

## SHAW RIDGE PRIMARY SCHOOL

The original school building first opened its doors to pupils in September 1985, with the new building replacing it from September 2009. The school caters for children between the ages of 4+ and 11 years, and can accommodate 420 children. It has a planned admission number of 60 new Reception class children each year. Children are admitted in accordance with the Swindon Borough Council admission plan. By careful planning and organisation of the school we should keep class sizes under 30, however we do have to admit new children who apply should space permit.

The school currently has approximately 340 children and 19 teaching staff (including the Head Teacher), 2 office staff, 13 teaching assistants, 13 mid-day supervisory assistants, a caretaker and 3 cleaning staff. Our Catering Manager and her assistant are employed by an outside catering company, *Cygnets Catering*, and provide a range of fresh hot meals and sandwiches at lunchtimes.

Originally the catchment area consisted of all the houses North of Eastleaze, however, over time the area has altered and new houses have been built and other schools have been opened (and closed).

The school stands in a very pleasant location and we have plans to further develop the site with help from the 'Friends of Shaw Ridge School'. We benefit from various specially developed play areas as well as our own field. Each classroom will also benefit from its very own outdoor area accessible directly from the classroom. Being on top of Shaw Ridge we also have direct access to the wooded area/green belt to the north west of the school.

There are entrances from Ridge Green and from the footpaths leading down to Ramleaze. Please note that for security reasons the gates from the footpaths are locked between 9.15am and 3.00pm, with access during those times only from Ridge Green.

## **THE AIMS OF SHAW RIDGE SCHOOL**

To offer a happy, friendly and stimulating learning environment to all children and adults in it.

To give each child the opportunity to develop his/her potential to the full.

To develop the social, spiritual, physical and moral as well as the academic education of each child.

To foster co-operation between children, staff and parents.

To fulfil the requirements of the National Curriculum for each child.

To offer real experiences wherever possible to enhance the child's learning.

To operate a policy whereby parents, governors, friends and other visitors may visit the school and see it working by making an appointment through the Administration Office.

## **SCHOOL UNIFORM**

The school colours are navy blue, grey and white. The Governors positively encourage the wearing of school uniform. Good quality school sweatshirts, polo shirts, cardigans and fleeces are available for sale from the School Office between 9am and 3.30pm, or alternatively can be purchased online at [www.yourschooluniform.com](http://www.yourschooluniform.com). Appropriate school shoes are sensible, black and low-heeled. PE uniform consists of plain navy shorts and white t-shirt, with daps or trainers for outdoor classes. Jogging bottoms and sweatshirts can be worn in cooler weather.

Pupils should use school book bags for homework or letters. The use of backpacks is discouraged because of space restrictions in the cloakrooms.

Please remember all uniform, including shoes and daps/trainers, should be properly labelled with your child's name.

## BEHAVIOUR POLICY

Shaw Ridge School operates a whole school behaviour policy. This is based on creating a respectful, caring and supportive environment which will enhance the self-esteem of *everyone* who works here, child or adult. We *expect* children to be well behaved. Positive behaviour is encouraged and rewarded. The children will regularly receive stickers in recognition of good behaviour or work and may be presented with them in the weekly 'Celebration' assembly. Children are aware of what is expected of them through class discussion and the use of the school's "Golden Rules". We look for parents' support in this area and will involve them if the child does not respond in an appropriate manner. We train some of the older children each year as Peer Mediators so that they can assist in sorting out some of the disagreements that arise between children. They are supervised by teachers and are trained to pass on more difficult situations to a member of staff.

## SCHOOL TIMES

8.55 am - 12.00 noon

1.00 pm - 3.15 pm

Pupils are welcome at 8.45 am (no earlier) and we accept responsibility for them from that time. They should gather on the playground, at their allotted location, ready to be collected by their teachers. Every child should be in school at least 5 minutes before each school session starts.

*Please ensure that your child is not late.* any child arriving late must first report to the offices as it is a legal requirement that late arrivals and absences are recorded in the register. Please ensure you let the school office know either by letter or telephone if your child is off ill. At present, in line with LEA guidance, we are unable to accept e-mail notification of absence due to potential difficulties authenticating the sender of the communication.

