

RAUGHTON HEAD C of E SCHOOL

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Education Department
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Raughton Head C of E School
Raughton Head
Carlisle
CA5 7DD
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TEACHING STAFF

Headteacher	Mrs A Dickinson
Juniors	Miss V Baker
Infants	Mrs A Dickinson & Miss K Kavanagh
Teaching Assistants	Mrs V Bailey, Mrs H Holgate & Miss C Kenyon
Apprentice Teaching Assistant	Miss K Thomlinson

NON-TEACHING STAFF

Admin Officer + Clerk to Governors	Mrs B Bell
Cooks	Mr R Budzynski & Mrs J Bainbridge
Midday Supervisor	Mrs B Bell

THE GOVERNING BODY

Mr M Burbury - Chairman
Mrs G Braisendale - Vice Chair
Mr J Stokes
Reverend S Carter
Mrs S Hewison
Mrs A Sanderson
Mrs S Metcalf
Teacher Governors - Mrs A Dickinson & Miss K Kavanagh



Admission to the school is in accordance with the LEA's General Admissions Policy 2011/12, published within this booklet.

The school's published admission level is 6

The staff and governors are totally committed to providing the best education possible. We believe in the whole person, encouraging the enquiring and discriminating mind, self-confidence, respect for others and the sense that they are a part of the local community and the wider world. We like pupils to leave Raughton Head C of E Primary School with a feeling that they are on a road of discovery, and that they will develop into open minded and curious individuals.



KS1

Raughton Head C of E School provides education in accordance with the principles and practices of the Church of England. Worship, religious education and spiritual development are at the heart of every aspect of the work of this school.

This is a successful, small school, where children feel safe and comfortable and where we encourage each child to develop their personality and skills in a caring environment.

We have a large outdoor learning area for the Early Years pupils to enjoy the experience of outdoor classroom activities. Our team of dedicated staff are full of energy and enthusiasm and continue to drive the school further forward. The commitment and hard work of staff and pupils, the loyalty of parents and the community network contribute to the achievements of the school and its high expectations for the pupils.

Raughton Head C of E School provides small class sizes, which enable us to provide for each child on an individual basis. Each pupil is well known and valued by every member of staff. In a small school we are able to cater for the personal and social needs of each pupil. Each classroom is well equipped with computers, laptops, interactive whiteboards and a wide range of resources helping to bring learning to life.

We have well-qualified cooks in our own kitchen where locally sourced food is freshly prepared daily. We aim to provide meals that are balanced, nutritious and delicious. Our menu always features a vegetarian option, salad and cooked vegetables, and a full roast dinner is served weekly. We have planters and boxes that the pupils grow vegetables in which are used by the kitchen staff for school meals.

Raughton Head C of E School pupils enjoy a full range of outdoor activities in the school grounds. We have an extensive playing field, safety surfaced play area and small outdoor equipment which the children organise and arrange at break-times creating a hive of activity.



The arts are highly valued at Raughton Head C of E School, we invite local artists to work with pupils, and we visit exhibitions and performances, including Theatre by the Lake, Rheged & Upfront Puppet Theatre. Annually the pupils put on a school production that includes dance, drama and music.

BEFORE STARTING SCHOOL

When your child starts school it would be helpful if he/she could:

- Wash and dry his/her hands alone
- Blow his/her nose
- Tidy up after him/her self
- Listen to stories
- Concentrate on picture/story books
- Talk fairly clearly
- Know some nursery rhymes
- Go to the toilet alone
- Dress him/her self
- Use a knife and fork
- Recognise colours
- Use crayons, pencils, scissors

Please do not worry if your child cannot do some of this, help will be given in school.

PARENTS IN SCHOOL

The school holds two meetings for parents to discuss their child's progress and attainments, one in the Autumn term and again in the Spring Term. Each child receives a full written report at the end of each academic year as part of their Record of Achievement profile, parents wishing to discuss these are welcome to make an appointment with the appropriate member of staff. In addition parents are encouraged to make an appointment to visit the school at other times if there are any problems to discuss on an informal basis. We welcome parents into school to look at children's displays of work or photographs of the children. A number of parents are able to give some of their time regularly to help in school. Some parents have a particular skill, which they are able to use with the children, whilst others help by doing some of the regular or occasional jobs that are of great support to both children and teachers. Parents can, for example, help with needlework, cooking, music, sports, school outings, assistance with transport, visits etc.

