



SCHOOL PROSPECTUS

2019 - 2020

Head Teacher: Ms A Middleton

Website: rufford.dudley.sch.uk

Dear Parent / Carer

Welcome to RUFFORD PRIMARY SCHOOL. We hope you will find this introduction to our school both interesting and informative. I hope it will give you an insight about the life and work of our school.

We are delighted that you have chosen Rufford Primary School for your child and hope that you, as parents or carers, will become involved in their education in partnership with the Staff and Governors. We are very proud of our caring approach and aim to provide the best opportunities for your child, both academically and socially, including a wide range of balanced learning opportunities for all children, to help them grow into independent and enquiring learners.

The school has a caring and positive atmosphere, where purposeful learning takes place. The staff are highly motivated, enthusiastic, caring, hardworking and concerned with all aspects of your child's development.

We aim to provide a variety of experiences which make learning exciting, arouse children's interest and stimulate curiosity. We expect our children to experience learning both in and out of the classroom, and to develop an understanding of the wider world. We hope our approach to your child's education will encourage them to achieve their full potential and aspire to the highest personal standards of achievement, presentation and behaviour.

I hope that you will share with us in making this very important period in your child's life as successful and as interesting as we can.

Yours sincerely

Ms A Middleton

Head Teacher

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Our vision for Rufford Primary School

We aim to provide a safe learning environment where children develop the skills to become responsible, articulate citizens of the 21st century. We want our children to be challenged by staff who understand their individual needs and strengths, and who have high expectations of all, including themselves. Our children should not be afraid to make mistakes, but be determined to learn from them; they should not be constrained by the curriculum, but encouraged to think independently and flourish, whatever their gifts may be. We celebrate the diversity of our local community, and encourage everyone to play their part in doing what is best for our children.

Our aims for Rufford Primary School

- To nurture children's characters and personalities so that they are confident, responsible learners who take risks and persevere in their learning
- To foster an appetite for learning, a positive attitude, a sense of aspiration and high expectations
- To provide a nurturing environment in which the rights of the child are promoted
- To develop respect and acceptance of each other, and of those in the local area, the UK and the world
- To encourage honesty and a sense of justice
- To support everyone in the school community to do their best, and to value staff, parents and governors as well as children
- To encourage equality of opportunity, regardless of background, gender, race, religion or orientation

Our mission at Rufford Primary School

- We have resources that engage and enrich learning
- We provide a curriculum that allows for the needs of all pupils to be met, and which stimulates interest
- We have staff who are committed to improving outcomes for their children
- We use coaching, mentoring and collaboration to develop and support staff
- We provide training opportunities for staff
- We promote the values that encourage children to take their place as members of our diverse community
- We encourage our children to take risks in their learning

ABOUT OUR SCHOOL

Rufford Primary School is a purpose built school for 4 – 11-year-old pupils. The standard number of admission each year is 30. We also have a Governor-led Nursery, which takes children in the term after they are 3, as well as some 2-year olds, who are eligible for Time for Twos funding. Children have the opportunity to attend Nursery full-time in some circumstances. For more information about funded Nursery places, please visit www.childcarechoices.gov.uk

Early Years Setting

This unit is for our pupils in the Foundation Stage i.e. 2 – 5 year old pupils. It comprises one classroom each for Nursery and Reception and an outside area which the children share daily. Nursery pupils usually attend on a part time basis i.e. either morning or afternoon and are accepted on the waiting list at any time. Statutory schooling in Reception commences in the September prior to the pupil's fifth birthday. There is one Reception intake each September.

Main School

This area of the school houses seven classrooms, ICT suite, library, toilets, hall, offices, staff work room and administration areas. The hall is large and is used for a range of activities, including P.E., assemblies, dining and school functions.

A positive learning environment is fostered by teachers using modern educational resources and bright colourful displays of children's work, that reflect the varied cultural influences we celebrate at Rufford.

Houses

We put children into houses which are given a colour and named after British artists – Cliff (yellow), Goldsworthy (green), Lowry (red) and Hadid (blue). Children earn house points as rewards, which are celebrated weekly in Praise assembly. Children participate in Sport Day in house teams, and we ask that each child has a t-shirt in their house colour.

