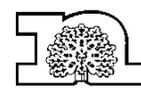




Together, the best that we can be.

Ravenshead C of E Primary is a Church of England Voluntary Controlled Co-educational Day School for pupils aged 3 to 11.



 Nottinghamshire  
County Council





## Our School Vision

*Together, the best that we can be.*

## Our School Mission

**Reflecting Christian Values** expressed in all aspects of the school's life displaying acceptance and mutual respect.

**Caring and Nurturing** with children and adults having high expectations, celebrating success and making their contribution to a safe, fun, positive and stimulating environment.

**Exceptional Children** who are encouraged to make exceptional progress in academic, creative, moral, social and spiritual development and to become lifelong learners.

**Partnerships** with strong relationships between children, families, staff, governors, the church and the community as a whole.

## Aims

In fulfilling the purposes of our Mission Statement, we are committed to the following aims:

### **Excellence**

In the offering of a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of all pupils and in the encouragement of patience, perseverance and enquiry.

### **Equal Opportunities**

In the provision of a positive environment in which all pupils, regardless of their ability, age, gender, ethnic or social background, may have equal opportunities to achieve their potential.

### **Compassion**

In fostering an ethos which is supportive of all its members, encourages positive attitudes to others, and ensures that all feel valued, cared for and secure. We will work to build a community in the school which is characterised by kindness, respect, consideration, forgiveness and security.

### **Interdependence**

In promoting strong collaboration with parents, and the wider community, to the benefit of the school and in service to the community.

### **Self-Esteem**

In developing self-awareness, confidence, responsible decision making, self-discipline and trustworthiness in all its members.

### **Celebration**

In recognising and affirming achievement at all levels.

### **Codes of Conduct**

The fulfillment of the aims and the establishment of these values leads in turn to statements of codes of conduct, which are best kept few and simple and must be in language that the youngest members can understand. These behavioural rules should follow from the aims and the values, and it should be possible to appeal to them in explaining why certain behaviours are not allowed.

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For more information visit  
[www.ravensheadcofe.co.uk](http://www.ravensheadcofe.co.uk) or call 01623 456 516

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## Disclaimer

The information given in this brochure which relates to the School Year 2016/2017 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this brochure or in any particular part of them before the start of the School Year 2016/2017 or in subsequent years.

Any anticipated changes have been included as part of the text.

**Date of issue:** September 2016



## Contact Information

Address	Swinton Rise, Ravenshead Nottingham, NG15 9FS.
Telephone	01623 456516
Fax	01623 456916
Email	head@ravenshead.notts.sch.uk office@ravenshead.notts.sch.uk
Website	www.ravensheadcofe.co.uk
Strategic Head Teacher	Mrs Helen Thomas
Chair of Governing Body	Mrs Nicola Thomas



## School Staff

<b>Strategic Head Teacher:</b>	Mrs Thomas		
<b>Head of Pupils &amp; Personnel/ Key Stage 2 Coordinator:</b>	Mrs Keightley (and Y5 teacher)		
<b>Head of Teaching &amp; Learning/ Key Stage 1 Coordinator:</b>	Mrs Howard (and Y1 teacher)		
<b>Foundation Stage Coordinator:</b>	Mrs Johnson (and F1 teacher)		
<b>SENCO:</b>	Miss Martin	Y6	
<b>Teachers:</b>	Miss Beet	Y6	
	Mrs Richardson	Y5	Miss Lynch Y5
	Mr Walls	Y4	Mrs Winfield Y4
	Mrs Bonser	Y3	Mrs Bennison Y3
	Mr England	Y3	
	Miss Jones	Y2	Mrs Wormsley Y2
	Mrs Tracey Burton/Mrs Suzy Burton-Sanders	Y1	
	Mrs Musson	FSU	Miss Gatenby FSU
	Mrs Hibbert	FSU	
	Mrs Burton	PPA	Miss Prentice PPA
	Mrs Swanston	PPA	
	<b>Teaching Assistants:</b>		
	Mrs Pugh		Mrs Wilson
	Mrs Argent		Mr Hurst
	Miss Gent		Mrs Mason
	Mrs Thornton		Mrs Stringer
	Mrs Jackson		Mrs Taylor
	Miss Head		Mrs Russell
	Miss Vernon		Mrs Tryner
	Mrs Beeton		
<b>School Business Manager:</b>	Mrs Moore		
<b>Administrative Assistants:</b>	Mrs Dyson		
	Mrs Carly Heathorn		
<b>Site Manager:</b>	Mr Dykes		
<b>Catering Manager:</b>	Mrs Braker		

## Governors

<b>Chair:</b>	Mrs N. Thomas		
<b>Head Teacher:</b>	Mrs H. Thomas		
<b>Governors:</b>	Mrs J. Willard	Mrs S. Hunt	Mrs L. Park
<b>LA:</b>	Mrs K. Needham	Mrs A. Raynor	Ms D. White
<b>Foundation:</b>	Venerable David Picken (Archdeacon of Newark) to be replaced by Mrs K. Byrom (Vicar of St Peter's) on 1st. June 2018.		
<b>Teaching:</b>	Mrs C. Beeton		
<b>Co-Opted:</b>	Mrs S. Keightley	Mrs B. Howard	

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## Welcome

As your child is to join us for the first time we extend a warm welcome and look forward to a happy and successful association over the coming years.