Parents are also invited to attend in-school activities such as sports day, concerts, monthly parents assemblies and out of school activities such as sports meetings. Parents will be given prior notice of these events by letters sent home and a copy placed on the school notice board.

SCHOOL TIMES

9.00 am to 12.00 am & 1.00 pm to 3.30 pm

Playtimes 10.30 to 10.45 am & 2.15 to 2.30 pm

SCHOOL HOURS

23 hours 30 minutes is spent on teaching time with the children during a normal school week. This figure includes religious education, but excludes the statutory daily act of worship, registration and breaks (including lunch).

SICKNESS AND ABSENCE FROM SCHOOL

It is a statutory requirement to record absences from school, and we would therefore appreciate a message before the start of the school day on which the absence takes place to let us know why the child is absent. The school will contact you to determine the reason for your child's absence if you have not already contacted us. A written explanation stating the reason for the absence is also required. Permission is also required for your child to attend medical appointments within school hours.

Absences from School:

There are some general rules about absence from school:-

- Children who are not well should not be at school even if they are not infectious
- Children suffering from sickness or diarrhoea should not be at school, they may return to school 24 hours after their last bout of sickness or diarrhoea.

MEDICATION IN SCHOOL

Parents of pupils requiring medication administration should discuss this with school staff and are encouraged to come to school and administer medication themselves whenever possible.

If staff are willing to administer medication in place of the parent, we do require the form for the Administration of Medication to be completed.

It is important that we have up-to-date emergency contacts so that if a child is unwell or is injured we can always contact a parent or suitable person chosen by the parent. We therefore require you to inform us of your days and times at work, and a mobile number. It is also helpful if the school is informed of any health problems at any time during a child's schooling.

SCHOOL OFFICE

The office is open Monday, Wednesday & Friday between 9am and 3.30pm and Tuesdays/Thursdays 9am-1pm.

It would be helpful if non-urgent calls could be made when the office is open, or alternatively before 9.00 am or after 3.30 pm or during breaktimes.

COMING TO SCHOOL

Children being brought to school, or collected by parents, should use the side entrance. This will avoid children coming out of the front entrance straight onto the road. In the evening children can be collected from the side entrance gate. The children are not allowed to leave the school premises on their own.

Children should not bring toys to school for playtime as this inevitably leads to loss and/or damage. When children are requested to bring in a toy, game or artefact as part of topic work, or to show and talk to the class, a box is provided for the safe keeping of such articles.

SCHOOL TRANSPORT

Parents of pupils who use school transport are asked to please keep the driver informed if their child is ill, not going in the bus, is going to be away or late. We enjoy an excellent relationship with the transport service and aim to continue this in future. Parents who collect pupils by car are requested to pay special attention to road safety when they park. We strongly recommend you meet your child/children at the side entrance - collect your child/children from the teacher and walk with your child to the car, as there are a large number of cars parked outside school, particularly at the end of the day.

SEVERE WEATHER

In winter and early spring we occasionally experience severe weather conditions - roads being blocked by snow or icy conditions and situations may develop in which we need to send children home. Parents should be assured that this would not be done unless we are certain they are to be collected by parents, relatives, friends or neighbours. If conditions in the morning look bad enough to close the school please listen to local radio - CFM or Radio Cumbria, should the Governors and Health & Safety department decide to close the school all parents will be contacted via the text messaging service and regular updates will be posted on the school website.

SUPERVISION OF PUPILS BEFORE AND AFTER SCHOOL

The school staff are unable to supervise children before 8.45 am or after 3.45 pm. The period between staff arriving and children entering school is a very important time for the staff, who use that time to prepare for the day. Following recent advice from the Health and Safety Department we must inform you that for pupils left in school before 8.45 am and after 3.45 pm the responsibility for safety rests with parents and carers.

PTA (PARENT TEACHER ASSOCIATION)

The school has a very active and supportive school association which organises functions and activities throughout the year. The members of this association are also a tremendous help in school working with pupils and arranging and supporting activities. All parents are automatically members of the association and we hope will all become active participants and supporters coming into school and being involved. The events organised by the association include educational, social and fund-raising events.