ADMISSIONS

Here is a link to the Dudley Admissions webpage, where further information can be found <https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>

THE SCHOOL DAY

Classroom doors in Key Stage 1 and 2 are opened at **8.40 a.m.** The school day starts at **8.50 a.m.** and is marked by the school bell. Reception doors are opened at this time. All pupils are expected to be in school by 8.50 a.m., to begin Early Morning Work. Registers are called and lessons or assembly begin promptly at **9.00 a.m.** During the morning there is a mid-morning break for all Key Stage 1 and 2 pupils.

Lunchtimes are as follows:

- Reception 12.00 p.m. to 1.00 p.m.
- Key Stage 1 12.15 p.m. to 1.15 p.m.
- Key Stage 2 12.30 p.m. to 1.15 p.m.

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ATTENDANCE AND PUNCTUALITY
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It is expected that all children **must** be in school on time, every day, if this is not the case the Attendance policy will be followed. Registers close five minutes after the start of the school morning and afternoon sessions.

Attendance is monitored within school on a daily basis. The value that parents and staff place on regular attendance and punctuality at school is a great influence on the attitudes children develop towards school and education in general.

School attendance in 2018 - 2019 was 95.29%, the national expectation is 96%.

If your child is unwell and cannot attend school please phone the school office by 9.00am, leaving a message if necessary. If children are absent with no explanation, parents will be contacted. The Education Investigation Service will be made aware of children who have an attendance rate below 90% or whose absences are continually unexplained or persistent lateness.

Teaching staff will communicate with the Office Manager if they are concerned about a child's attendance or punctuality for prompt follow up.

Leave of absence.

The school will not authorise any holiday or other leave during the academic year, unless there are exceptional circumstances – this means rare, significant, unavoidable and short. The absence will be classed as Unauthorised and the Education Investigation Service may contact parents about poor attendance, and fines may be issued.

Research has shown that prolonged absence from school is unsettling for children and can seriously hinder their progress. At Rufford, we ask that all parents carefully consider the options, before removing a child from school. Our aim is to raise our standards and develop our children's attainment, to support this; children should be in school everyday unless they are significantly unwell.

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BEHAVIOUR
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We have three simple rules:

To try to

- follow instructions
- keep my hands and feet to myself
- use friendly words only

School rules are necessary to maintain the highest standard of behaviour we expect from pupils. In turn, good behaviour affects how well children learn and ultimately progress. When children start school it is the beginning of a long and constructive partnership between parents and school.

The school belongs to all of us: Pupils, Staff, Parents and Governors and, therefore, we all have a role to play in encouraging children to behave responsibly and politely towards everyone in the school community.

The school has a Positive Behaviour Management Policy alongside an Anti-Bullying Policy. These documents set out what is expected of pupil behaviour and what sanctions will be taken should these codes be breached. Both documents are referred to on a regular basis to ensure that everyone is adhering to the policies, and are on the school website. A number of children are trained as Anti-bullying Ambassadors.

High standards of behaviour are expected at all times. Children are praised for good behaviour and courtesy, for showing sense of responsibility, for kindness, helpfulness and showing care towards others.

When unacceptable behaviour occurs, children are given a fair hearing and dealt with individually, in the first instance by the class teacher. If negative behaviour persists, the child is referred to a senior teacher. If no improvement is shown the parents are notified and invited into school to discuss the matter with the Headteacher (or Deputy Head teacher in the Head teacher's absence). Strategies must be developed to improve behaviour quickly.

In serious cases, pupils may be excluded from school or offered a modified timetable, including seclusion or timeouts away from their peers.

As part of the Home/School partnership, we believe it is vitally important that parents support the school's Behaviour Policy and share the responsibility for ensuring that their child conforms to school rules.

We also expect parents/carers to behave properly when on school premises, and we will not tolerate abusive behaviour – this includes threatened or explicit violence, swearing and shouting. We reserve the right to withdraw permission to enter school premises if the behaviour of parents/carers does not follow these guidelines.

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HOME WORK
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Daily reading at home is vital for children of all ages, as is practising times tables and spellings. The youngest children benefit enormously from parents reading stories to them and with them as they grow older.

Children can practise times tables, spellings, letter sounds, and counting at home through all the activities you do during the day. If you would like further guidance on this your child's class teacher will be more than pleased to give some ideas about how you can support your child at home. Further details are also available in the Homework Policy.