At our school we aim to provide a warm and caring environment where governors, staff and parents work in partnership to provide the highest standard of education for the children. The children are encouraged to work from first hand experience which develops their interest and motivation giving them a sense of purpose in their work. As the children develop, opportunities are provided for them to take more responsibility for their own work and in doing so become more independent in thought and action. The child's confidence and self-concept is raised through success and praise for effort and achievement, developing a positive attitude to school and education.

***Helen Thomas***

Strategic Head Teacher

## Background

The Ravenshead Church of England Primary School was formed from the amalgamation of Martin Roe C of E Junior School and Pilgrim Oak County Infant School in September, 1999. The school is based in two buildings which occupy an attractive site. The site includes a mixed woodland area and overlooks nearby farmland.

Foundation and Key Stage 1 children are based in the former Pilgrim Oak building. This building was built in 1974 and is open plan in design, providing a bright and stimulating environment for all the children. Key Stage 2 children are based in the former Martin Roe building. This building, which was completed in 1971 boasts a purpose built nurture room (The Raven's Nest). This facility is available to all of the children in the school.

Ravenshead Pre-school Playgroup provide sessions for 2-5 year olds on site. Please contact on (01623) 490707 or 07968 959523 for further information or email [ravensheadpreschoolplaygroup@live.co.uk](mailto:ravensheadpreschoolplaygroup@live.co.uk).

## School Office Information

Should you have any queries, please contact the Main Office which can be found in the KS2 building.

**Office open times**                      8.45 - 3.45pm

During lunchtimes, only the KS1 Office is manned so please visit there between the hours of 12pm to 1pm.

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## Parents

We consider a good home-school relationship vital to each child's success and there are numerous opportunities for parents to gain insights into the life of the school such as Open Afternoons, Outings, Curriculum Meetings and Fundraising/Social Activities organised by our very active PTA Friends of Ravenshead. The funds are used to enrich the school curriculum for all children, for example supporting school trips, theatre workshops and purchasing resources. New members are always warmly welcomed.

Parent-Teacher consultations are held in the Autumn and Spring to provide opportunities to discuss progress and the identification of targets set for the next term. Children are expected to be increasingly involved in the setting and reviewing of their own targets.

Parents will receive a detailed report in the Summer Term, and will be invited to attend an open afternoon during transition week to spend time with their child in their new classroom.

We welcome parent helpers into school to work with children and to assist in many other ways. Please note parents will need to be DBS checked to work in school or to help on school trips. Please see a member of the office team in the KS2 office if you wish to volunteer.

## Parentmail

In order to communicate quickly and effectively with parents, we use a system called 'Parentmail'. Please include your e-mail address when completing your child's data sheet and you will be sent a link to complete registration. PMX Parentmail has an app which you can use to access messages sent from school. By registering your mobile number, you can be alerted quickly of any urgent messages, including notification should the school be closed during bad weather.. A school newsletter is sent out every week, as well as other important information, relevant to your child's class. Paper copies of these are also available from the KS2 Office.

## Visiting Arrangements

To arrange a visit please contact the main office who will be able to arrange a mutually convenient time for both yourself and the Strategic Headteacher, Mrs. H. Thomas.

Sometimes the tour of the school will be conducted by one of the Heads of School or by Year 6 children.



## Religious Affiliations

The school is Church of England Voluntary Controlled and in accordance with current regulations the Governing Body has a proportion of Foundation (Church) Governors of whom the incumbent of the parish is an ex-officio member. We are linked with St Peter's Church and the children regularly visit church for important celebrations such as harvest, Easter and Christmas and the vicar or a representative from the church regularly takes collective worship in school.

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## Admission to School

It is the current policy of the school's Governing Body to admit children to full time education under the following arrangements:

### Admission to School:

Date of birth range of children becoming aged five	Admission Arrangements
1st September - 31st August	Admission at the beginning of the autumn term following their fourth birthday.

**Free 3 and 4 year old places - 30 hours entitlement**

**We are now offering the 30 hours free government-funded entitlement for three year old's - equivalent to 30 hours a week over 38 weeks. Please use the link below to find out more.**

<http://www.legislation.gov.uk/ukpga/2016/5/contents/enacted>

### Admission to Foundation 1 (formerly Pre-School):

Date of birth range of children becoming three	Admission Arrangements
1st September - 31st August	Admission from the first term after their third birthday.

## Infant and Primary Schools - Standard Reception Year Admission Criteria 2017-2018:

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have either an education, health and care plan or a statement of special educational needs which names the school:

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area.

In the event of oversubscription in all but the first criterion, preference will be given to the children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using Nottinghamshire County Council's computerized distance measuring software. In the event of two distances being equal, the County Council will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

For applications for all Nottinghamshire schools, the following groups of children will be given special consideration in their application for a particular school:

- Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the *school is the only school which could cater for the child's particular needs*. The evidence must be presented before the closing date.

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## Special Circumstances

The following groups of children will be given special consideration in their application for a particular school:

- Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.



The Local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all of the numbered criteria.

Children of nomadic Travellers will be allocated a place at their catchment area school.

### **Admissions to year groups other than the intake year:**

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school. Further guidance on the way in which applications are dealt with including

- Preferences for more than one school

## Early Years Provision

An Early Years place is available to children the first term after their third birthday. We are now offering the 30 hours government funded childcare as well as the 15 hours. There is flexibility in the sessions that your child is able to attend, from whole days to half days. If your child stays for lunch, they will be supervised and there will be a charge of £3.00 per day. Please visit <http://www.legislation.gov.uk/ukpga/2016/5/contents/enacted> for further details on how to apply for the 30 hours free childcare.