Recently the PTA has been generous in providing new playground matting over bark, sandpit lids for the children and parasols for the picnic tables to enable children to eat their lunch outside, to play board games, or sit and chat in warm weather. They have also helped towards the new playground and outside equipment along with new musical instruments and P.E. equipment. We are able to give the pupils a wide range of activities due to the PTA's help with transport to these activities.

The main functions of the Association are:

1. To foster a good relationship or partnership between the staff and parents with the interest of pupils a priority.
2. To provide an opportunity for socialising and co-operating in a way which often involves a link with the village community as a whole. This frequent coming together fulfils an important need in an area of widely scattered homes.
3. To raise finance for school funds in order to subsidise educational trips, the Christmas party, purchases of apparatus and furnishings of benefit to the school, reference books, etc.
4. To foster an understanding of education in its widest sense as it applies to home, school and the world about us.



Pyjama day raising funds for the Lifeboat appeal

SCHOOL ORGANISATION

The school has two classes, an Early Years Foundation Stage and Key Stage 1 class and a Key Stage 2 class. Pupils join the Infant class in the Autumn Term of the academic year in which their fifth birthday falls. Mrs Dickinson and Miss Kavanagh are responsible for their pastoral care until they transfer to the Junior Department at the start of the academic year in which their eighth birthday falls. There is close consultation between key stage 1 and 2 and children are carefully monitored to ensure they have a smooth transfer. Miss Baker is responsible for the pastoral care in the Junior class where pupils spend four years before their transfer to secondary education. At the end of year six, pupils transfer to a number of schools, including Caldew School in Dalston, Queen Elizabeth Grammar School in Penrith, Lime House School in Dalston and Nelson Thomlinson School in Wigton. The children in both classes will have the opportunity to work with parents, visitors to the school, in groups or individually, for various activities including recorder, cookery, sports, reading etc.

Pupils visit and work with other schools in the locality for a variety of activities, including games which take place on a regular basis throughout the school year. Pupils are transported and accompanied by parents, school staff, or are taken by coach.

ORGANISATION OF CURRICULUM

Classroom Organisation

Our approach to classroom organisation has to be flexible and well planned, due to the age range and standard of attainment of individual pupils in each class. Whole class teaching,

group, or individual work will all be used as appropriate. There may be a mix of activities taking place in the classroom at any time and this allows the pupils to pursue work in depth. Work will be matched to pupils' abilities and effective use of resources.

As required by law the National Curriculum core subjects, Mathematics, English and Science, are being taught throughout the school. The foundation subjects including RE are also taught for the appropriate amount of time required. The school approach utilises a mix of topic based work and subject specific teaching. We undertake topic detailed planning and organisation to ensure continuity and progression for each child.

Because of the small numbers in our school there are many opportunities to guide children as individuals or in small groups.



In addition to the core subjects pupils study Geography, History, Music, Art and Craft, Cookery, Games, PSCH (Personal, Social, Citizenship and Health Education), DT (Design and Technology) and ICT (Information and Communication Technology), Modern Foreign Languages (French in KS2 and Spanish in KS1).



KS2 Cycling

LITERACY & HANDWRITING

The main aim of our school is to produce pupils who will be able to comprehend and use language effectively and imaginatively in listening, speaking, reading and writing. Our classroom situations are, therefore, prepared with a view to acquisition of skills through

discussions, presentations to groups, class, whole school, or in presentations for larger audiences. The Renewed Framework for Literacy and National Curriculum Programme of Study will be followed for all children.

The children will be encouraged to speak and listen in a constructive way to a range of different audiences, in a variety of contexts and for a variety of purposes.

Spelling is taught both systematically and individually. Pupils are encouraged to think about the recognition of spelling types and patterns as far as this is possible. When pupils ask for a word or work on a correction they are encouraged to look at a word, cover it up and write it down, and then check to see if they were correct.

Drama activities are undertaken whereby pupils are encouraged to work out their own words around a theme or story with a view to either performance to another group within the school or in front of an audience as at a morning assembly. Consideration is given on the timetable for the development of the skill of listening.

Much is achieved in the area of punctuation and grammar by the staff discussing with individual pupils or groups of pupils the way in which they are presenting their written work. Attention on these occasions is drawn to what is appropriate, i.e. speech marks, full stops, etc., according to the age and ability of the pupil.

