

# Rodbourne Cheney Primary School



## School Handbook

2020/ 2021

This document shares information with you about what usually happens with timings and organisation of the school day etc. Please be aware that some of this information may change or be different from what is stated due to the current situation. Information will be updated as soon as possible in accordance with the current COVID19 virus guidance. We may also change some of our curriculum plans so that we can provide quality first care and support to our students.



Dear Parents and Carers,

Rodbourne Cheney Primary School is an exciting, happy, and inspiring learning community. We strive for our children to be creative, innovative, and imaginative, and we are committed to the safety and care of our pupils. We have a team of committed and talented staff who provide well-planned and organised lessons, alongside a wide range of curriculum enrichment activities to further enhance children's learning.

We hope that within this document you are able to find out all the information that you need. However, if you want to know something and it is not covered in our handbook, then please try our website. It is our aim to continually update it with useful links to a whole host of information that will help you, as and when the time comes. On our website we have: links to homework guides, useful information regarding healthy lunches and internet safety to name but a few. If you still can't find what you are looking for then please contact the school to ask on [admin@rodbournecheney.swindon.sch.uk](mailto:admin@rodbournecheney.swindon.sch.uk)

Kindest regards,

Miss Davies  
Principal

## **Our Aim**

Our aim is to provide the highest quality education for all in a caring, supportive, inclusive, and vibrant learning environment. We are proud to offer an exciting curriculum where teachers and pupils work together to ensure high-quality teaching and learning that is challenging and thought provoking in order for everyone to achieve their potential and beyond.

We encourage our pupils to be confident individuals and independent learners, and to develop a lively and enquiring mind. We also want children to question and discuss rationally and apply themselves to tasks and skills as they strive to reach their true potential in all aspects of school life.

## **Values**

At Rodbourne Cheney Primary School, we follow a Values-based Education (VbE) curriculum. Values Education supports the teaching of social, moral, spiritual, cultural and personal wellbeing. It is interwoven in to all elements of school life and embedded in our curriculum (see curriculum year plan for more detail.) It contributes to excellent learning and outstanding environments for learning. It also supports positive behaviours and good attitudes to learning.

At Rodbourne Cheney Primary School, we actively promote British values through our school vision, ethos, agreed rules, curriculum, and teaching. As such, we promote tolerance of, and respect for, people of all faiths (or those with no faith), cultures, and lifestyles.

We prepare children and young people positively for life in modern Britain by supporting them through our words, actions, and influence, not just within school, but also within the wider community.

## **School Information**

**Address:** Rodbourne Cheney Primary School  
The Broadway  
Swindon  
SN25 3BN

**Telephone Number:** 01793 534710

**Email:** admin@rodbournecheney.swindon.sch.uk

**Type and age range:** Nursery and Primary School 2 – 11 years

<b><u>Principal:</u></b>	Miss Davies
<b><u>Assistant Principal:</u></b>	Miss Harris
<b><u>EYFS Lead:</u></b>	Miss Harris / Mrs O'Driscoll
<b><u>SENCO:</u></b>	Miss Harris
<b><u>Chair of Governors:</u></b>	Mr B Owen
<b><u>School Hours:</u></b>	Monday to Thursday 8.40am – 3.20pm Friday 8.40am – 1.30pm

## **Our School**

### **Dropping off and picking up**

The school encourages that children walk, cycle or scooter when possible.

We ask that all children come in to school at 8:30 each day where their class teacher will either greet them at the classroom door or at the EYFS gate. This time allows the children to come and get themselves organised and complete some morning activities before starting the register at 8.40am.

Your children will be collected from their classroom at 3.20pm Monday-Thursday and at 1.30pm on Fridays.

### **School Organisation and Buildings**

Rodbourne Cheney Primary School was built in 1894 and the original Victorian building is still part of our school. Our reception children have their own outside area for them to use throughout their day. The children have their lunch, assemblies and PE sessions in our hall in our other building. We also have a huge field which allows the children to explore a large green area with lots of wildlife. There is also an outdoor classroom and play equipment for them to use.