Further sessions for 3-5 year olds can be arranged with the Ravenshead pre school playgroup. These are a private provider based on the school site. Please ring the school for the latest information on pre-school provision.



## Curriculum Statement

In order to pursue the aims in our **MISSION STATEMENT** and to serve the unique community of Ravenshead, the following principles have had and will continue to have an impact on the planning, provision and delivery of the curriculum at this school.

### The curriculum will:

- Meet Statutory requirements as laid down by the National Curriculum.
- Have effective teaching of Mathematics and English as a basis upon which there will be a drive to raise standards.
- Promote excellence and enjoyment through a themed approach.
- Raise standards of attainment and progress for the children in the school.
- Utilise a variety of teaching approaches and enable effective teaching of a high standard to be practiced.
- Ensure that computing and technology will be used to develop and enhance effective teaching and learning across the curriculum.
- Provide breadth and balance.
- Ensure continuity and progression as the child moves through the school.
- Be inclusive of the needs and abilities of all children.
- Recognise and celebrate individual, group and whole school achievements.
- Be matched and relevant to the needs of individual learners.
- Promote appropriate behaviour.
- Promote acceptance of others and their beliefs.
- Foster independent attitudes to learning.
- Inspire and motivate children to do their best.
- Promote independent working according to age .
- Set high expectations for the quality of work produced .

In addition to the above, the school recognises factors pertinent to the school which have been considered important in the formulation of the curriculum.



- The school considers the use of technology in the form of interactive whiteboards and laptops to be important in raising standards and motivating children to learn.
- The school promotes a 'Growth Mindset' which encourages children to understand that their most basic abilities can be developed through dedication and hard work - brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment.
- The school, with the development of the woodland on site, is well equipped to offer the children cross curricular environmental experiences.
- The curriculum will be enhanced by visits by the children and by visitors into school.
- The school promotes involvement in Healthy Schools, Drug Awareness Resistance Education and other PSHE activities.
- Extra-curricular activities are recognised as important in enriching the curriculum and providing children with a range of opportunities for personal and social development.
- The school wishes to maintain the excellent relationship it has with parents and the community and to continue to use these links to enhance learning opportunities.

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## Curriculum & Teaching

In common with similar schools we follow the legal requirements of the National Curriculum for Key Stage 1 (5 to 7 year olds) and Key Stage 2 (7 to 11 year olds). It covers the required subjects of English, Mathematics, Science, Computing, History, Geography, Art, Design and Technology, Music and Physical Education. An additional required subject is Religious Education. In addition we follow Early Years Foundation Stage guidance.

High priority is given to our teaching of the core skills of Mathematics and English as we recognise the importance of our children being fully confident in their ability to read, write and calculate. In organising our teaching, we believe primary aged children learn best from first hand experiences and when they are interested. When appropriate, we bring our work to life by using practical work, artefacts, visits to relevant places of interest including residential visits or by bringing people into the school. Learning activities are therefore structured to be as practical as possible and to provide a broad and balanced curriculum.

The curriculum will be based around a theme and where possible subjects will link together and be set in a context familiar to the children.



### Curriculum Plans

A broad and balanced curriculum is achieved through detailed planning which enables us to meet the requirements of the National Curriculum in a structured way. Every class follows a curriculum plan. This is a school based document that plans the academic year around a theme each term. Parents are given an outline of each term's curriculum plan at the beginning of the term in question. These are also available to view on the school website.

### Teaching

In each of the classes at both Key Stages, a variety of teaching styles are used regularly. Teaching is carried out in small groups, individually or as a class as appropriate. For instance, each day for some of the time the children are taught as a single unit with the teacher "at the front" of the class, Mathematics being a good example.

At other times, the children work in ability groups or are grouped according to age or friendship depending on the focus of the lesson. At all times, however, we expect the children to stay on task and work sensibly.

Occasionally, for particular lessons, children may be taught in smaller classes or "sets" which are grouped according to ability.

We encourage the children to be aware of their own abilities and often children are able to choose whether to complete the bronze, silver or gold level of work (though some guidance will be given by their class teacher to ensure that they are working at the appropriate level. They are encouraged to assess their own work against the learning objective and to set themselves targets for future work.

Depending on their age/ability, children will be given an amount of independence on when to complete tasks that they are set. It is important for children to have time to complete quality pieces of work.

The school possesses two specialist teaching rooms. The Raven's Nest (an accredited nurture room) which is used to support specific children work towards their individual targets and a music room, the availability of which has a positive effect on the quality of teaching and learning. In addition, laptops and a class set of iPads are available in each Key Stage to enable the whole class to work on developing computer skills at the same time, or to support the teaching and learning across all subjects.

All classes have an interactive whiteboard which greatly enhances learning across the curriculum.

### Homework

In order to meet each child's needs, in every class, homework will be given appropriate to the age of the child. Homework in the form of children reading regularly to parents or other adults is set for all children until they are considered thoroughly proficient.



Other homework includes weekly spellings, Maths Fluency Facts (such as number bonds and timestables) and online Maths homework. This homework is set on a Thursday and should be completed by the following Thursday. On occasions, children may be set additional homework such as open ended tasks, creative homework based on their topic, or finding information

### Health Education

Health education is part of the curriculum throughout the school. The work our children cover relates to several aspects of health education. These are family life education, safety, substance use and misuse, healthy living, personal hygiene and sex education.