## WORKING WEEK

Foundation Stage & Key Stage I - 22 hours teaching time

Key Stage 2 - 23 hours teaching time

## PASTORAL CARE

Class teachers are responsible for the children in their class. They will deal with everyday matters and should be the *first point of contact* for parents. Should further assistance be needed then the Headteacher may be involved. Should further assistance still be required the help of the School Welfare Officer, the Child Guidance Clinic, Social Services Department and the Educational Psychologist can be called upon.

Your involvement is vital to the progress of your child. Staff are always willing to discuss progress and problems with you. Please try to arrange such discussion for out of school hours if possible, but if the matter is urgent we will always make time to see you.

## PARENT/TEACHER DISCUSSIONS

Parent Interview Evenings are held in the Autumn Term and again in the Spring Term. Should you need to see the teacher at other times please make an appointment with them. If your child is receiving additional help you may be invited to other meetings to discuss their progress. We hope you will attend all the meetings dealing with your child's education.

The Autumn Term meetings provide a chance for parents to meet their child's new teacher and to discuss how families can best support each child in their learning. It also provides a private opportunity for parents to inform the teacher of any home circumstances or information that may affect the child in school. Later in the Autumn Term there is an Open Evening where parents and children together can tour the school and see some of the work that has been going on. This provides each child with the chance to take pride in their work.

Again in the Spring Term there are individual parent interview meetings.

Towards the end of the summer term you will receive a written report on your child's progress and will be offered the opportunity of speaking to the teacher again, should you feel it necessary.

At appropriate times in the year, parents are invited to information evenings on a variety of topics.

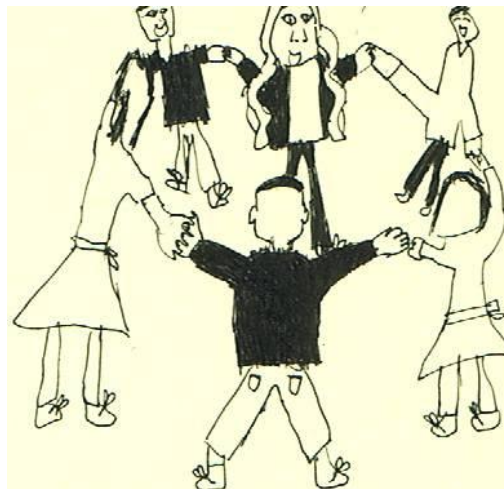
There are many ways in which you can help us and we would love to see you as a volunteer in the school. if you are able to spare time to work in school please let your child's teacher know.

## ADMISSIONS

Children are admitted to Shaw Ridge School in accordance with the policy of Swindon Borough Council. They are admitted into school from the September of the academic year during which they reach five years of age. Since September 2007 all pupils are offered a full time place from the September preceding their 5<sup>th</sup> birthday. Parents can choose to defer entry for children born between January and August. Please contact the Head Teacher if you wish to discuss these arrangements further.

As a school we have links with the local pre-schools and will probably meet your children there. The school runs an induction scheme and you will be given full information and details of your child's induction dates. We sincerely hope that all children will be able to attend these sessions as they do help pupils make a happy transition to school life.

On admission to school you will be asked to complete basic information forms which need to be returned to your child's teacher. It is very important that should any of the information you provide should change, you inform the school as soon as possible. It is important that we are able to contact you at all times, in case of emergency. Basic information will be stored on computer for school use.



# **CURRICULUM and ORGANISATION**

## **Foundation Stage - under 5 years old**

Our youngest children follow a curriculum based on the document EYFS Document DfES 2008. It is 'topic' based, covering the following areas:-

1. Communication, Language & Literacy
2. Personal, Social and Emotional Development
3. Creative Development
4. Problem Solving, Reasoning and Numeracy
5. Physical Development
6. Knowledge and Understanding of the World

As the year proceeds and the children become 5 they will slowly integrate more with the main school and the National Curriculum. This should mean that by the end of their first year transition into the main school should be seamless.

## **Key Stages 1 and 2 - 5 years old and over**

The Curriculum of our school is everything that goes on in the school. This will include all the planned learning activities, children's behaviour towards each other and adults, how adults behave towards the children and the way property is cared for and valued. Children learn from all their experiences, both at school and at home.

