



# Welcome to Radipole Primary School

A Guide to School Life





Visit our website at [www.radipole.dorset.sch.uk](http://www.radipole.dorset.sch.uk)

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## **Our School Environment**

### General Information

Radipole is a community primary school catering for boys and girls aged from 4 to 11 years, situated on a large rural site to the north of Weymouth. The school has 14 classrooms, a large hall, a well equipped ICT room, library, swimming pool and extensive grounds. In addition the school is fortunate to have a large nature reserve, comprising one and a half hectares of protected woodland and meadow. This area lends itself to a wide range of cross-curricular activities and all children have supervised access to this facility throughout their time at school.

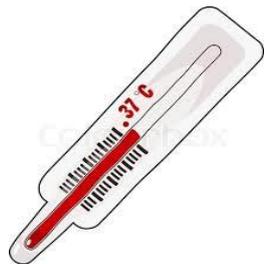
The teachers are complemented by a team of qualified teaching assistants, office staff, lunchtime supervisors, cleaners and a residential caretaker. We are also fortunate to have an impressive number of voluntary helpers who work in a wide range of capacities in the school – in the classroom or with small groups of children, in the library, on visits, with practical tasks and sporting activities. In addition, there are regular visits from peripatetic music teachers, school health personnel, the educational psychologist, and other specialist support agencies. This wide-ranging and very supportive partnership contributes significantly to the success of the school and to the friendly, ‘family’ atmosphere we enjoy.

We are a member school of the Chesil Education Partnership, which includes all schools and colleges across Weymouth and Portland. We work closely with our fellow partnership establishments to share expertise, to maximise opportunities for learning for all our pupils and students, and to seek excellence together.

The school enjoys many mutually beneficial links with the local community. Sporting, musical and artistic events are shared, we enjoy regular visits from a wide cross-section of the local and wider community, and children are given many opportunities to extend their learning outside the immediate school environment. A school council exists, through which children are encouraged to participate in decision making on issues which affect them, and to develop aspects of citizenship and social responsibility.

## A to Z Information

### 1. Absence and Illness



If your child is unwell, please inform the school promptly, by note or by a telephone call from the parent or guardian. A verbal message from a child is not acceptable. Unexplained absences are followed up. If your child has to leave school during the school day, (for example for an appointment or because they have been taken ill) you will need to complete a form at the school office. If they return that day, you must sign them back in.

Please ensure that we are fully informed about any medical condition suffered by your child, and about any procedures to be followed in this case. Any child on medication whilst at school is supervised closely whilst taking it to ensure that the correct dose is administered. Medicines are kept in the office and parents are asked to fill in a medicine form. We can only give children medicine prescribed by a medical practitioner, which has the name of the child on the original bottle or packaging.

In the unfortunate event of your child becoming ill during school time, we will always contact you or the emergency contact numbers you will have given us. Please ensure we have up-to-date contact details at all times.

If you plan to take your child out of school during term-time for annual holiday you must complete a leave of absence request form, obtainable from the school office. Please note that in line with government guidelines, absence for this reason will only be granted in exceptional circumstances.

### 2. Admissions

Children are admitted to Radipole Primary School in accordance with Dorset County Council's Admission Arrangements. These state that children can begin school in the September after their 4th birthday.

All children attending school for the first time have the right to attend full time from September. However, parents may choose to send their child in the morning only until after the autumn half term, or until January. The admission number for the school is 60. Visits to the school are welcome and may be arranged by contacting the school office.

### 3. Rise and Shine Breakfast Club

We provide good quality childcare for the children of Radipole Primary School aged between 4 and 11 and we have an experienced and enthusiastic staff. We aim to provide a nutritious and filling breakfast which will prepare your child for the school day. We are committed to providing equal opportunities for play and participation and will ensure that your child will have a safe and happy time at Rise and Shine Breakfast Club.

The cost of a session is £4.00 per child and includes breakfast and activities. You can either have a regular booking or a one off. Bookings must be made or cancelled 7 days in advance you can make your booking online using Parentmail2.

