The Disputes Committee shall make such findings of fact as are necessary to determine the issue and shall make such recommendations as appear suitable to resolve the issue. The Disputes Committee shall set out the findings of fact and recommendations in writing and deliver them to the parties and to the Head Teacher and to the Chair of Governors or to the Vice Chair when the chair is not available or by reason of the chair's involvement is not the best person to act on the findings and recommendations.

8.2 A party who disagrees with a finding of fact may appeal to the remainder of the Governing Body by delivering a notice to the Clerk to the Governing Body within five school days of receipt of the findings of fact.

8.3 The remainder of the Governing Body shall either re-determine the facts itself or appoint a special sub-committee to do so.

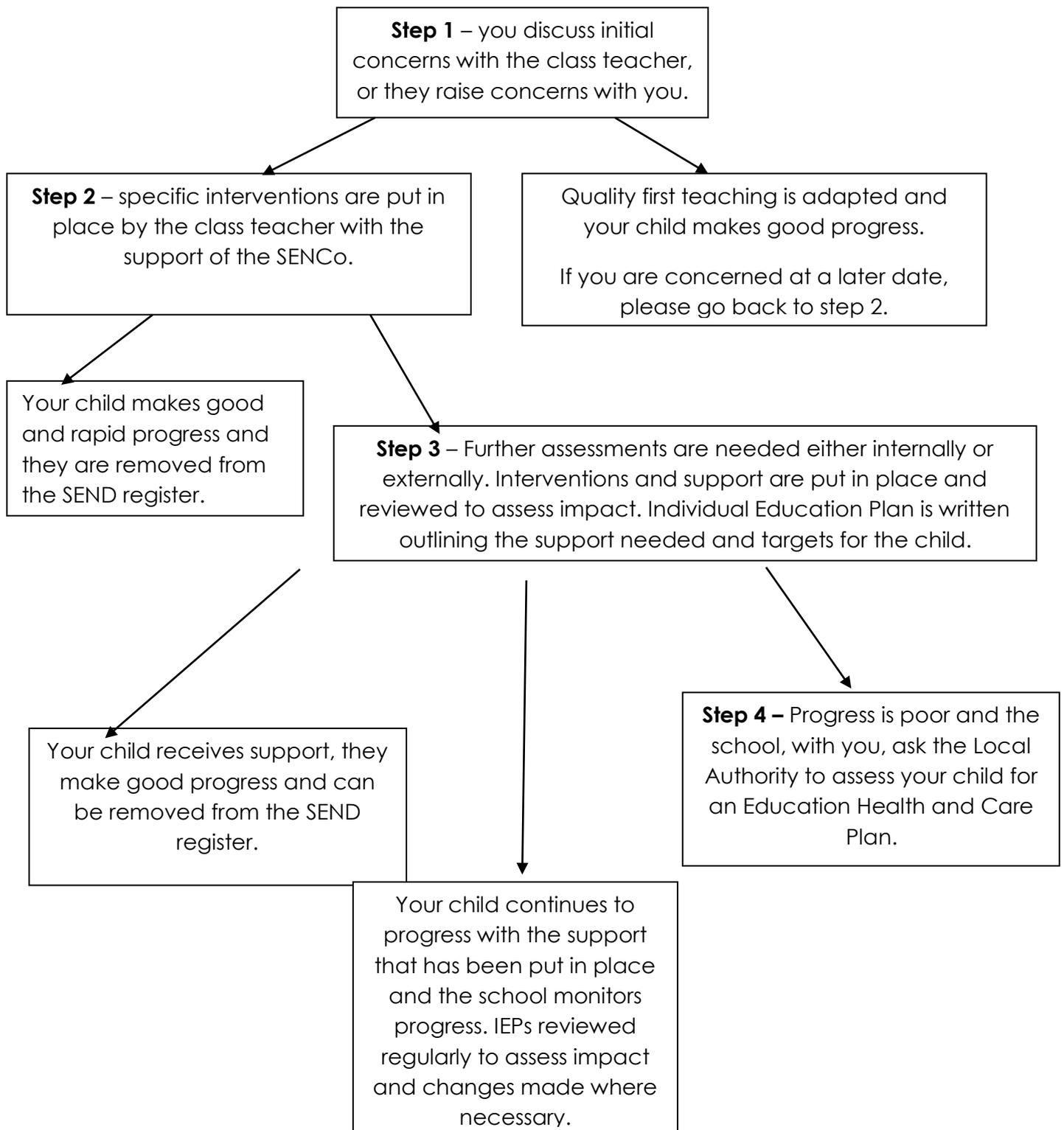
8.4 Provided that no notice of appeal has been lodged the Chair of Governors or the Vice Chair shall accept the findings of fact and may take such steps as are ordinarily in their power to put the recommendations into effect.

8.5 The findings of fact and recommendations whether implemented or not shall be reported to the next meeting of the Governing Body

*A range of useful information can also be found on our school website*

[www.rotherhithe@southwark.sch.uk](mailto:www.rotherhithe@southwark.sch.uk)

## How we address your child's needs at Rotherhithe



## **2017/18 academic year (based on 195 days)**

### **Autumn Term**

INSET DAY 1: 4th September (no children)

INSET DAY 2: 5<sup>TH</sup> September (no children)

Wednesday, 06<sup>th</sup> September to Friday 20<sup>th</sup> October

### ***Half Term Monday 23<sup>rd</sup> October – Friday 27<sup>th</sup> October***

INSET DAY 3: Monday 31<sup>st</sup> October (no children)

Tuesday 1<sup>st</sup> November to Friday, 16<sup>th</sup> December

INSET DAY, 20<sup>th</sup> and 21<sup>st</sup> December

### **Spring Term**

INSET DAY 4: 2<sup>nd</sup> January (no children)

Wednesday, 3<sup>rd</sup> January 2018 to Friday 9<sup>th</sup> February

### ***Half Term Monday 12<sup>th</sup> February – Friday 16<sup>th</sup> February***

Monday 19<sup>th</sup> February to Friday 29<sup>th</sup> March

### **Summer Term**

INSET DAY 5: 16<sup>th</sup> April (no children)

Tuesday, 17<sup>th</sup> April to Friday 25<sup>th</sup> May

### ***Half Term Monday 28<sup>th</sup> May – Friday 1<sup>st</sup> June***

Monday 4<sup>th</sup> June to Thursday 19<sup>th</sup> July

In 2017/18 children should attend for 190 days (or 380 half sessions). Teachers must be available to work for 195 days during this academic year.

