



RAUGHTON HEAD CE PRIMARY SCHOOL & NURSERY PROSPECTUS



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

016974 76291

TEACHING STAFF

Headteacher	Mrs A Dickinson
Infants	Mrs A Dickinson & Miss K Kavanagh
Years 2 & 3	Mrs S Metcalf
Years 4,5 & 6	Miss V Baker
Senior Teaching Assistants	Mrs V Bailey, Mrs H Holgate
Higher Level Teaching Assistant	Mrs G Brazendale
Teaching Assistant	Miss C Kenyon

NON-TEACHING STAFF

Admin Officer + Clerk to Governors	Mrs R Graham
Cooks	Mrs J Bainbridge & Mrs L Bowman
Midday Supervisor	Mrs R Graham

THE GOVERNING BODY

Mr M Bowman - Chairman
Mr R Phillips- Vice Chair
Mr J Stokes
Reverend B Philips
Mr J Blaylock
Teacher Governors - Mrs A Dickinson & Miss K Kavanagh
Associate Governor - Mrs G Brazendale



Admission to the school is in accordance with the LEA's General Admissions Policy 2023-24. Although a Church of England school we welcome children of all faiths and none.

Sizes of classes vary but generally are in the region of 8 pupils per year group.

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. Our cooks can cater for any specific dietary needs.

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 can do some of the following:

- Wash and dry his/her hands alone
- Blow his/her nose
- Tidy up after him/her self
- Listen to stories
- Share picture/story books
- Attempt to speak familiar words
- Know some nursery rhymes
- Go to the toilet alone
- Dress him/her self

- Use a knife and fork
- Recognise colours

Help will always be given in school where and when needed so please do not worry if your child cannot do some of this.

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, and out of school activities such as sports meetings. Parents will be given prior notice of these events by emailed letters and on the events tab of the website.

SCHOOL TIMES

9.00 am to 12.00 am & 1.00 pm to 3.30 pm
 Playtimes 10.20 to 10.40 am

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 are not to be at school, they may return to school 48 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 - Friday between 9am and 2.45pm.

COMING TO SCHOOL

Children being brought to school, or collected by parents, can use the side entrance and are signed in/out. In the evening children can be collected from the playground. The children are not allowed to leave the school premises on their own without written permission.

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. 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 are bad

enough to close the school all parents will be contacted via the text messaging service and regular updates will be posted on the school Facebook page

SUPERVISION OF PUPILS BEFORE AND AFTER SCHOOL

Childcare is available before and after school for those families who wish to access these 'wrap-around care' services. Children may be brought to school from 8.00am. daily and be looked after at our Breakfast Club. A variety of activities are available and children are offered toast and cereal with juice or a hot drink.

All children of the school are also invited to register with the After-School Club. This operates at the school on a daily basis from 3.35pm to 4.30pm, Monday to Friday. A wide variety of activities are offered to the children. The After-School Club has specialist activities each night from 3.35pm to 4:30pm at a discounted rate to allow access for all.

PLEASE NOTE: Other than in exceptional circumstances late collection of pupils from After School Club will incur a £5 charge per child.

PTA (PARENT TEACHER ASSOCIATION)

The PTA is a charity that raises funds to help support the school and education of the children by subsidising educational trips, the Christmas party, purchases of apparatus and furnishings of benefit to the school, reference books etc.

The school has a very active and supportive association which organises a variety of social functions and activities throughout the year to be enjoyed by the families and friends of the school and the wider community. All parents are automatically members of the association and we welcome all to become active participants and supporters.



Christmas lunch



Our Library

SCHOOL ORGANISATION

The school has three classes, an Early Years Foundation Stage and Key Stage 1 class (Nursery, Reception & Year 1), a mixed key stage 1 & key stage 2 class (years 2&3) and a Key

Stage 2 class (Years 4,5 &6). Pupils can join the Early Years Foundation Class the term after their third birthday. 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 next class. Mrs Metcalf is responsible for the pastoral care in Year 2 &3. Miss Baker is responsible for the pastoral care in the Year 4,5 & 6 class where pupils spend three years before their transfer to secondary education.