Changes in children's bodies is dealt with as an integral part of our science work. Year 6 children take part in the Drug Abuse Resistance Education (D.A.R.E.) programme. The remainder of the school will be taught about drugs in a manner appropriate to their age.

We are very conscious that sex education is both an important and sensitive issue. It is also something that is very much age and gender-related. The governors believe that sex and relationships education (SRE) should be taught at our school as part of a whole school approach to Personal, Health and Social Education. We believe that sex and relationships education should be developmental, a foundation for further work in the secondary school and the content appropriate to the ages of the children. The main focus of this work comes as part of a healthy living topic in Year 6. We work closely with a local midwife who assists the class teacher in these sessions. Parents are given the opportunity to view resources in recognition of their right to withdraw their children from this aspect of the curriculum.

The children all take part in PSHE lessons (Personal, Social and Health Education). The school currently use the Jigsaw Scheme of work with all year groups working on the same theme at the same time. Children are then encouraged to reflect their learning in their behaviour and attitudes.

## Our Behaviour System

### Ravenshead Rules

1. Be ready to learn.
2. Listen and follow instructions.
3. Raise your hand to share.
4. Keep hands, feet and objects to yourself.
5. Respect people and property.
6. Be honest.

Our behaviour system is based on Golden Time and Dojo points. Children receive rewards to reinforce good attitudes and behaviour. Golden Time is lost when boundaries are crossed (when one of the Ravenshead Rules is broken).

### Class Dojo Points

These are earned by good behaviour in class and around the school. Each child has their own Dojo monster avatar which is displayed on the class interactive whiteboard along with their points total. The child in each class with the most weekly Dojo points receives a prize in FAB Assembly and their class Dojo monster to sit on their desk of the week. Children will also be awarded with Dojo certificates for reaching Dojo milestones (100, 200, 300 Dojo points etc.).

### Golden Time

All children from Y1-6 begin the week with 30 minutes of Golden Time which rewards those children who are well behaved. On a Friday afternoon, children take part in fun activities for their Golden Time. Children lose some of their Golden Time if they break one of the Ravenshead Rules and must sit out of the activities for their allotted time.





## Religious Education Policy

The SACRE document and its requirements, along with guidance provided by the Southwell Diocesan Director of Education, form the basis of school policy. Our curriculum plans fully support this document.

We aim to help each child grow spiritually and develop an awareness and understanding of Christianity and other major world religions. We aim to foster attributes such as truthfulness, kindness, understanding of right and wrong, fairness, humility and respect for, and tolerance of, the beliefs, customs and cultures of others in order to equip the children for life in today's multi-cultural society.

Our last SIAMS (Statutory Inspection of Anglican and Methodist Schools) Inspection took place in April, 2017 and the school was awarded '**outstanding**' in all three areas.

**'The Christian ethos of the school is seen in all learning activities, in worship and relationships, so that every child feels of immense value and constantly loved.'**

**'The leadership of the school is exceptional at all levels, successfully sharing a Christian vision for the school's development which empowers the whole community.'**

**'This is a school which goes far beyond many in its dedication to meeting the educational and social needs of the whole child.'**

A full copy of the report can be found on the school's website [www.ravensheadcofe.co.uk](http://www.ravensheadcofe.co.uk)

## Collective Worship

The children attend a Collective Worship each day. This is a whole school Collective Worship on Monday, Key Stage Collective Worship on Tuesdays, Wednesdays and Thursdays. On Friday we hold a special achievement assembly in each Key Stage. Parents are invited to join us if their child is receiving an award.

The Collective Worship, in line with the legal requirement, are mainly Christian in nature, although stories and the major festivals of other faiths also feature in our programme. We involve the children through singing actions and drama.

The reverend from St Peter's Church visits school on a regular basis to lead the Collective Worship. Children visit the church for several Christian festivals.

Arrangements will be made for parents who wish to exercise their right of withdrawal of their children from religious worship or instruction.

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## The School Day

The doors to the children's cloakrooms are opened at 8.50am. We request that children arrive on school grounds no earlier than 8.30am and should be supervised. Session times are as follows:

<b>Key Stage 1</b>		<b>Key Stage 2</b>	
8.50	Registration	8.55	Registration
9.05 - 10.10	Session 1	9.00 - 10.00	Session 1 - Maths
10.10 - 10.30	Session 2 - Phonics	10.00 - 10.30	Session 2 -
10.30 - 10.45	Playtime	10.30 - 10.45	Playtime
10.45 - 11.05	Session 3 - Reading	10.45 - 12.00	Session 3 - English
11.05 - 12.00	Session 4	12.00 - 1.00	Lunchtime
12.00 - 1.10	Lunchtime	1.00 - 1.55	Session 4 Assembly (except Wednesday when it is at 3.10pm and Friday when it is at 2.45pm).
1.10 - 1.55	Session 5	1.55 - 2.15	
1.55 - 2.10	Playtime	2.15 - 2.30	Playtime
2.10 - 3.00	Session 6	2.30 - 3.35	Session 5
3.00 - 3.20	Assembly (except Friday when it begins at 2.45pm).		
3.20 - 3.30	Story and ready for home		

English and Mathematics lessons normally take place during the morning sessions. Parental help in ensuring that the teaching day begins promptly would be greatly appreciated.