All pupils are encouraged to apply their reading ability in all subject areas and not just through reading schemes. The school participates in a book club, which regularly offers children the opportunity to purchase good quality books.

The school has a library in which we have a wide range of books from which the children are able to select when pursuing a line of enquiry. We have a termly exchange of Library Books and topic books from the Library Service for Schools to further extend our range of resources to support pupils in their work. The children will be taught to read accurately and fluently, understand and respond to literature of increasing complexity drawn from the English literary heritage and from other cultures and traditions, they are also taught how to analyse and evaluate a wide range of texts. We aim to foster an enjoyment of books by reading to children, discussing books, discussions with parents and books for home use. Before and on entry to school parents can discuss with the infant teacher how reading is taught and how they can help at home.



Pupils will be taught to develop a comfortable, legible style of writing. Initially they will learn how to start and finish characters correctly and will be given a variety of activities to help them develop their style of writing. When a fluent style of printing has been achieved they will be introduced to pre-cursive exercises. Pupils transferring to us from other schools who have already developed a fluent style will be encouraged to keep this style or helped to change if they wish to do so.

The pupils in Raughton Head C of E School will have frequent opportunities to write in different contexts for a variety of purposes and audiences including themselves. All pupils will write letters, messages, make story books for other children to read, keep diaries, write up experiences and observations, write jingles, play word games, use fantasy and imagination, record topic work, write poetry, produce posters, leaflets, local news, magazines, comics, newspapers, serials or novels, descriptive writing, make notes from t.v. programmes, write instructions and produce their own stories for sheer enjoyment. The children will write alone, in a group, with a visitor, at home or with a teacher.

MATHEMATICS

When teaching mathematics every effort is made to match the contents of the syllabus to the aptitude of the pupil irrespective of their age. The Renewed Framework for Mathematics and National Curriculum Programme of Study will be followed for all pupils. Abacus Evolve is used in both Key Stage 1 and Key Stage 2.

Both practical and written exercises work are features of the scheme and these should be based around developing a sound knowledge of basic concepts, and on an early grasp of number bonds and tables. The children work at their own level of attainment, but will often work in groups on practical maths activities.

Our aim is to help children develop a sound understanding of mathematical concepts in order that they may be applied confidently and accurately.

DESIGN & TECHNOLOGY

Technology is concerned with practical action, drawing on knowledge and understanding from a wide range of subjects. The work will enable them to identify needs, generate ideas, plan, make and test their products to find the best solutions.



INFORMATION & COMMUNICATION TECHNOLOGY

We have laptops and iPads, which give the children opportunities to use computers to enhance their work. The classrooms have interactive whiteboards used as a teaching aid and to encourage participation and involvement from pupils. The computer is used as a tool to facilitate work in all areas of the National Curriculum.

Pupils make good use of software to support their studies in National Curriculum areas and have controlled access to the Internet. Pupils and parents are all required to return an internet permission slip before their child is allowed computer access. Pupils are required to sign this to acknowledge the importance of the correct use of the computer.

SCIENCE

Our principal aim is to develop in each child an enquiring mind and a scientific approach to problems. Gradually children should learn naturally the scientific practice of careful observation, hypothesis, experimentation by fair testing and the drawing of conclusions.

We have a variety of equipment to support our studies and continue to add to and update these regularly: i.e. light, heat, colour, electricity and magnetism. We also possess a variety of magnifying glasses, binocular microscopes and microscopes to examine both physical and natural specimens. We have raised beds, and planters in the garden providing children with the opportunity of sowing seeds, planting bulbs, feeding and watering and eating them and also observing their development in a scientific way. We have a wildlife area in which we have planted trees and wild flowers and allow grasses to flourish. This is proving successful



We like to grow our own vegetables

GEOGRAPHY

We aim to examine the daily life that takes place within the community and various activities of men and women and learning how people are interdependent both at home and overseas. We look at people involved in different elements of society - those who serve the community - those employed in commerce, industry and professions. Locally we see the importance of farming, both in the countryside and in the employment and business it supports in the locality. Parties of children are able to make local visits and meet representatives of different occupations, or sometimes people will visit the school. The activities will help children to be aware that they live in an ever-changing world.