### **Public Holidays**

Christmas Day Monday, 25 December 2017

Boxing Day Tuesday, 26 December 2017

New Year's Day Monday, 1 January 2018

Good Friday, 30 March 2018

Easter Monday, 2 April 2018

May Bank Holiday Monday, 7 May 2018

Spring Bank Holiday Monday, 28 May 2018

Summer Bank Holiday Monday, 27 August 2017

## Rotherhithe Primary School Staffing 2017-2018

**Executive Headteacher:** Mrs Galiema Amien-Cloete

**Head of School:** Ms Lisa Christiansen

**Deputy Headteachers:** Ms Kellie Ansell and Mrs Jennifer O'Cofaigh

**Assistant Headteachers:** Ms Phoebe Matthews & Georgina Hopper (KS1)  
Ms Sue Davies (PPL)

Nursery:				Reception:			
<b>Turtle</b> (Class Teacher) Emily		<b>Dolphin</b> Matthew (Class Teacher)		<b>Penguin</b> Leah (Class Teacher)		<b>Jellyfish</b> Suzy Malakhi (Class Teacher)	
Jackie (Nursery Nurse) Karen (Teaching Assistant)		Delrose (Nursery Nurse) Sharon (Teaching Assistant)		Laura Tracey (Teaching Assistants)		Kelly Lisa Yutundi (Teaching Assistants)	
Year 1:				Year 2:			
<b>Starfish</b> Annalise (Class Teacher)		<b>Octopus</b> Alex (Class Teacher)		<b>Whale</b> Helen (Class Teacher)		<b>Seal</b> John (Class Teacher)	
Chris Natalie (Teaching Assistants)		Anna (Teaching Assistant)		Jay (Teaching Assistant) Lucy (1-1)		Emma Chelsey (Teaching Assistants)	
						<b>Seahorse</b> Nina (Class Teacher)	
						Danielle (Teaching Assistant)	<b>Coral</b> Amber (Class Teacher)
						Marvette (Teaching Assistant)	
Year 3:				Year 4:			
<b>Endeavour</b> Naomi (Class Teacher) Iman (Teaching Assistant)		<b>Endurance</b> Phoebe(Asst. Head) (Class Teachers)		<b>Kingfisher</b> Geeta (Class Teachers)		<b>Kon Tiki</b> Colleen (Class Teacher)	
Ganiat Diana (1-1)		Amina (Teaching Assistants)		Jo Pauline (Teaching Assistants-shared)		Jo Pauline (Teaching Assistants-shared)	
				Elaine (Teaching Assistants)		Demisha (1-1)	
Year 5:			Year 6:				
<b>Cutty Sark</b> Rebecca (Class Teacher)		<b>Mayflower</b> Conor (Class Teacher)		<b>Calypso</b> Alex (Class Teacher)		<b>Discovery</b> Tom (Class Teacher)	
Anthony (Teaching Assistant)		Karon (Teaching Assistant)		Lucy (Teaching Assistant)		Erin (Teaching Assistant)	

<p><b>Inclusion:</b>  Mrs Jennifer Cristobal (Senco)  Kofi Danquah and Constantina Markides  (Learning Mentors)  Ms Sharon McGowan (Teacher – Maths)  Mrs Sue Juniper (SALT Teaching Assistant)  Mrs Kim Cox (Literacy Teaching Assistant)  Mrs Shirley Walters (Safeguarding)  Mrs Janice Jones (Attendance Officer)</p>	<p><b>Additional Staff:</b>  <b>HLTA's</b>  Christine Evripidou  Heather Danabie  Donna Powell  Kay Turner</p> <p>Pablo Jimenez-Bravo (Spanish) *</p> <p><b>Music:</b>  Margaret Omoniyi (Music Teacher) *  Papa-Jeh - Percussion</p>
<p><b>Office Staff:</b>  Mrs Maxine Walters (PA to Head Teacher)  Mrs Sharon Hudson (Admin Assistant)</p> <p><b>Premises Staff:</b>  Mr Khalid Boulia (Premises Manager)  Mr Hassan Laaraji (Premises Assistant)</p>	
<p><b>Catering Staff:</b>  Ms Dolores Roach (Manager)</p>	<p><b>After School Clubs:</b>  Ms Kay Turner</p>
<p><b>Staff on Maternity Leave:</b>  Ms Katie Montgomery</p>	<p><b>Governors:</b></p> <p><b>Chair of Governors:</b> Mr Ray Piggott</p> <p><b>Vice Chair:</b> Mary Henley</p> <p><b>Head Teacher:</b> Mrs Galiema Amien-Cloete</p> <p><b>Authority:</b> Mr Jonathan Keil</p> <p><b>Co-opted:</b>  Ms Marta Garcia  Mr Deri O'Regan  Ms Christine McCree</p> <p><b>Parent:</b>  Ms Dominique Phillips  Mr Abdul Kamara  Ms Penny Spiller</p> <p><b>Staff:</b>  Mr Kofi Danquah  Ms Teagan Voyle</p>