We are open every week day during term time, excluding Inset Days, from 7.30am – 8.40am (breakfast will be served until 8.15am). Your child can be dropped off at any time between these times. Children can enter 'Rise and Shine' via the rear Hall door into the Hall where the club will be held. All parents/carers must ensure that they sign the register for their child for each session

#### 4. Charges and Remission Policy



In accordance with the Education Reform Act 1988, we concur with the general principle of free education. Nevertheless, we recognise the valuable contribution that can be made by activities such as clubs, visits and residential experiences, as well as other opportunities to enhance the 'normal' provision.

In respect of this we may make a charge for:

- Board and lodging for all residential visits which take place during school hours.
- All optional extras taking place wholly, or mainly outside school hours.
- The cost of materials or ingredients for technology or similar lesson, where the child wishes to keep the final item.
- The cost of damage to, or loss of school property, where this is the result of the pupil's negligence or misbehaviour.
- All instrumental lessons, except in cases where this would result in financial hardship.

No child will be excluded from any activity offered during school hours because of parents' inability to pay. However, the school will generally need to invite contributions to cover or subsidise the cost. Whilst there is no obligation to contribute, the whole activity is dependent on sufficient contributions to cover the cost. It may otherwise be cancelled.

Where families are in receipt of certain benefits they need to register for Pupil Premium which will automatically entitle them to full remission of the cost of board and lodgings for any residential activity taking place in school time. Evidence of entitlement will be required, but applications will be treated in confidence. Please contact the Headteacher or school office for details.

Many of the school policies can be found on the school website [www.radipole.dorset.sch.uk](http://www.radipole.dorset.sch.uk)

#### 5. Chesil Educational Partnership (CEP)

Radipole Primary School is a member of the Chesil Education Partnership (CEP). This includes all the schools in the Weymouth and Portland area. They work together as a learning community, providing support and learning opportunities for pupils and staff.



#### 6. Child Protection

Radipole School's first priority is your child's welfare and we work with you as families, parents and carers to ensure this. In exceptional circumstances our concern about your child could mean that we might have to consult other agencies before contacting you. Our policy and procedures are available on the school's website. If you ever have any concerns about the welfare of a child, please speak to our Designated Safeguarding Lead, Veronique Singer.

#### 7. Clubs



A wide range of clubs and extra-curricular activities is offered – at lunchtime and after school. A list of these is emailed termly.

## 8. Communicating with Parents



Radipole School uses the facilities provided by 'ParentMail' and parents need to sign up through the school office to receive all communications from the school by email and text. You can check out what the system offers by viewing [www.parentmail2.co.uk](http://www.parentmail2.co.uk). This company has won awards

for this system and is used by many parents nationwide. Parentmail is also very useful when we need to inform you urgently eg school closure due to snow or cancellation of sports day. Information can be obtained from the school office.

The Parentmail app is free to download to your mobile.

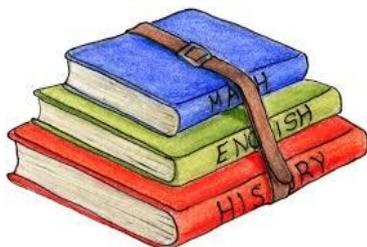
Parentmail2 ([www.parentmail2.co.uk](http://www.parentmail2.co.uk)) will continue to enable parents to pay by debit/credit card for trips, events, booking a place at breakfast club.



PMX (<https://pmx.parentmail.co.uk>) will send communications to parents and enable parents to complete forms online.

***To take advantage of both these systems parents will need to register their details for each child attending the school.***

## 9. Curriculum



At Radipole Primary School we believe that the School Curriculum should be broad and balanced, offering children the opportunity to achieve success in many different areas. Although our curriculum is based on the National Curriculum, there are other planned opportunities that make up the wider curriculum. The curriculum consists of core subjects; English, maths and science and foundation subjects; art and design, computing, design and technology, French at

key stage 2, geography, history, music and physical education. Religious education is also taught throughout the school.

We follow a theme-based approach to learning, in the belief that children learn best when logical connections are made between different aspects of their work. The school has also identified the key skills that children need to learn in the foundation subjects to create our own hierarchy of skills. We believe passionately in giving the children ownership of their learning. We support our children in becoming 'aspirational' – aiming high – in order to make the most of their learning opportunities. Radipole Primary School believes in an active partnership between school, pupil and home. Teaching and Learning is matched to pupils preferred learning styles and is differentiated to match ability.

