

Rotherhithe Primary School

PARENTS' HANDBOOK 2019/2020



HEADTEACHER: Mrs Galiema Amien-Cloete

HEAD OF SCHOOL: Lisa Christiansen

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Welcome to Rotherhithe Primary School

Welcome to the 2019-2020 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. RPS is a two form entry community school (meaning there are two classes in each year group). 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

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 48 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

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.

Alternatively, you can complete a 'student absence form' (available

from the school office). If your child has been to see a doctor/nurse, please provide a note or appointment card.

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 is currently a wide range of 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.

Rotherhithe Primary School Primary School Extra-Curricular Timetable - Autumn Term 2019				
				Key board club 8am (Margaret)
Peace Club KS2 (Learning mentors)	Peace Club KS2 (Learning mentors)	Peace Club KS2 (Learning mentors)	Peace Club KS2 (Learning mentors)	Peace Club KS2 (Learning mentors)
		Brazilian Percussion Club 1-1:40 (Lilly-May)		Years 5 and 6 Recorder 1-1:30 pm (Margaret)
KS1 and KS2 Judo 3:30-4:30 pm (new cross martial arts)	KS2 Computing 3:30- 4:30 (Heather)	KS1 and KS2 Judo 3:30-4:30 pm (new cross martial arts)	KS1 Computing 3:30- 4:30 (Heather)	KS1 and KS2 Judo 3:30-4:30 pm (new cross martial arts)
Year 1 Phonics booster 3:15-4:15 pm (Olga)	Year 1 Phonics booster 3:15-4:15 pm (Olga)	Year 1 Phonics booster 3:15-4:15 pm (Olga)		
Homework Club 3:30 - 4:15 (Kay)	Brass band 3:00-4:30 (Owen)	Homework Club 3:30 - 4:15 (Kay)		Singing club 3:00-4:30 (Margaret)
Year 5 & 6 Gym (Dan)	Football Team (Dan & Jordan)	Year 4,5,6 Parkour (Dan)	Year 1 & 2 Multi-skills (Dan)	Gifted and Talented sports club (Dan)
Year 1 & 2 Multi-skills (Jordan)	Art Club 3:30-4:30 (Lisa S)	Year 1 & 2 football (Jordan)	Year 3 - 6 tag rugby (Jordan)	Year 3 & 4 Dodgeball (Jordan)
6 O'clock Club Paid after school care (Kay and Lucy)	6 O'clock Club Paid after school care (Kay and Lucy)	6 O'clock Club Paid after school care (Kay and Lucy)	6 O'clock Club Paid after school care (Kay and Lucy)	6 O'clock Club Paid after school care (Kay and Lucy)

After School 6 O'clock club

The school currently offer after school care until 6 o'clock. Parents must pay

for this care. The cost for 2019-2010 is £45 per week, or £15 per day. This must be pre-booked and pre-paid.

Children engage in a variety of activities and are given a healthy snack.

Please speak to the school office or Kay Turner if you would like to enrol your child for this after care provision.

Assessment

We use 'Target Tracker' to track children's progress in relation to the expected attainment for their age. Target Tracker helps teachers to track children's attainment against national curriculum statements. End of year reports will inform you if your child is working at, below or above the age-related expectation for their age.

Assessment in Reading

During Guided reading sessions, teachers will carry out informal teacher assessments of children's progress in reading. They will use Target Tracker as an ongoing assessment tool to map attainment against national curriculum statements. The children's reading journals will also form part of the evidence base when assessing reading. We periodically use Rising Stars reading tests to support assessment of children.

Assessment in Writing

Writing will be informally assessed

using Target Tracker. Attainment against national curriculum statements will be mapped out using this tool. Writing moderation (checking teacher judgements) will also be carried out routinely throughout the year by the English Lead and English consultant.

Assessment in Maths

In both Key Stage 1 and Key Stage 2 teachers will use Target Tracker to measure attainment of groups and of individuals against national curriculum statements. KS 1 attainment will also be measured against Maths Mastery Key Performance Indicators (KPI). We use White Rose maths tests periodically to support assessment.

Attendance and Punctuality

It is very important that children

attend school regularly and are punctual in order to take full advantage of all the educational opportunities offered to them and to ensure they 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. If your child is absent and we have still not received an explanation on the second day for this, we will attempt to make contact via all emergency contacts to ensure that parents and children are safe. If we are unable to confirm children's safety, we will conduct a home visit. If we are still concerned, regarding the well-being of children we may contact the police or the 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. These assemblies will be advertised in the weekly newsletter in advance. The class teacher will let you know when the assembly will be taking place via SMS or class invite.