### **The White Horse Federation**

Rodbourne Cheney Primary school is a proud member of White Horse Federation.

The White Horse Federation is committed to maintaining the unique nature of all the schools within the Trust and believes this is best achieved by giving a clear mandate to Local Governing Bodies to be the drivers of school improvement. The Trust gives these governing bodies the freedom to focus on the challenge and support of the improvements in teaching and learning and the curriculum by ensuring the synergies to belonging to a Trust allow statutory obligations to be dealt with centrally.

## **Local Board of Governors**

Governors meetings are held once a term. If you feel that you would like more information on being a school governor, then please email Miss Davies for more information.

[Head@rodbournecheney.swindon.sch.uk](mailto:Head@rodbournecheney.swindon.sch.uk)

Chair of Governors: Mr B Owen

## **Staff 2020 - 2021**

Principal	Miss Davies
Assistant Principal:	Miss Harris
SENDCO:	Miss Harris
EYFS Lead:	Miss Harris / Mrs O'Driscoll

Reception teachers: Mrs Hawtin and Mrs Cantillon

Pupil Service Officer: Mrs Claire Morris  
Pupil Service Assistant: Mrs Wendy Broughton  
Site Manager: Mr Walsh

## **Admissions**

In accordance with Swindon Borough Council's admissions policy, a place will be offered at the beginning of the school year in which your child is 5 years old. All children will be offered a full time place.

Further information regarding admissions can be obtained from the Primary Admissions Section, Education Department, Sanford House, Sanford Street, Swindon, SN1 1QH. Tel: 01793 463091.

## **School Uniform**

Children are expected to comply with the school uniform at all times which is:

Black / grey trousers / skirt / pinafore

White / light blue polo shirts

Navy blue sweatshirts / cardigans with the school logo

Black or grey socks / tights

Blue checked dresses for the summer (optional)

Plain black, flat footwear (no open toed sandals)

## **P.E:**

Plain black/blue shorts and a plain white t-shirt,

Jogging bottoms, sweatshirt / tracksuit for winter P.E.

Trainers or daps

The P.E. Kit should be stored in a small bag (named) and kept in school every day as P.E. times can alter depending on the weather and the time of year. We ask that ALL items of clothing (especially T-shirts, sweatshirts and daps) are clearly marked.

Children are also encouraged to use a school Book Bag which they can carry books, reading records and notes, to and from school.

**Logoed items can all be purchased from The Famous Schoolwear shop in Swindon**

**Please look online at : <https://store.famousbranches.com/c/2234/Rodbourne-Cheney>**

We request that hair is its natural colour with no extremes of style. Long hair should be tied back.

## **Child Protection Procedures**

Our first priority is your child's welfare and therefore, there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. If you want to know more about these procedures, please speak to the Principal/Child Protection Coordinator or visit the web site. We take the safety and wellbeing of all the children, extremely seriously and have very many policies in place to support this. Available in school and on the school website are policies on:

Child Protection	Code of Conduct	Health & Safety
Medicines in School	First Aid	Special Educational Needs
Anti-bullying	Complaints Procedure	Internet / Computer Safety

Should we, at any time, have any concerns regarding a child's safety and wellbeing that we do not feel we can satisfactorily address ourselves, we are duty bound to contact the relevant authorities e.g. Social Care, the Police. Also, if contacted by those authorities, we will share information about your child / family if we feel it is in their best interests to do so.

## **Absence / Attendance**

If your child is ill and not well enough to attend school, then please contact the school by 8:50a.m. to inform us. We ask parents to try not to make medical / dental appointments during school time if this can be avoided.

If you are not sure if your child should attend school then please bear in mind that following any bout of sickness or diarrhoea, your child should remain absent for 48 hours after the last bout. This is to make sure they are fit and strong enough for the rigours of a school day, and also to restrict infection between other children and staff members. For any child who deteriorates during the school day, parents will be contacted. No child would be made to stay at school if they are clearly unwell.