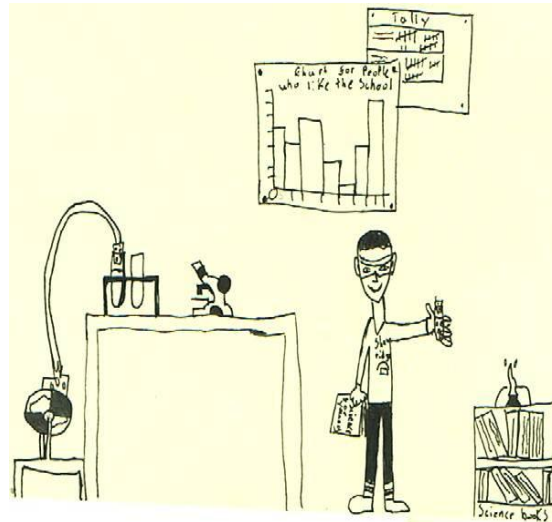
The *Governors'* aim is that the children should enjoy school life, be kind and tolerant of others and strive to reach their full potential in all areas. Classes of the same year group plan work together. For some areas of the curriculum there will be some grouping according to ability, especially with the older children.

The children will be taught in accordance with the National Curriculum continuing to spend a majority of their time on the core subjects (English, Mathematics, Science, ICT and RE) supplemented by foundation subjects of Design and Technology, Art, Music, History, Geography and PE. All of these subjects are compulsory with the exception of RE. From September 2006 we also introduced teaching of a modern foreign language to KS2. The *Governors* have agreed that some time will be used for Circle Time, Privilege Time, our Swimming Programme, some school visits and any school productions. Literacy and Numeracy are an integral

## ABLE, GIFTED and TALENTED CHILDREN

part of the curriculum although we try to use important skills acquired in these to support learning in other subject areas.

Children and staff use a topic-based approach supported by discrete subject teaching where appropriate. During a week the children will be taught individually, in small groups or as a whole class as is appropriate.



## RELIGIOUS EDUCATION

Religious Education will also form part of the curriculum and there is a daily assembly which will be mainly of a Christian character. Parents who wish their children to be exempt from Religious Education should kindly inform the Head Teacher. Alternative arrangements will be agreed with the parents.

## SPECIAL EDUCATIONAL NEEDS (SEN)

The school has a part time teacher, known as the SENCO, who co-ordinates SEN at Shaw Ridge. She works with teachers to plan Individual Education Plans (IEPs) and liaise with any outside services involved. As far as possible children are helped within the classroom situation but are occasionally withdrawn for specific tasks. The full school policy for SEN is available for inspection on request. One Governor has a specific role as SEN Governor.

Able, gifted and talented children are identified by class teachers in conjunction with the Able, Gifted and Talented Co-ordinator. Pupils will have opportunities to use their skills and access extension activities both within and beyond their classrooms. At the top end of KS2, these may involve using facilities at local Secondary Schools.

## DISABLED CHILDREN

Our Access Policy regularly reviews facilities required for children with a range of physical and learning difficulties. Specialist equipment will be provided for any child the Borough Council considers should be educated at Shaw Ridge.



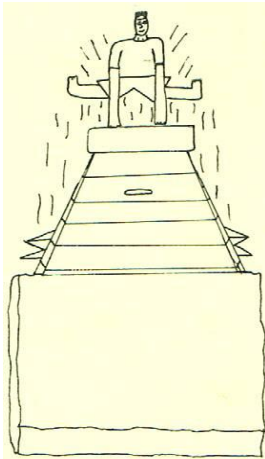
## SEX EDUCATION

Sex education will form a natural part of the curriculum and will be honestly and fairly dealt with taking into account the age and abilities of the children. The dangers and issues relating to drugs will be discussed at the children's own levels. Parents will receive information about this at the appropriate time and given the option of withdrawing their child from these sessions.

## HOMEWORK

From their earliest days in school children are encouraged to take home their reading books. We hope that you will positively encourage this and spend 10 - 15 minutes each day with your child and his/her book. Each class will set its own homework which will increase as the children progress through the school. They may be asked to learn spellings or times tables, to practise skills, or to follow up items of interest they have started in school. When such work is set we trust that you will support us and ensure that the work is completed.

## PHYSICAL EDUCATION



This is part of the National Curriculum and all children are expected to take part. They will require shorts, a t-shirt and daps/trainers, as well as a track suit or sweatshirt for outside classes in winter months.