Performed class assemblies will take place this year during the Spring Term only.

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 or Deputy Heads (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 Head of School.

Curriculum

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

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

We follow the National Curriculum (2014) and ensure that we maintain all the exciting areas we've mentioned before. 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 (English as an additional language)

At Rotherhithe we have children with a wide range of ethnic backgrounds, 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 when needed but do request that first you attempt to provide a translator from within your family network.

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. We request that you provide 3 emergency contacts.

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 mean 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 Judo lessons, which is a paid club. 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 for our Nursery and Reception children who 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, working with the children. For parent-friendly information about EYFS, have a look at:

https://www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf

Foundation Stage and Key Stage 1 together are sometimes called 'the Infants'. Children in the Foundation Stage are assessed at the end of reception using the 'Good Level of Development' and Early Learning Goals' criteria. Children in Reception are assessed early through informal observations to establish a baseline. Teacher's then use their professional knowledge to make a series of judgements about each child over time. At RPS we use Tapestry an online journal that records the learning and fun our children experience at school. Parents have access to this learning journal and can see the progress their children are making.

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 provide additional support for 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 fundraising events.

All parents are automatically members of the PTA. Alex Montgomery is currently the teacher contact for the PTA.

Governing Body

They are the strategic leaders of the federation 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:

Ensuring clarity of vision, ethos and strategic direction;

Holding the headteacher to account for the educational performance of

the school and its pupils, and the performance management of staff; and overseeing the financial performance of the school and making sure its money is well spent.

Chair of governors:

Mary Henley

Vice Chair:

Christine McCree

Clerk to the Governors:

Dipesh Panchal

Inclusion

The inclusion team is led by the Head of School who delegates responsibilities to Jennifer Cristobal (SENCO for years 2-6) and Matthew Kenney (SENCO for Early years and year 1) and Kofi Danquah Safeguarding and Interventions Officer. There is 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 KS1 classes have one Teaching 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 in 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 statutory assessment tests (SATs). Children are expected to complete a reading, maths test. There is now an optional Grammar Test for children at the end of Year 2. Writing is teacher assessed. This occurs continuously throughout the year and a collection of pieces of writing are used to judge a child's standard in writing during the summer

term. Parents will be given their child's results as part of the end of year report.

Key Stage 2

This includes Years 3, 4, 5 and 6. Most classes have a Teaching Assistant as well as their class teacher. At times classes may have a Teaching Assistant working across the year group. There are also other adults working in the class at different times. Children with an Education Health and Care plan may have additional adults supporting them in class. Key Stage 2 is sometimes referred to as 'the Juniors'. All year groups are taught the national curriculum. You can search for the 'national curriculum' at 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, maths and SPAG (Spelling, Punctuation and Grammar) test. A scaled score of 100 means that children are at the expected standard in each of these tests (AS) on reports. A scaled score of 110 or above indicates attainment at greater depth within the standard.

Writing is teacher assessed. This occurs continuously throughout the year and a collection of pieces of writing are used to judge a child's

standard in writing during the summer term. A child will be given an attainment grade of working towards the expected standard (WTS) at the expected standard (EXS) or working at greater depth within the standard (GDS).

Science is also teacher assessed – we use Target Tracker as a tool to collect evidence of children's attainment in Science. There are two levels of attainment for Science. Attainment will be shown on reports as at the expected standard (EXS) of having not met the expected standard in Science (HNM).

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 when they have 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. Please be advised that the local authority advice is to call social services if a child is not collected by 4:30 pm and the school have not received any contact from parents.

Children from Nursery to Year 4 must be collected by a person that is 16 years or older, 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.

Letters

Increasingly we communicate with parents via email. However, we may also communicate with parents via class or school letters to share information or to gain permission for children to participate in activities, after school clubs or school trips.

Lunchtime

All children from Reception to Year 6 are eligible for a healthy free school meal provided by Southwark Council.

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 (with some agreed exceptions – see the Medical policy for more information). If medicine is to be administered in school parents need to complete a consent form at the school office.

Medicine will normally be administered by the admin officer. All medicine must be handed to the 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 (year 6 pumps are stored in the classrooms), 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 into 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, after school clubs, specific projects and challenges presented in the classroom.