## Special Educational Needs Policy

It is inevitable that some children will have extra needs of one sort or another as they pass through the school. Most of these challenges will be easily put right with a little extra help. The important thing is for us to be able to identify the children who need the extra help and these include those at both ends of the academic spectrum and sometimes those in between. We do this by following the 2014 Code of Practice on the identification and assessment of Special Educational Needs and Disabilities. Children who are more able as well as those with learning difficulties are regarded as having "special educational needs". These children are catered for within the mainstream classes supported by work suitably aimed at their needs with additional help where necessary.

Where a concern is expressed by staff or parents,

the class teacher will approach the Special Educational Needs Co-ordinator (SENCO - Miss Sarah Martin) within the school.

We involve parents at an early stage to get their help and support. Initially, the class teacher will work with the child, supported by the SENCO. Often this early intervention will prove to be sufficient. If not an Inclusive Teaching Strategy is drawn up identifying achievable and manageable targets for the child. This plan is drawn up with parents and the child concerned following a structured conversation. After implementation this plan will be reviewed regularly with parents. Outside agencies may also be brought in to help where it is felt necessary. Copies of the full policy for Special Educational Needs/Disabilities as well as the Special Needs Local Offer are available from the school office or on the school website.

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## Local Offer/Access Plan

The Special Educational Needs and Disability in Education Act (SEND) provides two key duties for the school. These are: not to treat disabled pupils less favourably and to make reasonable adjustments to avoid putting disabled pupils at a disadvantage. To this end the school has an Access Plan as well as a Local Offer in which the school undertakes to make reasonable steps to ensure that those disabled pupils and disabled prospective pupils are not placed at a disadvantage to those who are not disabled. The school will also be proactive in seeking information about disabled pupils and will create an inclusive atmosphere where pupils and parents feel able to disclose information about disability and staff feel able to discuss this with them.

## Local Healthy Schools

The school is committed to the Local Healthy Schools Programme. The school has received accreditation as a Gold Healthy School. Through our curriculum, Personal Social and Health Development, special events and in partnership with the community we provide children with information and skills to help them make important life choices, thus ensuring children are motivated, confident and more creative.



## Activemark

The school has achieved Activemark in recognition of its commitment to promoting the benefits of physical activity and school sport.

## Dinners

Lunchtime is from 12 noon - 1.10 pm. (Key Stage 1) or 12 noon - 1.00 pm. (Key Stage 2) Children may go home, have a school meal or bring sandwiches. **All Key Stage 1 children are entitled to a free school meal.** For children in Key Stage 2, hot dinners must be paid for a week in advance and It would be helpful if you send dinner money on Monday morning in a sealed envelope, marked with the amount, your child's name and class teacher. If you would like to pay half termly, cheques should be made payable to NCC Re Ravenshead C of E Primary School, with your address on the reverse. You will be notified of the amount required by letter. If you feel that your child is eligible for free school meals, details are available from Newark Area Office or details can be obtained from the main school office. If your child is late to school, you must ensure that you inform the school office by **no later than 10.30am** if you still wish your child to have a hot dinner that day.

### **Free School Meals for KS2 Children**

If you receive one of the following support payments, it is very important that you register for this as not only will your child get free school meals, but the school will get additional funding to support your child (which can be used to pay for school trips, music lessons, uniform, an iPad to be used at home):

Income related employment support allowance  
Income based Jobseekers allowance  
Income support

Support under the Immigration and Asylum Act  
The guarantee element of state pension credit  
Child tax credit and an annual income of less than £16,910.

Register online at <http://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

For more information visit  
[www.ravensheadcofe.co.uk](http://www.ravensheadcofe.co.uk) or call 01623 456 516



## Packed Lunches

If your child has a packed lunch, lunch boxes are stored away from the teaching areas. We like to encourage healthy eating so please do not send sweets to school even as part of a packed lunch. Drinks should be in cartons, no glass bottles or cans. Please be aware that hot soup is not permitted. Please send only as much as you think your child would normally eat, as the midday supervisors encourage all children to finish their packed lunches. Please consider whether crisps or chocolate are part of a healthy lunch box.

## Milk

A daily carton of milk is available to all children in school. For children in Key Stage 1, milk is free of charge up until their fifth birthday due to a government scheme. If you would like to purchase milk for either your KS1 or KS2 child, we run the Cool Milk scheme. Please visit [www.coolmilk.com](http://www.coolmilk.com), email for details of how to register.

## Water

All children may bring a bottle of water to school to drink from during the day (no juice or squash). Plastic bottles should have a sports cap type lid and be clearly labelled. These are available from school at a small cost.

## Fruit

Children in Key Stage 1 receive a piece of fruit free each day as part of the National Fruit Scheme. Your child may also bring other fruit of their choice. Children in Key Stage 2 may bring in fruit of their choice.



## Educational Visits

The school believes that Educational Visits are an integral part of the curriculum and each year group organizes at least one trip each year. As a school, we rely on voluntary contributions to pay for the cost of the trip and may have to cancel planned trips should 85% of voluntary contributions not be received. The school has adopted the Local Authority's Policy for Educational Visits and all visits are risk assessed prior to the visit taking place. All volunteers on school bus trips will need a DBS check.