### Key Stage 1

In Year 1 they will experience more formal learning opportunities to develop their basic skills, but there is still an emphasis on play and developing social and emotional skills. At the end of Year 2 children are formally assessed against National Curriculum levels.

### Key Stage 2

The National Curriculum guidelines are followed in Years 3, 4, 5 and 6.

## 10. Dogs

Dogs are not permitted into the school grounds at any time (except on the public footpaths) and should not be tied up adjacent to the paths where children have to walk.

## 11. Emergency Closure

From time to time, especially in winter, situations arise in which it may be necessary to close a school, e.g. failure of heating system, bad road conditions. Occasionally, but rarely, a closure may occur without it being possible to give you any prior warning. Should this happen we would contact parents via Parentmail using text message or phone call. However we must stress that:

- No child would ever be sent home during school hours unaccompanied. Children would be kept in school until collected by a parent or another responsible adult.
- If there is a sudden, severe snow storm, please feel free to collect your child. No child would be allowed to go home in these conditions unaccompanied.
- If road conditions were bad, staff might not be able to reach school. This would constitute a danger to the safety and welfare of the children, so school might not be opened. Therefore you might be requested by staff on the premises to take your child home again.

Information on school closures is given by Wessex FM, broadcast on FM 96.4, and published on [www.dorsetforyou.com](http://www.dorsetforyou.com).

## 12. Early Years

The Reception class curriculum builds on the knowledge gained through pre-school settings and seeks to consolidate the skills developed. Learning experiences are planned for six areas – Personal, Social and Emotional Development; Communication, Language and Literacy; Mathematical Development; Knowledge and Understanding of the World; Physical Development and Creative Development.



Learning opportunities are planned through play-based activities. Major emphasis is placed on building confidence and self-esteem. At the end of the Reception year children are formally assessed against the Early Years Foundation Stage Profile, and this provides a basis for their future learning.

## 13. Governing Body

Radipole School is managed by its governing body, in partnership with the Local Authority. The governing body consists of representatives from the local community, the parents, the local authority and the teaching and support staff.

## 14. Fruit in School



Children in Key Stage 1 have the opportunity to have a piece of fruit each day which is provided by the school as part of a Government backed scheme. Children in Key Stage 2 are encouraged to bring a small piece of fruit each day for morning break.

## 15. Parent, Teacher and Friends Association

Radipole School has a thriving PTFA, (which is a registered charity) and every parent is automatically a member. A committee exists to organise a range of fund-raising and social events throughout the year. The school is extremely grateful to this hard-working group of parents and friends for the additional funds they generate for the pupils of Radipole, as well as providing opportunities for families to get together and have fun.

We hope very much that you will support the various activities and functions that take place each term. Regular PTFA newsletters will keep you informed about what is going on.

## 16. Parking

Parking is strictly prohibited in the school grounds at all times during the school day. A barrier is locked closed between 2.30pm and 3.30pm to prevent traffic moving in or out of the grounds at the time the children are leaving. It is vital the access for emergency vehicles is not hindered by cars parking in the school entrance when the barrier is down. Dropping off is allowed in the mornings, onto the path adjacent to the gravel turn-around, but cars may not be left unattended. We urge parents who need to come by car to park safely and with consideration to local residents. The police will take action against drivers who are in contravention of the law by causing obstruction or parking illegally. We are grateful for your co-operation in this matter. The safety of children is paramount and outweighs the inconvenience of walking a few extra metres into the school.

## 17. Reporting to Parents

Parents are invited to meet their child's teacher to discuss their progress and needs each term, and written reports are issued in the Summer Term. Please make an appointment for Parent's Evenings via Parentmail 'Parent's Evening Manager'. Details of how to do this will be emailed at the appropriate time.

## 18. School Day

### Key Stage 1 (Year 1, 2 and Reception)

Morning session	9.00am – 12.00pm
Afternoon session	1.00pm – 3.10pm

### Key Stage 2 (Years 3, 4, 5 and 6)

Morning session	9.00am – 12.05pm
Afternoon session	1.00pm – 3.15pm



Both key stages have a morning break of 15 minutes.

Children will be supervised after 8.40am and should not arrive at school before this time. They go into class at 8.55am. Children arriving after 9.00am will be recorded as late and after 9.10am as an unauthorised absence.