The use of books and television enables us to encourage awareness of the wider world in Britain and overseas. We study the changes which affect physical features, climate and position in the world and how they have an effect upon their lives as well as their own cultures. Study at KS2 level includes a wide study on lives, cultures and occupations of people in other countries. Children will acquire factual knowledge about locations with important geographical features, both within Britain and Overseas, and acquire sound study skills, helping them to gain satisfaction and enjoyment from this subject.

HISTORY

Our own history is a rich fertile beginning for study - the children will often begin with themselves and their own history before moving on to history around the school, in the village and surrounding areas. Visits to sites of local historic interest are part of the work and often provide good links with a different period of history. The acquisition of study skills is an important element of our work in history and books from the Schools Library Service, Television and radio broadcasts or visiting speakers may be used. History is the study of our heritage and we do aim to ensure that children acquire knowledge of some of the important characters and events of British and World History together with some understanding of the order of events and periods of history. We also have a close link with Tullie House Museum and utilise this fully to enhance experience and knowledge of the past.

The National Curriculum describes in detail the areas to be taught under this subject. From the options available at KS2, the school has chosen to follow the following study units:

Romans, Anglo Saxons and Vikings
Life in Tudor Times
Ancient Greece
Victorians

Local History
Britain Since 1930
The Egyptians



History KS1 Elizabeth II

MUSIC

Children enjoy singing and learning songs from various countries, both solemn and joyous, with any variety of rhythms. In the Infant Department children will be introduced to simple percussion instruments, but at KS2 level they should be handling them with accuracy and precision, so the world of musical instrument playing offers interest, enjoyment and a challenge. They love to play an instrument either as a soloist or as a member of a group. Recorders are taught by a group of parents each week and a private tutor is available in school to deliver tuition on guitar, piano, keyboard and flute. The children are introduced to, and encouraged to listen to, a variety of music from different sources.

ART & CRAFT

We aim to give children opportunities to experiment in a wide range of media. Our work involves introducing children to the various techniques, tools and modes of manipulation appropriate to each media. Our aim is to extend the children's skills so they are able to work with confidence and develop an awareness of colour, texture, contrast and shape, eventually leading to more complex ideas such as balance, focus and proportion. These are introduced so the children may record their feelings and the appearance of the world around them. The children are introduced to the work of famous artists and encouraged to develop an appreciation of the arts in other cultures and in history.

COOKERY

Children enjoy opportunities to cook at school, particularly when they have grown the produce themselves. It is a creative science that they find satisfying and is an excellent opportunity to take part in activities either individually or in small groups. This aspect is generally found as part of the Design and Technology curriculum.

PHYSICAL EDUCATION

Football, cricket, rugby, netball, hockey, rounders, dance, gymnastics, athletics and swimming for KS2, are activities included in the timetable. The school participates in interschool's' tournaments during the year. The school hopes to maintain social contact and sharing of games activities in the future with other schools. KS2 pupils go to the Swimming Pool at Morton in Carlisle for swimming instruction. In addition to this, through the school sports partnership, we regularly have instructors coming to school to teach all pupils games, gymnastics, tennis, rugby, football and dance.



KS1 Archery

If you feel there are health reasons which justify your child not participating in PE or going out to play on occasions please could you send a short note.

RELIGIOUS EDUCATION

Religious Education in the school is based on the Local Authority's "Agreed Syllabus of Religious Education".

The example of the life and words of Jesus Christ are read, dramatised, talked about and used to relate to everyday life both at school and in the community as a whole. Every attempt is made to highlight the joy that comes from taking Christianity seriously through the example of the lives of famous people both past and present as well as those who, every day, do good. Pupils are encouraged to contribute to the acts of worship that occur daily.

The children will be introduced to a variety of religions increasing their awareness and understanding of other faiths and cultures. We have a wide range of artefacts from a variety of religions to enhance pupils' learning.

Even though our approach to Religious Education is non-denominational, parents are reminded of their right to request that their children be precluded from instruction and/or school assemblies if they so wish.