Please make certain that your child has their PE kit in school every day. You will receive a note asking for kit to be sent in if your child regularly does not have it at school. If there is a reason for your child not doing PE please let the teacher know in writing.

## SPORT

Shaw Ridge has always considered giving children the opportunity of participating in sporting activities important. The school runs a variety of clubs and the participation of boys and girls is equally encouraged. Competitive sport between teams from other schools allows children to compete at a high level and learn to both win and lose. The girls' netball team compete in the West Swindon League and the Greendown



Tournament. The boys' football team compete in the West Swindon Football league, the Greendown Tournament and some other local tournaments. Gymnastics and Dance are also offered as after school clubs. All our Y6 children were able to swim when they left last year.

## SWIMMING

At present children in Yr 3 and 4 are able to go swimming at some point during the school year at the Link Centre. We hope that every parent will allow their child to go on a regular basis. Parents are asked to make a voluntary contribution towards the costs of providing this opportunity.

## LEARNING TO PLAY A MUSICAL INSTRUMENT

Our aim is to help every child learn to swim and be safe and confident in water. Children will be entered for swimming awards when instructors consider they are ready. We use some of the ASA Award Scheme.

## EXTRA-CURRICULAR CLUBS

The staff consider these activities extremely important and willingly give of their own time so the children may pursue a wider curriculum than "class time" allows.

The choice of activity varies from term to term and you will be notified of the days, times and clubs. Both *girls and boys* are welcome to attend *all* activities. Children are expected to attend regularly should they choose to join a club, and the teacher should be notified if they are going to be absent for any reason.

Some of the clubs which have been available recently are:

- Netball
- Football
- Kwik cricket
- Early morning cross country
- Chess
- ICT
- Gymnastics
- Recorders
- Choir
- Art
- Revolution Performing Arts
- SATs troubleshooters
- Animal magic
- French

At Shaw Ridge, children are encouraged to extend their musical learning by taking up an instrument. We have several peripatetic music teachers who visit the school weekly to teach children in individual or group lessons. Currently we offer Keyboard, Guitar, Woodwind, Violin and Brass lessons.

Although parents have to pay for these lessons, we do try to access any schemes that support the cost, especially during the first few months when children are 'trying it out'. The school also subsidises the cost of lessons to enable more children to access this opportunity.

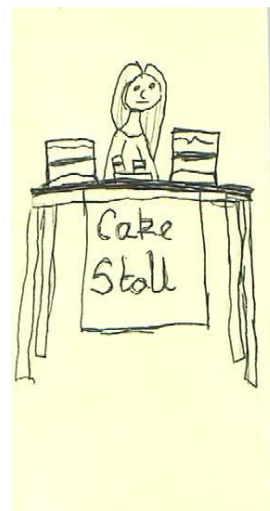
Throughout the school year we enjoy performances by groups from the LEA Music Service, such as the ever popular 'Drums Roadshow'.

## 'FRIENDS OF SHAW RIDGE SCHOOL'

We are pleased to benefit from a strong and active Friends Association. A committee is elected annually at the AGM in September. Any parent is eligible to be on the committee and meetings are held at the school on agreed dates. Any parent is welcome to attend the meetings, not only committee members. Extra help is *always* welcome!

Throughout the year many events are run (not all are fund-raising!). We hope you will join us at these fun events which are a good opportunity to meet and get to know each other.

The 'Friends' have charitable status.



## CHARGING POLICY/SCHOOL FUND

Tuition fees for peripatetic music teaching will be charged at a set rate for each term.

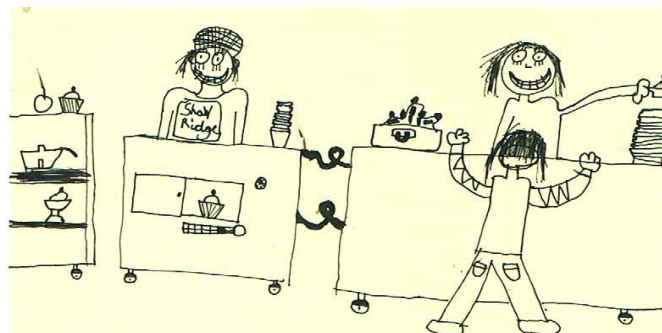
Voluntary contributions are requested to fund visits/events, trips and some activities. No child will be excluded on the grounds of non-payment, however the school budget is not inexhaustible and plans may need to be altered if insufficient funding is available.