ASSESSMENT ARRANGEMENTS

FOUNDATION STAGE

A profile is developed throughout the stage across the 6 areas of learning. Observation and play activities form the basis for assessment.

KEY STAGE 1

In Year 1 and 2 children are assessed by teacher assessment and targets are identified. In Year 2 children sit tests in reading and maths. Teachers submit teacher assessments in reading, writing, science and maths based on test results (where appropriate) but primarily based on work in books.

Year 1 children do a Phonics Check in the summer term, if they do not meet the expected standard, they will re-do the check in Year 2.

KEY STAGE 2

Years 3, 4 and 5 also take termly tests in reading and maths in order to assess progress and inform more detailed Teacher Assessment. Assessments are marked internally and help inform planning and targets for the coming year.

Year 6 children sit formal tests in May – Reading, SPAG (spelling, punctuation and grammar) and maths. These tests results are published in the Autumn term. Teachers submit teacher assessments in reading, writing, science and maths based on work in books and previous tests .

We endeavour to make any period of assessment as stress free as possible. We also feel that parents must have a clear understanding of the processes their child is undergoing, so meetings will be offered to parents to ensure they are fully informed.

PARENTAL CONSULTATION AND DOCUMENTATION

Parent consultation meetings are held every term. They are an invaluable opportunity for parents to discuss their child's progress with the class teacher and support staff, if appropriate.

The three meetings are usually as follows:-

AUTUMN TERM - Early November
with the class teacher
Sharing individual targets and expectations

SPRING TERM - March/April
Reports home

SUMMER TERM - April
Timetabled meeting to review progress and share targets
July
Drop in afternoon

If a parent has a query or complaint regarding any aspect of the curriculum, then in the first instance they are encouraged to make an appointment to speak with the class teacher, then a senior member of staff.

CARE AND WELFARE

Child Protection Policy Statement

Please see our Safeguarding Policy, which is on our website.

Rufford Primary School is committed to safeguarding and promoting the welfare of all children and young people both within the school environment and outside, and because of their day to day contact with children and young people, education staff are particularly well placed to observe outward signs of abuse, changes in children's behaviour or their failure to develop. We need, therefore, to be alert to the possibility of abuse occurring, aware of the procedures to be followed if they have suspicions and have the confidence to follow those procedures.

There are currently three Designated Safeguarding Leads (DSLs) in school – Ms Middleton, Mrs Ditchfield and Mrs Jones. Any parent/carer who has a safeguarding concern is welcome to discuss the matter with a DSL, but if they feel a child is at risk of harm they have a duty to report to the Dudley safeguarding team.

Equal Opportunity Policy

Every member of the school community will be treated fairly irrespective of race, sex, ability or religion and they should seek to promote safety awareness at school, at home and in the wider community. This is usually delivered through our Personal, Social and Health Education Curriculum and the general ethos of the school.

The Health and Safety Policy, PSHE, Behaviour and equal opportunities policies contain very clear guidelines on the care and welfare of the whole school community and are available on the school website.

BRINGING AND COLLECTING PUPILS

We actively encourage close relationships between parents/carers and school. Parents/carers should bring pupils to the school via the play ground. Pupils enter their classrooms via the outside doors adjacent to the playground. We ask that parents leave children at the doorway, so that they may be encouraged to be independent and hang up their own coats etc. As children will be beginning their Early Morning Work immediately, a quick and punctual transition into school every morning is vital. To ensure the children are supervised appropriately, I would ask that parents speak to teachers at the end of day. If this time is inconvenient for you, then an appointment can be made at a mutually agreed time.

Children should be collected promptly at 3.15 p.m. or at the end of an after-school club. If a child has not been collected by 4.00 p.m. and either parents/carers have not

contacted us or we have been unable to contact them, we will refer to our safeguarding procedures and contact Children's Services.

ACCIDENTS AND ILLNESS

When children are ill or have an accident in school, they are treated by first aiders. If an accident or illness is serious then the parent is contacted at the earliest opportunity. When parents cannot be reached and a child needs hospital treatment, the Headteacher or a member of staff goes to hospital with the child and stays until the parent is available.

We have an Administration of Medicines Policy which states that the school agree to oversee the administration of medicines. This can only be done by an official request by way of completion of the appropriate form, which has to be countersigned by the Headteacher. Parents are welcome to come into school to administer the medication themselves if it is needed.