## Extra-curricular Activities

In addition to a range of extra-curricular activities organised by the staff, there is a developing programme of activities run by suitably qualified coaches/adults. Experience has shown that such opportunities are thoroughly enjoyed by the children and help to make the whole experience of school a more vital one. Privately funded classes are held for orchestral instruments, tennis, football and science. . Please visit the Main Reception for further details.

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For more information visit  
[www.ravensheadcofe.co.uk](http://www.ravensheadcofe.co.uk) or call 01623 456 516



## School Dress

The required school wear is simple and available at major stores. It consists of the following:

1. Navy blue jumper/sweatshirt/cardigan
2. White shirt/blouse/t-shirt
3. Grey trousers/skirt
4. Summer dresses in the appropriate school colours.
5. Sensible footwear (no trainers) preferably black or grey. Children may wear sandals in the summer. Black boots may be worn in winter time only.

Alternatively sweatshirts, polo-shirts and cardigans with an embroidered school logo are available through the PTA (order form available from the school office or school website). Jogging pants can also be purchased.

We would stress the need for simple clothes and shoes at first, as children are encouraged to be independent in their dressing as soon as they enter school.

Children should bring a waterproof coat with a hood during the colder months as they may still go out for break times if it is raining lightly. During the summer months, we would advise that your child bring a hat to school to protect them from the sun. You may also wish to send your child with sun cream which they will need to apply themselves.

Children should have separate outdoor and indoor PE shoes - trainers for outdoors (with a bag in case they get muddy) and clean soled shoes, preferable plimsolls for the hall. Children will need blue or black shorts and a white top for P.E. lessons (plain tops).

Long hair will need to be tied up for PE sessions and therefore children with long hair should ensure that they have a bobble in their PE kit (otherwise they will be asked to use an elastic band).

We do ask that all items of clothing and footwear are clearly marked with your child's name. If children come to school in boots/wellingtons they will need a change of shoes to wear during the day.

For Health and Safety reasons we do discourage the wearing of jewellery in school. A watch may be worn and girls may wear stud earrings. Children are requested to not wear earrings on P.E. days or they will need to be covered (parents are responsible for providing medical tape for the children to cover the earrings themselves).

Shaved hairstyles and colours are not considered suitable for school. It would also be appreciated if gelling was kept to a minimum. Girls should wear blue, black, white or grey headbands or bows and they should be of a sensible size.

Nail varnish should not be worn to school as it is considered unsuitable.

Wristbands of any type are not allowed to be worn in school for health and safety reasons.

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## Personal Possessions

Children are discouraged from bringing personal possessions into school. We are unable to accept any responsibility for missing items (including musical instruments that may be brought to school for private peripatetic lessons).

Children will be provided with all of the equipment that they need each day, such as pencils, pens, rulers, books.

We would advise that your child brings just a small rucksack/bag to school into which they can put their reading folder (available to purchase from the school office), lunchbox, water bottle and personal organiser.

We discourage children from bringing mobile phones into school. However, should you wish your child to bring a mobile for the walk home, children must ensure that it is handed into the school office each morning and is collected at the end of the day. We cannot accept any responsibility for damaged or missing mobile phones and they are brought into school at the owner's own risk.

Please ensure that all items belonging to your child are clearly labelled with their name.

Lost property boxes are located outside each Keystage (near the Y3/4 entrance and the Y2 entrance).

## Sporting Aims and Provision of Sport

Our aims in teaching P.E. are that all children will

- Be physically active and find enjoyment in physical activity .
- Develop positive attitudes to physical endeavour including perseverance, fair play and sporting behaviour, and the ability to cope with success and failure .

As well as meeting the requirements for the teaching of Physical Education in the National Curriculum, we also provide extra opportunities for children to pursue their interest in sport. At present, team games organised at the school include basketball, football, cricket and hockey.

We regularly welcome visiting coaches from local professional football clubs, as well as Nottinghamshire County Cricket Club. Coaches, employed by the local authority are also regular visitors to the school.

The school possesses a large playing field which is maintained by Ulyett Landscape Services. Playgrounds to the rear of the Key Stage 2 department have clear markings for football and cricket.

We work closely with Joseph Whitaker School, which has sports college status, to enhance the quality of our work in P.E. Year 6 pupils attend Joseph Whitaker on Wednesday afternoons to help with transition. Children from Years 1-5 also benefit from coaching by Joseph Whitaker staff and take part in sporting festivals.



## Services from which the School Benefits

The school receives back-up for the support of individual pupils and teachers from the various support services provided by the Authority:

### General Services

Education Welfare Service	Cognition Learning Team
Emotional Health and Well-being Team	Visual and Hearing Impairment Team
Educational Psychology Service	Physical Disability Support Service
Specialist Teachers for Sensory Impairment	Early Years Teachers
Enhanced Autism Team	Child Health Service
Education Catering Service	The Advisory And Inspection Service
Nottinghamshire Education Support Services	Planning and Quality Assurance Service
Special Needs Support Service	Speech and Language Team

## The Care of Pupils

Your child will be in the care of a responsible adult throughout the school day. The organisation of children into classes with a particular teacher in charge means that each child has a member of staff with whom they can identify personally. This relationship is fundamental to the care of children in our school.

The welfare of the children is not only the concern of the individual class teacher, but the concern of all the adults in school, including the midday supervisory assistants. Mrs Howard, Mrs Swanston and Mrs. Brown are our named First Aiders. All staff have received basic first aid training which is valid for 3 years. Our School Nurse visits the school regularly and she will deal with any general health problems. Medical, hearing checks and dental inspections will also be carried out in school.