To assist the everyday running of the school and to help subsidise special events there is a separate "SCHOOL FUND". Special events are occasionally held to boost this fund, and on other occasions the school will hold a fund raising event in aid of a nominated charity/good cause.

## LUNCHESES, MILK and SNACKS

We are fortunate to have catering provided by *Cygnat*, and outside catering company who provide and serve good quality meals at lunch time. A menu is sent home each term and children can choose from a daily choice of a hot meal (including a vegetarian option), a jacket potato with filling, or a sandwich. All are served with a pudding. Fresh fruit and yoghurts are available as alternative desserts. The daily cost is currently £1.85. Meals are ordered by completing an order form and returning it with the correct money to the school office by 9am of the Wednesday of the preceding week. Please send the order form and money in an envelope marked with your child's name and class.

During the lunch hour the children are looked after by mid-day supervisors. The children are expected to behave sensibly and do as the supervisors request. Any problems will be passed to the Head Teacher; continual bad behaviour *could result in the child being sent home for the lunch hour.*



Free milk is available for all children under 5 years old. Older children have the opportunity to pay for milk. All milk is provided through the Cool Milk organisation and the price is set by them. Children drink their milk at morning break, and it is their responsibility to remember to collect it. Registration forms can be found with this pack - even if your child is entitled to free milk they must register for the scheme or they will not be included.

All children in Foundation Stage and Key Stage 1 are provided with a healthy fruit or vegetable snack to eat at playtime in the morning. Older children may bring their own snacks which should be a piece of fruit or other similar healthy item. No crisps or biscuits, please.

## **FREE SCHOOL MEALS**

Parents who believe their children may qualify for free meals can obtain further information from the school office. Children who qualify for free school meals are provided with a packed lunch when they are away from school on visits/trips.

Parents are encouraged to register their child for school meals if they are entitled to do so, even if their child does not always choose to take up the option.

## **ALTERNATIVE LUNCH OPTIONS**

Children may, if you prefer, bring a packed lunch. Food should be contained in a suitable 'lunch box' clearly labelled with their name. Any drinks should be in a water-tight plastic bottle/flask. (No fizzy drinks, please.) If required, please remember to enclose a suitable spoon.

Parents can, if they choose, take their child out of school at lunch time, although this does deny the child the opportunity to socialise and play with their peers.

## SECURITY

From 8.45 am, once the children have entered the building, parents are requested to ONLY use the MAIN ENTRANCE where access is controlled by the office. If you are bringing a child into school late or collecting them for an appointment, please ensure they are signed in or out as appropriate. The school operates an internal and external CCTV system with infra-red operated lighting externally. The back gates to the school are kept locked during the school day and re-opened at 3pm to allow parents to collect their children.

## CHILD PROTECTION

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South West Child Protection procedures [www.swcPPP.org.uk](http://www.swcPPP.org.uk) and in accordance with Swindon Borough guidance. If you want to know more about this procedure, please speak to the Head Teacher/ Child Protection co-ordinator or visit the website. Copies of the schools child protection policy are available from the school office or school website.

## ROAD SAFETY

The school is in a cul-de-sac and can only be approached by road along Ridge Green. Parents are encouraged to walk with their children to school whenever possible to reduce congestion. However, if you do need to bring or collect you child by car, *please help us to avoid accidents by:-*

- NEVER parking in the yellow boxes outside the school.
- Not driving into or blocking the school driveway
- Being aware that parked cars are a hazard for children coming out of school
- Avoiding double parking or expecting older children to come out to find you in the car beyond kerbside parking.

Regular visits are made to the school by Swindon Borough Council Road Safety Officers who work with the children and help them understand the problems associated with road safety.

## POLICE

We have links with our local police officers who often visit the school, both officially and unofficially, so there is a friendly interchange between the officers and the children.

## CYCLING

Children are encouraged to cycle to school and covered bicycle racks are available on site. Cycles are left at your own risk, and we strongly recommend that they are kept locked during the school day. Cycling in school grounds is prohibited, to protect both cyclists and pedestrians.

We do consider it important for children to learn to cycle and use roads safely and cycle and pedestrian safety is undertaken regularly as part of our PSHE programme.