SPECIAL EDUCATIONAL NEEDS

The school recognises that some children may have special educational needs either throughout or at any time during their school career. The school has a SEN policy, which ensures that curriculum planning and assessment take account of the type and extent of the difficulty experienced by the child. Children with special needs are those that show significant evidence of one of the following characteristics:

- a) Difficulties in learning (e.g. in Reading, Maths etc.)
- b) Specific disabilities (e.g. mobility, hearing)
- c) Being high achievers in one or more aspects of the curriculum (e.g. exceptional ability in Reading, Maths, Artistic Flair etc.)
- d) Behavioural difficulties (e.g. unacceptable behaviour towards other children or adults).

The school follows the SEN Code of Practice, along with the Cumbria guidelines to ensure pupil's needs are correctly identified and catered for through:

School Action: when a need is identified the class teacher works closely with the parents and Special Needs Co-ordinator to draw up an Individual Education Plan. This will include short-term targets for the child and strategies and resources to be used within school.

School Action Plus: some children may need additional or different strategies to address their needs, other than those used at School Action. External support agencies will be called upon to provide advice and additional information and support.

Statutory Assessment and Statementing: If School Action Plus does not meet the needs of the child the school will make a request to the LEA for statutory assessment. This may lead to a Statement of Special Educational Needs.

The approval for the seeking of a "Statement of Special Educational Need" is given when the assessment indicates that in order to access the curriculum the child requires additional support not available within existing school resources. This may result in central provision of additional support in the form of such items as additional staffing or equipment.

At Raughton Head C of E School we encourage an active partnership with parents as we see them as a primary source of information and support. They are included in target setting and reviews, and all documentation is shared with them.

Periodically, children are given medical checks (including eyesight, hearing and weight) in their Early Years Foundation Stage. These are conducted in school by the School Nurse and parents are invited to attend and discuss outcomes with the nurse. In some cases these checks can reveal the cause of an educational problem.

The SEN policy is available on request; Mrs. A Dickinson is the teacher responsible for Special Educational needs throughout the school and is supported by the SEN governor.

HOMEWORK

Parents and governors have adopted a homework policy based on DCSF and Cumbria County Council guidelines. At Key Stage 1 the key purpose is to involve parents actively in children's learning with games, spellings, number facts and reading. By Year 6 the homework programme will have a regular weekly schedule ensuring smooth transition to secondary school.

The full document is available for reading in the school office.

BULLYING

Bullying, when it occurs, is more than everyday "falling out" and is a very serious matter. It may involve one or a mix of the following, threatened, physical or emotional aggression between older/younger, bigger/smaller, group/individual children. Bullying may not always be noticeable; it is by its nature often secretive. Please encourage your child to discuss any problems with his/her class teacher. If you think your child may be being bullied, please come and talk to us and we will take appropriate immediate action. The school's anti bullying policy has been compiled through discussion with pupils, parents, staff and governors. A copy of this policy will be sent to all new parents.

DISCIPLINE

The rules that we have in the school are, for the most part, aimed at maintaining standards of behaviour which any caring parent would expect at home. Children are expected to be kind, honest and polite, and to behave in accordance with the general organisation and discipline of the school. In most areas where a child has misbehaved, a verbal rebuke by a teacher is a sufficient response. More serious matters of discipline may involve discussion with parents, but would in any case conform to our Education Authority regulations.

DOCUMENTATION

Information regarding School Policies, Schemes of Work, how the Timetable is organised, school practice and procedures, subject to changes brought about by the implementation of the National Curriculum, is available at the school. Parents have a right of access to these documents at any time, by arrangement with the staff. Governor's policies on charging for school activities, Religious Education, Sex Education, Safeguarding, Behaviour etc. are also available for perusal.

SCHOOL UNIFORM

The school uniform chosen and agreed by parents and governors is as follows:

- 1) School sweatshirt or cardigan in jade green, available from PTA.
White or navy polo shirts embroidered with the school logo are also available - order forms are available from school.
- 2) Black or grey trousers, skirt or pinafore.
- 3) White or navy shirt, blouse or polo shirt.
- 4) Navy, grey, white or black socks or tights.
- 5) In summer - black, grey or navy tailored shorts or skirt, or green/ white checked summer dress.

- 6) Separate shoes for outdoor use must be brought by all pupils.
- 7) Basic, pale soled plimsolls for indoor PE (NOT expensive trainers).
- 8) Mobile phones are not allowed in school.
- 9) No jewellery to be worn except a watch. Pierced ears - studs to be worn, but these must be able to be removed by the child for PE.
- 10) Long hair must be tied back at all times.