Requests for absence from school need to be made on the required form available from the main reception area or the website. Requests for absence will only be authorised in particular circumstances e.g. medical appointments that cannot be made outside of school time, religious observance, funerals / weddings of immediate family members and participation in outside examinations.

Holiday requests will not be authorised except in exceptional circumstances. If you need to take your child out for an appointment during the school day, you will need to provide the medical appointment letter i.e. from the hospital.

The school, along with all schools in the WHF, follow the SBC County guidelines of reporting any unauthorised absence of 5 or more days to the Local Authority who will then issue a £60 penalty notice to each parent for each child. Full details of our attendance policy can also be found on our website or made available when asked.

## **Medicines in school**

If your child is well enough to be in school but needs prescribed medication, then ideally we would ask that you arrange for an adult to come to school to administer it. If this really is not possible, we have a member of staff who will give the medicine but the appropriate request form would need to be completed and brought into school by the parent, along with the medication. No medicines should be sent in with the children at any point and no medicine will be administered without the correct form being completed.

Children who need inhalers are allowed to keep them in their classrooms but all other medication is kept locked away. Parents must keep the school informed of any medical / health issues which could affect their child's performance / attendance at school.

## **Accidents and Illness**

When your child joins us at Rodbourne Cheney Primary School, you will be asked to complete an 'Emergency Form' giving details of who to contact in an emergency, together with the name and address of your doctor. Should your child be unfortunate enough to have an accident or become ill we

shall make every effort to contact you immediately, whilst taking all possible steps to ensure your child's wellbeing and safety.

We will let parents know, in writing, if the accident involves a head injury. Please make sure that your daytime contact telephone number is kept up to date in the school's records.

### **First Aid**

School staff deal with minor injuries such as cuts and abrasions. The majority of our staff have completed the Appointed Persons First Aid training. In the case of a more serious accident, your child may need to be taken to accident and emergency and you will be informed immediately.

### **Long term medical needs**

Inhalers for asthma will be with your child in their classroom. Any child attending the school who suffers with chronic long-term health issues will be assessed individually to determine how best to support their medical needs. If your child has any diagnosed ailment such as allergies or asthma please ensure that we are aware of his/her medical needs.

If you have any questions regarding the above please the school office. A copy of the policy for 'supporting children with medical needs in school' is available for you to read at the school.

### **School Nurse**

We can arrange for you to have support of a school nurse to discuss any health related concerns you may have:

Health Assessments  
Child Protection  
Hearing  
Enuresis  
Relationships  
Head Lice  
Diet  
Epilepsy  
Behaviour  
Health Education  
Asthma  
Eczema  
Immunisations  
Weight Problems  
Hygiene  
Referrals  
Home Visits

Bed Wetting  
Fussy Eating

### **Medical Examinations**

The Local Health Authority carries out medical examinations in school for pupils in Reception (height, weight, hearing and vision). Parents are informed when these visits are due and are invited to be present at the medical examination or can request for their child not to take

### **Contact with school**

Class teachers are available for parents to discuss anything they may need to at the beginning of the day or at pick-up times. If you require a more in-depth conversation, this will need to be arranged with the teachers. A telephone call or email to establish a convenient time is always appreciated as staff can be involved with meetings. During the school year there are Parent Consultation Evenings in the autumn and spring terms, where parents can examine their children's work and discuss his/her progress with the teacher concerned as well as a report mid-way through the school year. At the end of the school year, each child receives their annual written report.

Regular informal meetings will be arranged throughout the year to give parents the opportunity to discuss current issues, find out about new policies and ask any questions about school life etc. Relevant information including newsletters, curriculum information, dates etc. is published regularly on the school's website and also sent through text, email and Schoop. Please ensure that we have your correct information.

If you wish to get a message to the teacher, Principal or the school office, then please either telephone, email or use the contact form on the website.

### **Lunches**

The school offers a cooked meal service, prepared onsite by our catering team. The meals include a main, vegetarian and jacket potato option available. Under the new Government initiative all children in years R, 1 and 2 are entitled to a free dinner. Lunches are booked termly and paid for in advance. Parents providing their child's own packed lunch are encouraged to send a healthy and balanced packed lunch.