At the end of the day, children in reception and years 1, 2 and 3 need to be collected from their classroom. Children in years 4, 5 and 6 are dismissed from their class bases and should return to their teacher if they cannot find the adult who is meeting them or stay with their teacher if they are waiting for an adult to arrive.

## 19. School Meals



Radipole School offers all children in KS1 a free, delicious hot school meal. We encourage all parents to take up this offer, because the meals have been nutritionally balanced and provide the best option for a healthy life. We believe that that our provision of a wholesome hot meal further supports our aim of improving your child's academic performance.

Check out [www.schoolfoodplan.com](http://www.schoolfoodplan.com) to see for yourself – there is a great short clip to download too. Please see our school office for details of how you can take advantage of this great opportunity.

Order online via [www.myschoolmeals.co.uk](http://www.myschoolmeals.co.uk) a code will be issued by the office.



## 20. Security

We take the safety and security of our school community very seriously and undertake regular risk assessments to review our site and our working practices. We ask for your co-operation, please, in always reporting to the school office when you visit the school. Forgotten items should be brought to the office and a member of staff will take them to your child. Similarly, if you need to pick up your child for an appointment, a member of staff will collect them for you. Everybody who works in the school in whatever capacity (voluntary or otherwise) undergoes criminal clearance. We hope that, with your co-operation, we can maintain a secure environment without losing our friendly and welcoming ethos.

## 21. Special Educational Needs

Staff take great care to watch for early signs of children experiencing learning difficulties, as early diagnosis and additional help can often solve the problem before it becomes too great. One in five children will experience problems with learning at some stage, to a greater or lesser degree and most are overcome within the classroom setting although some children may be withdrawn for special lessons. We have strong links with other professionals, who give advice and support should this become necessary.

## 22. Swimming

During the summer term, all children take part in swimming lessons in our heated, outdoor pool. The pool is entirely supported by parent donations of £10 per child (£20 per family if more than one child), which is made at the start of the summer term. Payment can be made online via Parentmail.



## 23. Transfer to Secondary Schools

There are strong links between local primary and secondary schools throughout the year. In the autumn term, the secondary schools organise information evenings for parents and year 6 pupils. Induction programmes for the pupils in the summer term ensure a smooth transition between years 6 and 7. Pastoral and curricular information is shared with the receiving schools to ensure good continuity at this important stage of the children's education.

## 24. Uniform

The school has a school uniform, and we ask for your co-operation in ensuring that it is worn by all pupils. Items of school wear are widely available from a range of outlets and we do not specify particular brands. However, the Dorset Schoolwear, 53 Great George St, Town Centre, Weymouth, or Dorset Embroidery & Printwear, Unit 4-5 McKay Close, Lynch Lane, Weymouth, stock garments with the Radipole logo and all other approved items can be purchased there, or ordered online at [www.dorsetprintwear.co.uk/radipole](http://www.dorsetprintwear.co.uk/radipole) or <http://www.dorsetschoolwear.co.uk> Please ensure that all items are clearly named.

### Boys

Navy v-necked jumper  
Grey trousers or shorts  
Grey socks  
Bright red school tie  
White 'proper' school shirt (i.e. *not* a polo shirt)  
Black, navy or brown school shoes (not boots or trainers)



### Girls

Navy or grey school skirt or tunic

Smart, tailored navy trousers

White 'proper' school blouse (i.e. not a polo shirt)

Bright red school tie

Navy or bright red v-necked jumper or cardigan

Black, navy or brown low-heeled school shoes (not boots, trainers or 'strappy' sandals)

White socks or red or navy tights

Red and white checked dress (summer)

### PE and Games

White t-shirt or polo shirt

Navy shorts

PE shoes (black plimsolls for KS1 please)

Navy sweatshirt / tracksuit

Optional navy rugby shirt for outdoor games

One-piece swimming costume, swimming cap and towel (May onwards)

PE bag

### Optional Outdoor clothing/accessories with school logo (Dorset Embroidery and Printwear only)

Fleece

Hoodie

Backpack

Reading bag

PE bag

Sunhats may be worn in the summer. Red baseball caps with the Radipole logo are available from the Dorset Schoolwear or Dorset Embroidery and Printwear.

Jewellery and make-up are not permitted in school. The school only allows children to wear single stud earrings. These should be removed or covered (using a plaster) during sporting activities and removed before swimming lessons. School ties both elasticated and straight are also available at the school office, as are swimming caps with the school logo.