## TRANSFER TO SECONDARY SCHOOL

During Y6 your child will be preparing for his/her transfer to Secondary School. Parental choice means children can apply for a place at any secondary school they wish, however most children from Shaw Ridge at present choose between Greendown Community School in Grange Park, Wootton Bassett Comprehensive and Bradon Forest Comprehensive School in Purton. There is a bus service available to Bradon Forest and Wootton Bassett, however this has to be paid for. For those who are Roman Catholic and so wish, there is the option of St Joseph's Roman Catholic College in Swindon.

During the autumn term before transferring, you will be given the opportunity of meeting staff from these schools plus the chance to visit them with your child. The Head Teacher at Shaw Ridge is always willing to discuss secondary transfers with parents.





## STAFF TRAINING

Throughout each academic year staff (teaching and non-teaching) undertake training courses as well as attending TD Days. Many of the courses are in their own time, but allow Shaw Ridge to keep up to date with educational progress. The following give you an idea of the range of courses taken:

- Literacy - Phonic Development
- 5 day Numeracy course
- Pupil achievement tracking
- Developing display
- Early identification of dyslexia
- KS1 SATs moderation
- Developing school leadership and management
- Role of the subject co-ordinator
- 'Diligent eyes' - swimming pool safety

## EMERGENCY CLOSURES

In the event of very bad weather, failure of essential services to the school or any other event that puts the welfare of children and staff at risk, it is sometimes necessary to close the school.

In such a situation, information would be passed to parents through notices at the school (our school text service), the school website and via local radio stations: BBC Radio Swindon, and HEART Radio Swindon.



*PARENTS SHOULD ASUME THAT THE SCHOOL IS OPEN UNLESS OTHERWISE INFORMED.*

## RULES

Golden rules are devised to promote respect and co-operation throughout the school and are used as a basis for our system of discipline. These are displayed in the classrooms.

Other rules that parents need to be aware of are:-

Children may bring any kind of fruit to eat at play time, but not biscuits, sweets or crisps.

Children should not wear jewellery to school. Children with pierced ears should wear studs as this minimises the risk of injury during PE. If at all possible, the Link Leisure Centre staff request that no jewellery is worn on swimming days.

Watches worn to school should not be expensive and will remain the responsibility of the owner at all times. The school does not have any insurance cover for any items belonging to children.

Children should not bring mobile phones to school on a regular basis. However, if you feel it is necessary for your child to bring their mobile phone to school it should be switched off and left in the office during the school day. All phones should be labelled with the owner's name.

Safety of the children in the school grounds is promoted by observing the following rules:

- a) The school grounds are not a public right of way.
- b) No parking in the yellow boxes outside the school.
- c) Cycling is not permitted on the school grounds.
- d) Dogs may not be brought into the school grounds at any time.

## **CONTACT NUMBERS AND ADDRESSES**

It is important that parents keep school informed of changes in contact numbers. If you move house, change mobile phones or your place of work, please let us know immediately. Whilst we would hope never to have to call you because of an emergency, it is imperative we have the correct numbers should we ever have to.

## **CHILDREN WHO ARE NOT COLLECTED**

If there are any problems related to collection of a child after school or after a club, staff will make phone calls to ensure that the child gets home safely. If you are **unavoidably** detained when due to pick up your child, please telephone the school to let us know. Children are supervised on 'The Blue Sofa' in reception and should be picked up from there.

## **SCHOOL POLICIES**

These are available for inspection on request.

## **ABSENCE RATES**

At Shaw Ridge we are proud of our excellent rate of attendance which results from parents and teachers working together to ensure children want to come to school and sickness is minimised through our 'healthy schools' campaign.

For 2009/2010, attendance was 95.3%, with authorised absence 4.5%.

## **LOCAL EDUCATION AUTHORITY**

The Director of Children's Services is Mr John Gilbert and he is based in the LEA offices at Sanford House, Sanford Street, Swindon, SN1 1QH, telephone 01793 463000.

## **COMPLAINTS PROCEDURE**

We hope you will be happy with the service that the school provides, and you will never have need to use the complaints procedure. However, in the event that you do, please telephone the school office in the first instance and make an appointment with the Head Teacher. If the ensuing meeting does not resolve the issue then a formal complaint, in writing, should be sent to Mrs Pam Ray, Clerk of Governors, c/o the School Office.