For Games or P E purposes, a full change of kit is required in the interests of health and hygiene. Children wear navy blue or black shorts for P E and a navy blue t-shirt (an embroidered t-shirt with the school logo on is available from the PTA). Expensive outfits are not necessary and in the event of very cold weather additional clothing is quite acceptable so long as it is not normal school clothing. Plimsolls or trainers are acceptable P E footwear. In winter track suit bottoms / tops, sweatshirts etc may be worn to keep warm.

Please ensure that your child's clothing is clearly marked with his or her name.



World Book Day

JEWELLERY AND VALUABLES

Jewellery and valuables should not be brought to school and responsibility cannot be accepted for them. For their own safety, and under Local Authority Directive, children with pierced ears may only wear studs at school, as earrings can prove hazardous in the playground and in P E activities. These must be removed by the child and kept safe whilst taking part in PE activities.

SCHOOL MEALS

Raughton Head C of E School runs an independent kitchen, supplying quality meals cooked on site using locally sourced ingredients and following national guidelines on healthy eating. If your child has any special dietary requirements our cook will be pleased to help. The remodelling of the school building has allowed all pupils, including those who bring in a packed meal, to dine together in our hall at colourful tables and benches specially purchased.

Dinner money for the week is paid on a Monday morning, or may be paid for half a term in advance, either by cash or cheque payable to Cumbria County Council. Please could all dinner money be sent in a purse or envelope which is clearly marked with the child's name.

We have one midday supervisor in attendance at meal times.

If you feel that your child may be entitled to a free school meal, please contact the school office as soon as possible, or the County Education Office at 5 Portland Square, Carlisle, CA1 1PU, for the appropriate forms



Lunchtime in the hall

ATTENDANCE

The regulations covering attendance allow for a child to be granted leave of absence to go away on holiday for a period of up to ten days, longer in exceptional circumstances, in any school year. Parents should be aware they have a statutory obligation to send their children to school and that, in law, only the Headteacher can "authorise" absence. If children are absent from school without authorisation the absence is deemed, in law, to be "unauthorised".

Parents should be aware that children in Years 2 and 6 need to be in school to take the SATS in the summer term.

If your child is unable to attend school we require a telephone call before the start of school (9.00am) on the day, and a note explaining the reason for his or her absence on returning to school.

We are obliged to publish in our prospectus figures for attendance. During the year 2010/2011 this was 96.4%. There were no unauthorised absences.

INSURANCE

Some parents wrongly assume that if a child is injured at school the County Council is held to be responsible regardless of the circumstances, and that its insurance will automatically apply. This is not so - the County Council's responsibility is strictly limited to cases where there was negligence by them or their staff. Accidents can happen in school, on the sports

field or during school visits, when the County Council or its staff are not in any way at fault and are, therefore, not responsible.

The provision of personal accident insurance is considered to be the responsibility of parents. Parents who are interested in this form of insurance can contact their local insurance broker, but they may be interested to know that the National Confederation of Parent Teacher Associations has arranged a suitable policy, which can be accessed through the school PTA. This provides for substantial compensation in the event of a disabling injury, regardless of how or when caused.

COMPLAINTS

The governors' complaints procedure was last updated and amended in 2009, and we hope makes a clear distinction between complaint and concern. Copies are available from the school office.

PROBLEMS

We do try our best to ensure your child receives the quality of education to which he/she is entitled. However, if you become concerned about any aspect of your child's life at school please come in as soon as the problem arises. As a first step you should discuss your concerns with your child's teacher. If you are still concerned you should make arrangements to see the Headteacher.

Parents wishing to see copies of school policies, reports, schemes of work and guidance documents are welcome to view them in the school office.

The information supplied in this document is in accordance with information at present available to the Governors and is believed to be correct as at the date of printing. In particular, nothing herein prejudices the right of the Education Committee or any of its sub-committees, or the Governors, or the Head of the School, to make any decision relating to the school as it sees fit without regard to whether this will affect the accuracy of any matters contained in this publication. Further, neither the Governors, nor the school, nor the Education Authority, nor any members of the authority of the school is deemed responsible for any erroneous information in this document.