Newsletter

A weekly newsletter will be e-mailed to parents on a Friday. Please provide the office with an e-mail address. 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.

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.

Parentpay

RPS is now a 'cashless' school. This means that parents need to pay for trips, lunches, uniform etc using parentpay. All parents will need to sign up to parentpay. Please ask Sharon Hudson for details regarding doing this.

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 5.

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.

Relationship, Sex Education (RSE)

Relationships and Sex Education supports and guides children and young people in lifelong learning about relationships, emotions, the human biology of sex and sexuality. It is **compulsory** for all primary school children to receive **relationships education**. Children are taught the fundamental building blocks and characteristics of positive healthy relationships. Caring and respect of others is taught in an age appropriate way. Children are taught about many different types of families and care is taken to avoid stigmatisation of any groups. Children are taught about equality and respect in line with the equality act 2010. Teaching about being lesbian, gay, bisexual or transgender (LGBT) is taught factually, within our relationship's education curriculum at an age appropriate level.

Parents have the right to request that their child be withdrawn from sex education, which is delivered at RPS in year 6. This request must be made to the Head of School or Executive Head Teacher. This request will be discussed with parents in person. Please see our RSE school policy on the website as it outlines the content that is taught in more detail.

Safeguarding

Kofi Danquah is in charge of safeguarding and intervention. He leads the attendance officer and learning mentors. He has a focus on attendance, punctuality and student and family welfare. He 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 Mr Danquah. 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 second 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 always have your up to date mobile number.

SEND (special educational needs or disability)

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 Information Report which can be found on the school's website:

<http://rotherhitheprimary.co.uk>

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 for break time. **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.

Twitter

We have a live twitter account <https://twitter.com/RPSPPrimary> where you can access the latest news and photographs from RPS.

Website

The school's website 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 governor biographies. Many of our policy documents are also available to download from the website for your information.

The school's website can also be accessed via the River Hill federation website at <http://riverhillfederation.co.uk/>

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 Senior Leadership Team 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, **Kofi Danquah** or a member of the Senior Leadership Team; the Head of School (**Lisa Christiansen**), Executive Head (**Galiema Amien-Cloete**), **Annalise Storey or Sue Davies** (Assistant Head Teachers) or Early Years Lead – **Helen Walsh**. You will see them 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: Annalise Storey or sue Davies

For Nursery and Reception: Helen Walsh

KS1: Years 1, 2 and 3, speak to Annalise Storey

KS2: Years 4, 5 and 6 speak to Sue Davies

You should approach them by arranging an appointment via the office.

- *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

(christiansen@rotherhithe.southwark.sch.uk) to discuss:

- *Unresolved issues after speaking to the class teacher and Assistant Head Teachers

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.

Assistant Head Teachers

Sue Davies:

sdavies@rotherhithe.southwark.sch.uk

Annalise Storey:

astorey@rotherhithe.southwark.sch.uk

Any queries that you might have that was not resolved.

Early years and year 1 SENCO -Matt Kenney

mkenney@rotherhithe.southwark.sch.uk

Year 2-6 SENCO- Jennifer Cristobal:

jchristobal@rotherhithe.southwark.sch.uk

* Queries regarding additional needs your child may have.

Learning Mentor:

(Lisa or Danielle): in person or by telephone via the school office).

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

Attendance Officer:

(Janice Jones): in person or by email at

jjones@rotherhithe.southwark.sch.uk

* Attendance

* Request for authorised absences

PTA:

Alex Montgomery

By making an appointment via the school office

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

* To support with fundraising.

Breakfast Club: **(Kofi Danquah:** in person or by email at

kdanquah@rotherhithe.southwark.sch.uk

discuss payment and places.

After School Club **(Kay Turner)**

Via the school office

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@rotherhithe.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.

COMMUNICATION WITH THE SCHOOL

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

Autumn Term (Sept – Dec)		
Type of Meeting	When?	What can parents expect at this meeting?
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 November or December	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	October- 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 SENCo 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.
Spring Term (Jan – April)		
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.

Summer Term (April - July)		
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.

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 of school 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.