Asthma inhalers are kept in classes for pupil self administration. However, a form must be completed by a parent to indicate that their child is capable of such and in possession of an inhaler.

In the case of a bumped head you will be informed by letter to ensure you are aware of the situation, to enable you to monitor your child at home. All accidents are recorded in the accident file, or more serious incidents on the Dudley system.

If a child needs medical treatment during school time (doctor's, hospital appointments etc) then a letter of request for absence should be sent to the school together with a copy of the appointment details/card.

Every member of staff, both teaching and non-teaching, do their very best to provide a high standard of care for each individual. Each member of staff will be trained annually on Asthma and Anaphylaxis. For their part, the children must obey the rules and listen to instructions designed for their safety and welfare.

If your child suffers from any medical condition which could affect their school life, please inform the school and provide details of symptoms and any treatment which may be necessary. In severe cases a letter from the Doctor outlining symptoms and treatment will be necessary.

Any contact number you give for emergencies must be updated if there is a change.

SCHOOL MEALS

Cooked meals

Cooked school meals are available daily. All meals are cooked on the premises and are provided by Dudley Catering Services. Children can choose from a selection of items. The cost is currently set at £2.40 per day. Dinner money should be brought in daily or weekly

in a purse/wallet clearly marked with the children's name. Water is freely available to drink with their meal. All Reception, Year 1 and Year 2 children are entitled to free school meals. Other children, whose parents/carers receive certain benefits, may be entitled to free school meals. Please contact the school if you think you may be eligible.

Packed lunch

Children may have school meals or bring a packed lunch any day of the week. It is essential that the following rules apply to minimise problems and dangers to children staying at school and bringing sandwich meals:

1. Sandwiches must be brought into school in a named lunchbox and put into the designated lunch box holder.
2. Children must bring leak-proof, shatterproof flasks or bottles for drinks – **NO GLASS CONTAINERS** – fizzy drinks are not to be sent in.

Breakfast bagels

The school currently provides free bagels every morning to all children. This is fully funded by the National Breakfast Scheme.

Healthy School

At Rufford, we strive towards becoming a Healthy School; inviting children to bring healthy lunches and tuck.

Children also have the opportunity to drink water throughout the day, in light of recent findings regarding hydration and learning. Specific rules must apply – **ONLY** water is allowed.

No drinking water when the teacher is talking i.e. literacy and numeracy shared time and only drinking from their own bottles.



We are proud of our school uniform; smart children show the whole community what a super school we are. I expect children to wear school uniform at all times unless specifically informed otherwise. All items of uniform **MUST BE NAMED.**

The Rufford Primary School Uniform for Reception is set out in their handbook; for Year 1 to Year 6 uniform is:

BOYS Grey trousers – **NOT DENIM** (shorts may be worn in summer)
White (Y6) or gold (other years) shirt or polo shirt and school tie (optional)*
Navy Blue jumper or Rufford sweatshirt*
Brown or black shoes/boots, low heels only
Black trainer style shoes are allowed

GIRLS Grey skirt, pinafore or trousers **NOT DENIM**
White (Y6) or gold (other years) shirt or polo shirt and school tie (optional)*

Navy Blue jumper or cardigan or Rufford sweatshirt*
Plain navy shaped scarf
Leggings may be worn under dresses/skirts
Blue or yellow check/stripe dress may be worn in summer
Brown or black shoes/boots, low heels only
Black trainer style shoes are allowed

P.E. KIT Children will need a pump bag clearly marked with their name to include the following items (for both girls and boys):-

INDOOR Pair of black pumps
White T shirt (Other Years) Gold Shirt (Y6)
Black shorts

OUTDOOR A tracksuit/jogging suit to wear over P.E. kit is advisable for cold weather
Trainers

* All these items are available from the school office.

Nail varnish and make-up are not to be worn to school, and hair should not be dyed an un-natural or extreme colour. Jewellery must be kept to a minimum. STUD earrings only. No face or body piercing is permitted of any kind. All jewellery must be removed for P.E. lessons and is the responsibility of the child, not the school. Excesses of jewellery will be removed by the child, kept in a safe place and returned to parents at the end of the day. Any jewellery brought into school is done so at the owner's risk, school cannot be responsible for lost or stolen items. If you are considering having your child's ears pierced, this should be timed for the beginning of the 6 weeks' holiday.