Parents who receive Income Support are eligible for free school meals. Please contact the office for further details.

### **Snacks**

In an effort to provide the necessary 5 daily portions of fruit and vegetables, all children are encouraged to have a snack of pure fruit (dried or fresh) or raw vegetables during morning break. The school are also

part of the fruit and vegetable scheme and as such a daily piece of fruit is available free of charge for the infants which they have at break-time.

Milk is available free to the under-fives and at a cost for all other children. If you wish to register for this, then please fill in the necessary forms from the school office. Parents can also register on-line at Cool milk for Schools. All children are encouraged to bring a bottle of water to school (in a sports top bottle to prevent spillages) which they should keep in their class to ensure regular hydration and therefore high concentration levels. Children can top up their bottle during break and lunch times.

### **School Rules and Discipline**

Within a school 'family' some rules are essential; these are mostly matters of common sense to ensure the safety of our children. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community.

A copy of our behaviour policy is available upon request.

### **Equal Opportunities**

The governors and staff at Rodbourne Cheney primary School are committed to ensuring that every pupil receives equal treatment and opportunity whatever their race, colour, nationality, gender, disability or age.

### **The Curriculum**

We use the National Curriculum as a guide to what we teach. We have planned out a curriculum that is rich in stories so that the children will develop into excited and avid readers. The children across the school learn about topics which also have values thread through them. There will be a copy of our 2020-2021 curriculum on our website.

### **The Early Years Foundation Stage (Reception)**

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others.

The early learning goals that make up the Foundation Stage curriculum are-

**The Prime Areas:** Communication and language, Physical development, Personal, social and emotional development.

**The Specific Areas:** Literacy, Mathematics, Understanding the world, Expressive arts and design.

The outdoor environment is also a very special part of the Foundation Stage curriculum. As such, it is carefully planned for and available each day. The reception class has their own specially equipped outdoor area.

The teaching to achieve these early learning goals will be through first-hand experience and structured play. The areas of experience are linked to the Foundation Stage Curriculum. The teacher will keep records on children's experiences and attainments. Assessment of development and learning needs are ongoing throughout the school year.

During term 1, the teacher will carry out a baseline assessment for every child. This will establish where they are in all aspects of their learning and development and help future planning. The results of this early assessment will be shared with parents at the parents evening in term 1. By the end of the year the teacher will have built up an accurate profile of each child's development and will be able to assess if they have met the Early Learning Goals.

### **Religious Education**

Religious Education is provided for all children as part of the curriculum and is in accordance with the Local Authority's Agreed Religious Education syllabus.

Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature due consideration is given to the multicultural society in which we live.

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship, then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

### **Sex and Relationship Education**

As a school, we see Sex and Relationship Education as an integral part of personal and social education/health and safety education. We aim to help children understand themselves and their relationship with others. We aim to prepare children for the physical and emotional challenges of growing up, and to give them an elementary understanding of human reproduction. The majority of this is taught through our science lessons or PSHE lessons on how our bodies change.

### **Extra-curricular Activities**

We offer a wide variety of clubs that take place after school. Members of staff, parents and outside agencies run these. Activities may include:

- Football

- Choir
- Forest skills
- Sports Clubs (multi-skills, rugby)
- Construction

### **Special Educational Needs**

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that a child does not make the progress we expect. If this were the case, parents would be consulted and appropriate steps to support the child taken.

An Individual Education Health Care Plan (EHCP) may be made with individual targets, review dates and ideas to help parents to support their child at home. If targets continue not to be met, outside agencies such as Educational Psychologists, Speech and Language Therapists or Behaviour Specialists may be called upon for extra support. After further consultation with parents, the Local Authority (LA) may have to make a statutory assessment based on specialist advice. The LA may then draw up an Education Health and Care Plan. This describes all of the child's needs and all the special help that should be provided.

Parents will always be consulted and kept fully informed at every stage once we have identified that their child could benefit from some extra help. This could be for educational, personal or social needs.