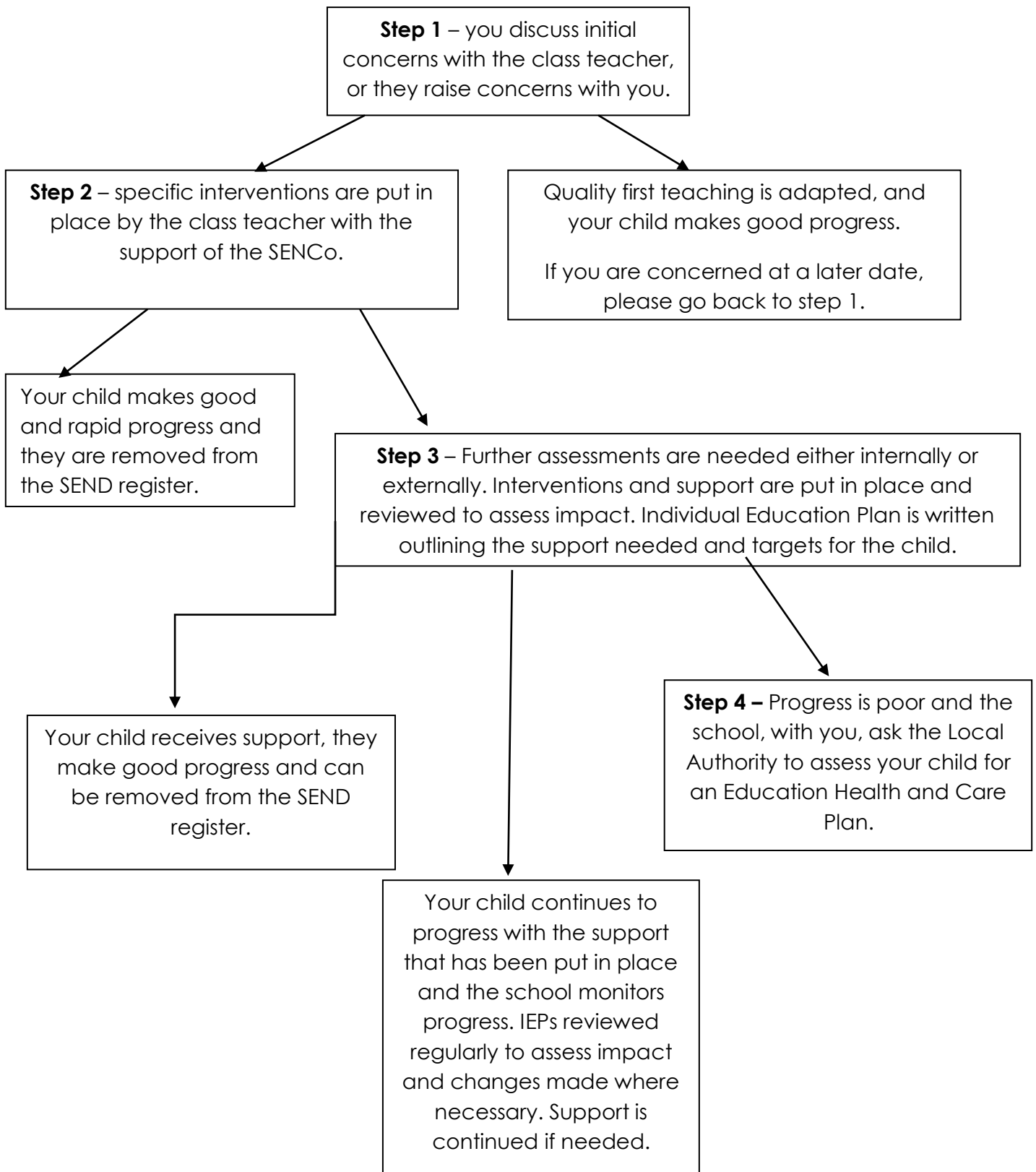
8.3 The remainder of the Governing Body shall either re-determine the facts itself or appoint a special sub-committee to do so.