QUIDS FOR KIDS

At Rufford, we have an association of Parents, Teachers and Friends of the school - Quids for Kids. The association promotes school activities and raises additional funds for school. Contact the office for more details.

OUT OF HOURS ACTIVITIES

We endeavour to run a range of after-school clubs to provide additional activities for pupils. You will be updated regularly regarding current activities for the children.

CHARGING POLICY

There is a charging policy which sets out charges for specific areas. A copy of this is available on the school website

CAR PARKING

Parents should park in the car park outside the main school gate, and should not come down the access road. Staff can park in the roadway or on the staff car park. Parking is very tight so please be courteous and squeeze as close to the next car as possible.

GOVERNORS

Governors of a school are like a Board of Directors, who make the policy decisions. The Head teacher manages, organises and administers the school within these policies. Governors interview and appoint staff. They decide how the school budget is spent. They support the standards of behaviour agreed by staff. They set and fully support the curricular aims of the school and also ensure that the National Curriculum is being taught. The Governors monitor the curriculum content and delivery through regular meetings of the Governors Curriculum Committee.

The current Governing body is:-

Mrs R Blackburn	Chair
Mr N Smith	Vice-Chair
Ms A Middleton	Headteacher
Mrs L Roberts	
Miss R Evans	
Mrs E Bunting	
Ms C Lello	
Mr T Fellows	

STAFF LIST 2019 - 2020

HEADTEACHER – Ms A Middleton

DEPUTY HEAD TEACHER – Mrs M Ditchfield

Nursery	Mrs N Taylor (Nursery manager)
Reception	Mrs J Smith/Mrs G Gibson
Class 1BF	Mrs S Franklin/Mrs L Beckerleg
Class 2C	Miss A Ciasullo
Class 3M	Miss C Mills
Class 4W	Miss D Wood
Class 5R	Mrs L Roberts
Class 6DJ	Mrs M Ditchfield/Mrs S Jones
Acorns	Miss L Surmacz
PPA cover	Mrs B Read

Support Staff

Foundation Stage	Miss R Evans, Mrs G Smith, Miss C James
School Support	Mrs N Wood, Mrs K Amos, Mrs V Snape, Mrs B Read, Miss E Hodge, Mrs E Stevens, Mrs N Parkes, Mrs T Jones Mrs J Inglin
Administration	Ms P Laight - Office Manager Miss L Wooldridge – School Business Manager
Site Manager	Mr S Bennett

Lunchtime Supervisors

Mrs K Sidaway - superintendent
Mrs J Hunt
Mrs G Rivers
Mrs A Foxall
Mrs A Smith
Mrs T Jones
Mrs M Lloyd

Kitchen Staff

Mrs G Taylor - Manager
Mrs L McBride
Mrs M Scott

STATUTORY ASSESSMENTS 2019

Foundation Stage	53% Good level of development
Year 1 phonics	78% working at required standard
Year 2	58% working at expected standard in reading 58% working at expected standard in writing 58% working at expected standard in maths
Year 6 (tests)	57% working at expected standard in reading 43% working at expected standard in maths

TERM DATES 2019 - 2020

2019 Autumn Term

INSET: Monday 2nd and Tuesday 3rd September

Children in: Wednesday 4th September

Half Term: Monday 28th October to Friday 1st November

Term Ends: Friday 20th December

2020 Spring Term

INSET: Monday 6th January?

Children in: Tuesday 7th January

Half Term: Monday 17th to Friday 21st February

Term Ends: Friday 3rd April

2020 Summer Term

Children in: Monday 20th April

Closed for Voting: Thursday 7th May

Bank Holiday: Friday 8th May

Half Term: Monday 25th to Friday 29th May

INSET: Friday 10th July

Break up: Friday 17th July

PUPIL PREMIUM

We receive Pupil Premium based on the number of pupils who either receive Free School Meals or who have been eligible over the previous 6 years. This Premium has allowed us to provide additional TA hours; deliver additional Pastoral support and purchase educational resources. For more information, please look at our website.

SPORTS PREMIUM

We receive Sports Premium, an amount based on the number of pupils currently on roll, which has to be spent on improving PE and sport provision in school. This year, we are spending the money on staff training; a sports coach who works alongside class teachers to deliver PE lessons and clubs and outdoor play equipment. For more information please look at our website.