## 25. Staff List 2016/17

Veronique Singer      Headteacher  
Sally House          Deputy Headteacher  
Natalie Hilton        SENCO

### Teachers

Reception      Mrs Helen Mullins/Mrs Esme Satherley  
                    Mr Harry Fleet  
Year 1          Mrs Marilyn Mousavi  
                    Mrs Sally Mutch/Ms Anneka Dymott  
Year 2          Miss Sophie Hardy  
                    Mr Phillip Bowden  
Year 3          Mrs Tamasine Price  
                    Mrs Ireland  
Year 4          Miss Alex Lusty  
                    Mr Nick Hargreaves  
Year 5          Ms Fiona Probert  
                    Miss Hollie Steele  
Year 6          Mr Jimmy Topham  
                    Mrs Lisa Bowden

### Teaching Assistants

Mrs Sandee Bury  
Mrs Sophie McCarthy Ms Nicky Hallam  
Mrs Helen Downes  
Mrs Lorraine Lapham  
Mrs Kathy Dreher  
Mr Charlie Constandine  
Mrs Kathy Westhead  
Mr Charlie Squibb  
Mrs Sandra Beale  
Mrs Kate Jackson  
Mrs Janet Hunter  
Mrs Karen Tilsed  
Mrs Lisa Teversham  
Mrs Linda Bond

Mrs Gill Tweed              HLTA  
Mrs Hayley Richardson      HLTA  
Mrs Zia Pearson              SEN TA

### Non-teaching staff

Mrs Diane Wood              School Business Manager  
Mrs Lindsay Wade          Receptionist  
Mrs Julie Rook                Finance Assistant  
Mr Ian Hathaway              Caretaker  
Mrs Louise Hodder            Cleaner  
Mr Gary Rivett                Cleaner  
Mrs Diane Dacey              Cleaner  
Mrs Alison Oakes              Librarian

### Kitchen

Mrs Siobhan Walsh          Assistant Cook  
Mrs Hayley Fitzpatrick      Kitchen Assistant  
Mrs Carol Hassell          Kitchen Assistant  
Mrs Wendy Tranter          Kitchen Assistant

### Lunchtime supervisors

Mrs Jane Healey              Senior Midday Supervisor  
Mrs Cathy Dear                Mrs Elaine Divall  
Mrs Denise Thomas          Mrs Maureen Hawker  
Mrs Leann Garwell          Ms Elaine Stanley

## 26. Governing Body

<u>Name</u>	<u>Governor Type</u>
Mrs J Cridland (Chair)	Co-opted
Mrs R Mussenden (Vice-Chair)	Authority
Mr M Cridland	Co-opted
Mr P Bowden	Co-opted
Mrs S Porter	Co-opted
Mrs S House	Staff
Mr P Hartley	Co-opted
Mr K Rose	Co-opted
Ms K Parker	Parent
Miss S Samuel	Parent
Mrs V Singer	Headteacher
Mrs K Tilsed	Co-opted
Mrs D Wood	Associate Member
Mrs J Rook	Clerk to the Governors

## 27. Term Dates 2016/2017



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### Term Dates

Autumn Term	Monday 5 <sup>th</sup> September—Friday 16 <sup>th</sup> December 2016
Half Term	Monday 24 <sup>th</sup> October—Friday 28 <sup>th</sup> October 2016
Inset Day	Thursday 1 <sup>st</sup> September 2016
Inset Day	Friday 2 <sup>nd</sup> September 2016
Spring Term	Wednesday 4 <sup>th</sup> January—Friday 7 <sup>th</sup> April 2017
Half Term	Monday 13 <sup>th</sup> February—Friday 17 <sup>th</sup> February 2017
Inset Day	Tuesday 3 <sup>rd</sup> January
Inset Day	Friday 10 <sup>th</sup> February
Summer Term	Tuesday 25 <sup>th</sup> April – Friday 21 <sup>st</sup> July 2017
Half Term	Monday 29 <sup>th</sup> May – Friday 2 <sup>nd</sup> June 2017
Inset Day	Monday 24 <sup>th</sup> April

**Reception class 2016/17 – will commence full time from Monday 12<sup>th</sup> September 2016.**