The children in all classes will have the opportunity to work with parents and visitors to the school, in groups or individually, for various activities including; cookery, singing, drama, 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.

SCHOOL HOUSES

On starting at Raughton Head C of E school, children are placed in one of six houses, wherever possible families are kept in the same house. The school council decided the names of the houses, which are all views from the school playground; Rose, Caldew, Carrock, All Saints, Warnell & Haythwaite.

There are many ways children can earn points for their house; good behaviour, showing kindness, being helpful, academic, sporting or musical achievements, good table manners. Each half term the house with the highest number of points chooses a treat such a visit to Bitts Park.

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).



KS2 Cycling

COMMUNICATION, LANGUAGE & LITERACY

'Teachers should develop pupils' spoken language, reading, writing and Vocabulary as integral aspects of the teaching of every subject. English is both a subject in its own right and the medium for teaching; for pupils, understanding the language provides access to the whole curriculum. Fluency in the English language is an essential foundation for success in all subjects.



At our school encouraging children to develop their language from an early age is of key importance. Using language starts as soon as children enter our nursery through the repetition of familiar songs and rhymes. Children very quickly learn the basics of communicating enhances by a carefully planned phonics programme throughout the early years and key stage one. By key stage two more emphasis is placed on more complex spelling rules and the introduction of a foreign language (French).

MATHEMATICS

"A high- quality mathematics education provides a foundation for understanding the world, the ability to reason mathematically, an appreciation of the beauty and power of mathematics, and a sense of enjoyment and curiosity about the subject." Department for Education 2013.

Mathematics is integral to all aspects of life and with that in mind we endeavour to ensure that children will develop a positive and enthusiastic attitude towards mathematics. Mathematics equips pupils with a unique set of tools that allows them to understand the world in which they live. The National Curriculum Mathematics Programme of Study describes what pupils must learn in each year group. Within our mathematics lessons, we ensure continuity, progression and high expectations for attainment in mathematics. We are committed to ensuring that all pupils achieve mastery in the key concepts of mathematics so that they have a strong understanding of these areas before the progress with their mathematical learning.

UNDERSTANDING THE WORLD

'It is I who made the earth and created mankind upon it' Isaiah 45:12

Our children have limited experiences beyond their local community as such our curriculum aims to give those children the experiences of the wider and global communities they may otherwise never be exposed to. Building on the natural curiosities of the youngest children in the Early Years, our topics offer a range of opportunities for investigating these places through time as well as the physical and human processes completed for our world to look the way it does.

Historically, for younger children we intend to improve children's understanding of time, events, and people in their memory and their parent's and grandparents' memories. As children move through the school, children are encouraged to learn more about the chronological order of events progressing from ancient history through to modern day history. Geographically, as children progress throughout the school we intend to improve children's geographical vocabulary, mapping skills and facts, so that, they have a clear understanding of why environments look like they do, how they can be changed and their place in the community and beyond. Scientifically, wherever possible, we intend for children to learn through varied systematic investigations, leading to them being equipped for life to ask and answer scientific questions about the world around them. As children progress through the year groups, they build on their skills in working scientifically, as well as on their scientific knowledge, as they develop greater independence in planning and carrying out fair and comparative tests to answer a range of scientific questions. Alongside these three key

areas children will develop the skills necessary to use Computing as a tool to provide links in our learning and assist in gathering information, recording and reporting, becoming creative users of the information they possess.