All of the staff are committed to ensuring that your child is happy and succeeding at school. Should you have any queries or concerns relating to your child's education, then we are happy to speak with you. We ask that in the first instance, you refer to the class teacher, who knows your child best, and either speak to them after school or arrange a mutually convenient appointment time. If you are unable to come into school, please leave a message via phone with the school reception and your child's teacher will endeavour to contact you at some stage, normally at some time after the end of the school day. Should you feel that the matter has not been resolved, please speak to the relevant Key Stage Coordinator who will investigate the matter on your behalf:

Mrs. Johnson (FSU)

Mrs. Howard (KS1)

Mrs Keightley (KS2)

Or feel free to contact the Head of School for that area:

Mrs. Howard (Head of Teaching and Learning) - any queries regarding the curriculum, learning or progress of children.

Mrs. Keightley (Head of Pupils and Personnel) - any queries relating to the social and emotional well-being of children, health and safety concerns, behaviour and matters relating to staff members.

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Should the matter still not be resolved, or the matter be of a serious nature) Mrs. Thomas (Strategic Headteacher) is the next point of contact. Please contact the school office to arrange an appointment.

All teachers as a matter of course speak to a member of the senior management team about any parental concerns and both Mrs. Keightley and Mrs. Thomas are informed of any actions that are being taken.

## Safety Education

Children take part in a themed safety week and drugs awareness. KS2 children take part in Road Safety quizzes. Safety matters are regularly discussed with the children (during assemblies, PSHE sessions), as is the danger associated with talking to and accepting lifts from strangers.



## Medical Matters

In an emergency the Strategic Headteacher/teacher in charge has procedures for contacting the child's parent/guardian/named contact as soon as possible. It is important that we have the most up to date information regarding contacts, therefore parents are asked to inform the school immediately of any change. All parents are asked if they are willing to authorise a member of the school staff to make an emergency decision on their behalf in the event that no named person can be contacted.

Safety regulations state that in order to administer medicines, a form must be completed by parents. These are available from the office. ***The school is only able to administer prescribed medicines which must be taken four times a day.*** Children must not be sent to school with medicines in their bags. Children suffering from asthma are provided with safe storage for inhalers, however a form must be filled in by parents stating the type of inhaler and dosage required.

The procedures for the management of medicines is regularly reviewed. For full details of procedures

regarding medicines, please view the Medicines Policy, a copy of which is available from the school office or can be viewed on the school website.

Children who become unwell at school will be kept under close observation and should they need to come home, every effort will be made to contact you. It is most helpful to have an up-to-date emergency telephone number where you, or an appointed person, can be reached.

Basic first aid may be administered in cases of minor accidents and letters are sent home to parents if a child has bumped his/her head during the day or a more significant incident has occurred.

It is helpful and in some instances vital that school is aware of any medical conditions, allergies etc. This information should be entered on the Pupil Information Sheet supplied by school and updated at any time as and when necessary.

## Discipline

We see the care and welfare of the children as our number one aim. The staff treat every child in the school with dignity and respect and expect the children to treat each other and adults in the same way. Consequently, good school discipline is of paramount importance in the securing of a successful learning environment and something which hinges on a caring, fair and respectful relationship between all members of the school, regardless of status.

The standard of discipline is constantly monitored by the Strategic Headteacher and staff and appropriate action is taken when necessary. The school has a policy for promoting good behaviour, a summary of which will be sent to all parents each autumn term. The school also has a policy for dealing with bullying and racism and keeps a log for both. All of these policies can be viewed on the school website or copies obtained from the school office.

## Suspected Child Abuse

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse or if they suspect that a child may be susceptible to radicalisation. Headteachers are required to refer their concerns to the Social Services Department for further investigation so that children at risk can be identified quickly.

This procedure is intended to protect children from abuse. When school prefers a concern about a pupil to the Social Services Department, it is not accusing the parents of abuse, but requesting that further investigation takes place to establish whether a child is at risk.

A copy of the school Child Protection Policy is available on the school website.



## Complaints Procedure

There is a procedure agreed by the Local Authority for dealing with any complaints about the school curriculum and other related issues. A copy of the full complaints procedure is available for reference from the school.

The procedure provides:

- A)** That there should normally be a preliminary informal discussion with the Strategic Headteacher or other appropriate school staff to see if the complaint can be resolved without recourse to the formal procedures.
- B)** If the complaint cannot be resolved informally the complainant should follow the procedure laid down in the school's complaints policy. A copy of Listening to Parent/ Pupils in the Community will be made available to outline the procedure.

If a formal complaint is to be lodged, the Strategic Headteacher will be able to provide the complainant with copies of the relevant documents explaining the arrangements for considering the complaint in more detail.

***A full copy of the Complaints Procedure can be viewed on the school website or obtained from the school office.***

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For more information visit

**www.ravensheadcofe.co.uk or call 01623 456 516**



## Attendance

The school's return to the Department for Education for 2016-17 (not including reception children)

Number of pupils of statutory school age	408
Number of authorised absences as % of total possible attendance	3.2%
Number of unauthorised absences as a % of total possible attendance	0.9%

## Absences

If your child is absent from school because of illness, please send a message or telephone school on that day as this information is needed for official registration and security purposes. Where no message is received a member of the school staff will contact home as soon as practically possible.

Amendments to the 2006 regulations, applicable from **1st September 2013**, remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that Headteachers **may not** grant leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of days a child can be away from school if leave is granted.