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*

How concerns regarding Special needs are managed



Rotherhithe Primary School Staffing 2019-2020

Executive Headteacher: Mrs Galiema Amien-Cloete

Head of School: Ms Lisa Christiansen

Assistant Headteacher: Annalise Storey (KS1) and Sue Davies (KS2)

Nursery:		Reception:			
Turtle Emily and Matt (Class Teacher) Delrose (Nursery Nurse) Michelle (Teaching Assistant)		Penguin Helen (Class Teacher) Jackie (Teaching Assistant)		Jellyfish Suzy (Class Teacher) Laura (Teaching Assistant)	
		Zoe (Apprentice Teaching Assistant)			
Year 1:			Year 2:		
Octopus Leah (Class Teacher) Tracey, Jo M and Maria (Teaching Assistants)	Whale Rochelle (Class Teacher) Chris and Lubana (Teaching Assistants)	Seal John (Class Teacher) Anna (Teaching Assistant)	Coral Annalise/Katie (Class Teacher) Emma and Karen (Teaching Assistants)		
Year 3:		Year 4:			
Endeavour Conor (Class Teacher) Jo and Pauline (Teaching Assistants)	Pearl Grace (Class Teachers) Marvette and Kelly (Teaching Assistants)	Kingfisher Amber (Class Teacher) Elaine, Joanne and Ganiat (Teaching Assistants)	Kon Tiki Sarah (Class Teacher) Jay (Teaching Assistant)		
Year 5:			Year 6:		
Cutty Sark Colleen (Class Teacher) Iman and Karon (Teaching Assistants)	Mayflower Anthony (Class Teacher) Lisa and Jade (Teaching Assistants)	Belfast Nina (Class Teacher) Aaliyah (School's Direct Teacher) Erin (Teaching Assistant)	Calypso Alex (Class Teacher) Lucy (Teaching Assistant)		

<p>Inclusion:</p> <p>Mrs Jennifer Cristobal (Year 2-6 SENCo) Mr Matthew Kenney (Early years and year 1 SENCo) Kofi Danquah (Safeguarding and Interventions officer) Lisa Salkeld-Townsley and Danielle Cooper-Perrott (Learning Mentors) Mrs Sue Juniper (SALT Teaching Assistant) Mrs Kim Cox (Literacy Teaching Assistant) Mrs Janice Jones (Attendance Officer) Olga Skachko (Language Teaching Assistant)</p>	<p>Additional Staff:</p> <p>HLTA's Christine Evripidou Heather Danabie Donna Powell Kay Turner</p> <p>Pablo Jimenez-Bravo (Spanish teacher) *</p> <p>Music: Margaret Omoniyi (Music Teacher) * Kemi (Music Teacher) Lily-May percussion teacher</p>
<p>Office Staff: Mrs Maxine Walters (PA to Head Teacher) Mrs Sharon Hudson (Admin Assistant)</p> <p>Premises Staff: Mr Khalid Boulia (Premises Manager) Mr Lahcen Laaraji (Premises Assistant)</p>	
<p>Catering Staff: Shola (Manager)</p>	<p>After School Clubs: Ms Kay Turner</p>
<p>Staff on Maternity Leave: Georgina Hopper</p>	<p>Governors:</p> <p>Chair of Governors: Mary Henley Vice Chair: Christine McCree</p> <p>Executive Head Teacher: Mrs Galiema Amien-Cloete</p> <p>Authority: Mr Amir Eden</p> <p>Co-opted: Ms Marta Garci Ray Piggott</p> <p>Parent: Ms Dominique Phillips Mrs Naima Ali Ms Penny Spiller</p> <p>Staff: Mr Kofi Danquah Ms Darren Lalchan</p> <p>Associate Member: Lisa Christiansen Linda Hillier</p>

ROTHERHITHE PRIMARY SCHOOL

HOLIDAY DATES 2019-2020

AUTUMN TERM

Inset Day 1: Monday 2nd September (no children)
Inset Day 2: Tuesday 3rd September (no children)
Inset Day 3: Wednesday 4th September (no children)

Start

Children back
Thursday 5th September - Friday 18th October 2019

Half Term

Monday 21st October
Friday 25th October

Children Back

Monday 28th October - Thursday 19th December 2019

SPRING TERM

Children back

Start

Monday 6th January - Friday 14th February 2020

Half Term

Monday 17th February
Friday 21st February

Children Back

Monday 24th February - Friday 3rd April 2020

SUMMER TERM

Children back

Start

Monday 20th April - Friday 22nd May 2020

May Day

Friday 8th May 2020 (75th VE Day anniversary)

Half Term

Monday 25th May
Friday 29th May

Children Back

Monday 1st June - Friday 17th July 2020
Inset Day Monday 20th July (no children)
Inset Day Tuesday 21st July (no children)

Inset Days

2nd, 3rd, & 4th September 2019

20th & 21st July 2020