### **Educational Visits**

From time to time children will be taken on educational visits outside school, in connection with their class work. It is often necessary to ask for a voluntary donation to cover the cost of transport, etc. Parents who find these costs difficult to meet, are asked to discuss the matter, in confidence, with the Principal. All children, irrespective of whether the parents have made a contribution or not will go on school visits. However, school trips have to be fully funded before they can go ahead.

All trips are to be paid for through Parent Pay. We do not accept any cash or cheques.

### **Visitors to School / Performance in School**

At times we have visitors in school that can share interests, activities or experiences with the children. Sometimes this will be a Travelling Theatre or experts who lead workshops on topics related to the work children are doing in school. (Difficulties in meeting costs can be dealt with as for 'Educational Visits').

### **Assessments and reporting**

All children are continually monitored and assessed throughout their time here, as teachers mark their work and make observations of their contributions during lessons. In line with current government legislation:

Reception children are “assessed “on entry and again at the end of the year  
Year 1 children undergo a phonics reading test towards the end of the year  
Year 2 children are formally assessed towards the end of the year in English and Maths  
All end of year results will be reported to you with the school annual report in July.

### **Valuables in School**

We do not accept any responsibility for any items of jewellery or other valuable articles so, please do not allow such articles to be brought to school. Earrings should be of the stud type, but even these can cause damage if accidentally caught on something. Staff will remain sensitive to any items worn for religious/medical purposes.

### **Health and Safety**

All staff and governors are made aware of the need for correct procedures to be followed regarding all aspects of health and safety. Risk Assessments are carried out on an annual basis to ensure a safe environment. Our Health and Safety Policy is reviewed annually. A fire drill is practised each term as well as a lock-down drill.

### **Home, School and Community Links**

We feel that children make the best progress when parents and school support each other for the benefit of the child. We have established a home / school agreement that we expect all parents to support while their child is at our school. In all our dealings and all our work, it is the benefit of the children that must be uppermost in our minds. If you have any worries, please come and see us, and we will do our best to help. With more personal or confidential problems, an appointment to see the Principal can be made by contacting the office.

### **Wrap around care**

We currently offer a breakfast club from 7:45. The school runs this provision ourselves and bookings can be made through Parent Pay. Please contact the office for more details and for the latest costs.

### **Rodbourne Cheney PTA)**

Our school PTA is a very active and supportive fundraising committee. They are responsible for organising a variety of events throughout the year, including fayres and discos. We are always looking for people who can join the committee or who can simply help by supporting individual events by donating raffle prizes, making cakes or running a stall, for example. The funds raised help enrich the experiences for the children at Rodbourne Cheney Primary School. Anyone willing to help, please contact the school office and ask to be put in contact with a member of the committee.

### **Parental Help in School**

We welcome your help in school either on a regular or occasional basis. Those who can offer regular help might consider assisting the teacher with an activity at the same time each day. Occasional help is very welcome for hearing children read or helping with other class activities, helping with school events like excursions, or fund-raising activities. We are most grateful for any help that you can give. Please tell your child's teacher if you are able to help and you will need to complete a DBS. We welcome offers of help from mums, dads or Grandparents.

### **Lost Property**

Items are retained in school for a reasonable period of time or until claimed. A 'Lost Property' box is kept in school. Items of clothing must be clearly marked with the child's name and regularly checked to see that the name has not faded.

### **Concerns**

If you feel that your child is having problems at the school - be it with schoolwork itself or in relationships with other children or staff at the school - please contact your child's class teacher. If he/she cannot resolve the problem, then the Principal and then, if necessary, by writing to the Governors. A copy of our Complaints and Allegations policy is kept in school. Depending on the nature of the problem, there are set procedures that must be followed. It is, however, important that you tell us about any concerns that you may have as soon as you have them.

**Please do not hesitate to contact the school if you require further information.**

**Telephone: 01793 534710**

**Email: [admin@rodbournecheney.swindon.sch.uk](mailto:admin@rodbournecheney.swindon.sch.uk)**

**Website: <https://rodbournecheney.swindon.sch.uk/>**