History KS1 Elizabeth II

EXPRESSIVE ARTS & DESIGN

'He has filled them with skill to do all kinds of work as engravers, designers, embroiderers in blue, purple and scarlet yarn and fine linen, and weavers-all of them skilled workers and designers.' Exodus 35:35

By exploring a range of media and materials, our children gain the skills and knowledge to develop them further as artists, designers and musicians. Our broad curriculum engages and inspires the children as well as challenging them to be creative and imaginative. Starting in the Early Years, and as children move up through the school, children are provided with a wide range of opportunities to sing, make music, dance, play with colour, texture and design.

As artists, the children will be inspired to invent and create their own works of art, craft and design using different materials and techniques. Children will become proficient in evaluating the creative works of others and understanding the significance of art in the culture and history of our nation.

As designers, children will work practically using creativity and imagination. We want to give our children real contexts for their designs, enabling them to understand and consider their own and others' needs. Linking with other subjects including maths, science and computing, pupils are encouraged to become resourceful and independent. Using skills to design and make high quality products will enable our children to succeed in an increasingly technological world. Finally, it is important to us that our children will leave our school with a broad knowledge of food and nutrition, and with the ability to design and make different dishes.

As musicians, children will be exposed to the highest quality music education in order to inspire a love for music and increase self-confidence. Progressing through the school, children will develop the skills to compose their own music and play a wide variety of musical instruments with increasing accuracy.



PHYSICAL DEVELOPMENT

At our school we strive to create a culture which aims to inspire an active generation to enjoy PE, encourage each other and achieve. We provide a safe and supportive environment for children to flourish in a range of different physical activities which is essential in supporting their physical, emotional, spiritual, social and moral development.

Football, cricket, rugby, netball, hockey, rounders, dance, gymnastics, athletics and swimming for all pupils, are activities included in the timetable. The school participates in interschool's' tournaments during the year. All pupils go to the Swimming Pool at Dalston for swimming instruction, from reception onwards. 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.

PERSONAL, SOCIAL, EMOTIONAL DEVELOPMENT & RELIGIOUS EDUCATION

'Train up a child in the way he should go; even when he is old he will not depart from it'.
Proverbs 22:6

Personal, Social & Emotional Development underpins our whole curriculum as we all learn best when we have confidence, resilience and positive self-esteem. Building on the natural curiosities of the youngest children in the early years our topics offer a range of opportunities for creating a learning environment and building relationships which support, enhance and invite a child's curiosity, confidence and individual competency to flourish regardless of backgrounds, circumstances or needs. Religiously, wherever possible, we intend for our children to develop an awareness of themselves, which we believe is an important role

in preparing our children for adult life, employment and lifelong learning assisting them to flourish individually within our community and as citizens in a diverse society and global community.



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 SEND 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 SEND 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 EHCP's: 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 an Educational Healthcare Plan (EHCP).

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, you will be included in target setting and reviewing and all documentation are shared with you.

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

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 is available to view on the website.

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, embroidered with school logo.
White or navy polo shirts embroidered with the school logo
Information for ordering these items are available on the school website.

- 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 or Wellies for outdoor use must be brought by all pupils.
- 7) Mobile phones are not allowed in school.
- 8) 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.
- 9) 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 website).

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 cooks will be pleased to help. All pupils,

including those who bring in a packed meal, dine together in our hall at colourful tables and benches. Every half term we host a community lunch where parents, grandparents, siblings, governors and community members are welcome to dine with the children.

All children in KS1 are entitled to free school meals, for all other children the fee is £2.10 per day, paid via School Money.

We have one midday supervisor in attendance at meal times and always two people on duty in the playground.

If you feel that your child may be entitled to a free school meal, please take a look at the Cumberland Council website (link below) which has further information.

<https://www.cumberland.gov.uk/schools-and-education/free-school-meals-and-clothing-vouchers>

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.

During the year 2021/2022 our attendance was 95.77%. There were 0.02% unauthorised absences.

INSURANCE

Some parents wrongly assume that if a child is injured at school the Council is held to be responsible regardless of the circumstances and that its insurance will automatically apply. This is not so - the 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 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 2023, 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.