



Welcome to Radipole Primary School

A Guide to School Life





Visit our website at www.radipole.dorset.sch.uk

Contents

Our School Environment - General Information

A to Z Information

1. Absence and Illness
2. Admissions
3. Allergies
4. Charges and Remission Policy
5. Child Protection
6. Clubs
7. Communicating with Parents (Parentmail)
8. Curriculum
9. Dogs
10. Early Years
11. Emergency Closure
12. Extended School Provision
13. Governing Body
14. Fruit in School
15. Parent, Teacher and Friends Association (PTFA)
16. Parking
17. Policies
18. Reporting to Parents
19. School Day
20. School Meals (Local Food Links)
21. Security
22. Special Educational Needs (SEN)
23. Swimming
24. Transfer to Secondary Schools
25. Uniform (Dorset Embroidery and Printwear and Schoolwear Shop)
26. Governing Body – List of Governors
27. Term Dates

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.

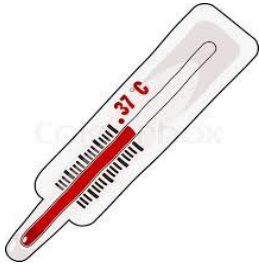
The teachers are complemented by a team of qualified teaching assistants, office staff, lunchtime supervisors, cleaners and a residential caretaker. We are also fortunate to have an impressive number of voluntary helpers who work in a wide range of capacities in the school – in the classroom or with 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 work closely with 3 large primary schools 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. Allergies

If your child has an allergy please see the School Office to complete the relevant paperwork.

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

5. 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.

6. Clubs



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

7. Communicating with Parents

Radipole Primary School use the following systems to communicate with parents:

SchoolComms (School Gateway)



- To book afterschool and breakfast club sessions by debit/credit card

Parentmail PMX



- make payments online for trips and events by debit/credit card
- complete consent forms online
- Parents Evening Manager (book appointments to see your child's Class Teacher)
- notify Absences (notify your child's absence online)

- receive e-mails and text messages from the school

To take advantage of these systems parents will need to register their email and mobile telephone numbers to access their accounts.

DOWNLOAD BOTH APPS FROM YOUR APP STORE.

8. 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. Further information is available on our website.

9. 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.

10. 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.

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.

12. Extended School Provision

We provide good quality childcare before and after school for the children of Radipole Primary School from Reception to Year 6, and we have an experienced and enthusiastic staff. If your child attends Breakfast Club, we aim to provide a nutritious and filling breakfast which will prepare your child for the school day. After School Club are provided with a selection of healthy snacks.

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 Breakfast Club or After School Club.

Breakfast Club is 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 are dropped off in the classroom situated at the front of the school.

After School Clubs is open every week day during term time excluding Inset Days, from 3.10pm – 6.00pm.

Costs: Breakfast Club – £4.00 per child per morning.
After School Club – £7.00 collection before 4.45pm, £12.00 collection between 4.45pm – 6.00pm.

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 via the School Gateway app. We also accept childcare vouchers, please speak to the school office.

If you are entitled to be registered at the school for Pupil Premium, there will be no cost for Breakfast Club.

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. The school gate is 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 gate is closed. Cars may drive into the school grounds in the morning to drop children off, but there is no parking allowed on the school site. 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. Policies

School Policies are available on the School Website or via the School Office.

18. Reporting to Parents

Parents are invited to meet their child's teacher to discuss their progress and needs during the school year, 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.

19. 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.

20. 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 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 a code will be issued by the office.



21. 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.

22. 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.

23. 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.



24. 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.

25. 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, Caroline Place, 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 or <http://www.dorsetschoolwear.co.uk> Please ensure that all items are clearly named.

Uniform

- Smart grey or navy school trousers or shorts
- Navy or grey school skirt or tunic
- White 'proper' school shirt (i.e. not polo style)
- Bright red school tie
- Navy or bright red v-necked jumper or cardigan
- Black, brown or navy low-heeled school shoes (not |
- White/grey socks or red/navy tights
- Red and white small-checked dresses (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 (reversible with white band) 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	

Other

- School ties – both elasticated and normal are also available at the school office, as are swimming caps with the school logo.
- Sunhats may be worn in the summer. Red baseball caps with Radipole logo are available from Dorset Schoolwear shop or Dorset Printwear.
- Sweatshirts, polo shirts and trainers should only be worn for PE.
- Jewellery and make-up are not permitted in school. Small studs in pierced ears may be tolerated but need to be removed for PE and swimming. No responsibility is accepted for any item of jewellery brought to school.

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
Ms K Parker	Parent
Mrs V Singer	Headteacher
Mrs K Tilsed	Co-opted
Mrs D Wood	Associate Member
Mrs J Rook	Clerk to the Governors
Mr M Bell	Parent

27. Term Dates 2019/2020



Term Dates

Autumn Term

Inset Day	Monday 2nd September 2019
Inset Day	Tuesday 3rd September 2019
Autumn Term starts	Wednesday 4 th September 2019
Autumn Half Term	Monday 28 th October 2019 — Friday 1st November 2019
Inset Day	Monday 4th November 2019
Autumn Term ends	Friday 20 th December 2019
<i>Christmas holidays</i>	<i>Monday 23rd December 2019 – Friday 3rd January 2020</i>

Spring Term

Spring Term starts	Monday 6 th January 2020
Half Term	Monday 17 th February 2020 — Friday 21 st February 2020
Spring Term ends	Friday 3 rd April 2020
<i>Easter holidays</i>	<i>Monday 6th April 2020 – Friday 17th April 2020</i>

Summer Term

Inset Day	Monday 20th April 2020
Summer Term starts	Tuesday 21 st April 2020
Half Term	Monday 25 th May 2020 – Friday 29 th May 2020
Summer Term ends	Friday 17 th July 2020
Inset Day	Monday 20th July 2020
<i>Summer holidays</i>	<i>Tuesday 21st July 2020 – Monday 31st August 2020</i>