The aim of the **Attendance Policy** at Ravenshead C of E Primary School is to minimise the amount of time lost to absence in term time in order to maximise the education potential of every child. This can be achieved with the support of parents/carers by ensuring that absence in term time is not taken in school time unless there are exceptional circumstances. Absence for any reason during term time interrupts a child's education and disrupts educational progress. This is important for all children in all years.

In order to comply with these regulations and in line with all schools in the family, Ravenshead C of E Primary School will not authorise a request for withdrawal from learning in term time for the purpose of taking a holiday. This includes:

- Holidays during term time
- Day trips or long weekends
- Taking part in sporting activities or events e.g. football tournaments for club sides, adventure activities etc.
- Children accompanying parents on business trips.

This is not an exhaustive list.

Parents may still request a withdrawal from learning in term time. Requests for withdrawal from learning in term time should be made as soon as possible, in writing using the Withdrawal from Learning request form which is available from school. As stated in the current policy, no absence will be authorised in the first two weeks of any new term or during May. Parents/Carers will be notified of the decision for absence in term time within 10 school days of the application. Careful consideration will be given to each request based on the exceptional circumstances outlined on the request form.

If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absences are reported to the Local Authority who will assess each situation. This may result in a Fixed Penalty Notice (£60 per child, per parent which is paid to the LA) or a Summons being issued against you for irregular school attendance.

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For more information visit

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**Nottinghamshire School Holidays 2017-18**



September 2017 to July 2018

September 2017						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	

October 2017						
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23	24	25	26	27	28	29
30	31					

November 2017						
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December 2017						
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January 2018						
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February 2018						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2018						
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April 2018						
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May 2018						
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June 2018						
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July 2018						
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August 2018						
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School Holidays
  Public Holidays
  Administration Day

**Nottinghamshire School Holidays 2018-19**



September 2018 to July 2019

September 2018						
M	T	W	T	F	S	S
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October 2018						
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November 2018						
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December 2018						
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January 2019						
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February 2019						
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April 2019						
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May 2019						
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June 2019						
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July 2019						
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August 2019						
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School Holidays
  Public Holidays
  Administration Day

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## Charging and Remissions Policy

### Introduction

1. This charging policy has been compiled in line with the Department for Education requirements and in accordance with s457 of the Education Act, 1996 as amended by the Education Act 2002.

### School Trips

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum (but also refer to point 18).

3. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

4. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### Materials & Textbooks

11. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Parents would be asked in advance. In the case of cooking items, pupils may be asked to provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### Music Tuition

12. The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. These charges are made by NMT. Pupils whose families are entitled to free school meals qualify for free music tuition.

### Activities Outside School Hours

13. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

14. If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

15. For all other activities outside school hours, a charge up to the cost of the activity will be levied.



15. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### **Damage/Loss to Property**

16. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Strategic Headteacher may decide.

17. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Strategic Headteacher may decide.

### **Voluntary Contributions**

18. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### **Lettings**

19. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school, the charge will be based on the site staff overtime costs.

### **Other charges**

20. The Strategic Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

### **Remissions Policy.**

21. If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,230), charges in respect of board and lodging will be remitted in full.

22. The Strategic Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

23. The Strategic Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.



## Southwell Diocesan Board of Education

In Nottinghamshire the Church of England helps to provide 70 schools, both Voluntary Aided and Voluntary Controlled, which all express their Christian foundation in their worship and the spiritual and moral education offered their pupils. Besides this, in Aided schools the Religious Education is also distinctively Christian. Each school's Anglican nature is guaranteed by the Foundation governors, one of whom is always the Vicar. Ravenshead C of E Primary School is a Controlled school.

### Aided Schools

These are the responsibility of the governors, made up of a majority appointed by the church, plus parents' representatives, teachers, local politicians and the headteacher. Through the Barchester scheme (a kind of insurance scheme), the governors pay for the upkeep, improvement and construction of the school buildings, helped by large grants from the DfE, and by advice and administrative support from the Diocesan Board of Education.

The governors are also responsible for making sure that the religious education, worship, and spiritual, moral, social and cultural development of the children are suitably Christian, and that the members of staff are at least sympathetic to the school's Christian principles.

### Controlled Schools

The main differences from Aided schools are:

- only a minority of governors are appointed by the church
- the Religious Education is according to the County syllabus
- there is no church input into the costs of the buildings

Even so, the Vicar is always a governor, and the worship and general development of the children remain definitely Church of England.

### Admissions

All admissions to Aided schools are made by the governors. For controlled schools, details are also available from the Local Authority. Your first port of call for both sorts of schools, however, will probably be the school's headteacher or the school secretary, who will have an application form and a brochure for their school.

### Inspections

All Church of England schools must be inspected every four years, both for their general educational standards, like all schools, and also for their distinctively Christian nature in an additional inspection. The Ofsted inspection was last conducted in 2006 and the Church inspection was conducted in 2012.

### The purpose of Church of England Schools

Our schools are there to provide the best possible education for their pupils, closely involving governors and parents, under the leadership of the headteacher and the staff. What is distinctive about them is that they set out to do this in an explicitly Christian setting, with the active involvement of local Christian representatives and the Southwell Diocesan Board of Education.



## Ravenshead C of E Primary School

<b>Address:</b>	Swinton Rise, Ravenshead, Nottingham NG15 9FS
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