



**RICHARD NEWMAN PRIMARY SCHOOL
AND EARLY YEARS UNIT**

SCHOOL PROSPECTUS

2006/07

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RICHARD NEWMAN PRIMARY SCHOOL AND
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PROSPECTUS 2006/07

WELCOME
TO OUR SCHOOL

Thank you for showing an interest in Richard Newman Primary School
and
Early Years Unit

This prospectus has been designed to give you an insight into our school's aims and aspirations. We hope it will answer any general questions you may have before your child starts school and encourage you to feel a part of the school community. However, if you have any queries, please feel able to contact school and arrange to visit us.

This prospectus is published in compliance with education law.

The details given were correct at May 2005.

Published by The Governors of Richard Newman Primary School
and
Early Years Unit

INTRODUCTION

The full name and address of the school is:-

**Richard Newman Primary School
Laithes Lane
Smithies
Barnsley
South Yorkshire
S71 3AF**

Telephone: 01226 281255

Fax: 01226 249381

E-Mail: richard.newman@barnsley.org

Head Teacher: Mrs Karen Butcher

Chairman of the Governors: Mr Kevin Nield

Our School Times:

Early Years Unit

Nursery **Morning session starts at 8.55am to 11.30am**
Afternoon session starts at 12.45pm to 3.15pm

Reception **School starts at: 8.55 am to 12 noon**
Lunchtime: 12 noon to 1.00 pm
Afternoon: 1.00 pm to 3.15 pm

Key Stage 1 **School starts at: 8.55 am to 12 noon**
Lunchtime: 12 noon to 1.00 pm
Afternoon: 1.00 pm to 3.15 pm

Key Stage 2 **School starts at: 8.55 am to 12.15 pm**
Lunchtime: 12.15 pm to 1.00 pm
Afternoon: 1.00 pm to 3.15 pm

The Governing Body as at May 2005

The Clerk to the Governors is: The Chief Education Officer
Education Services
Berneslai Close
Barnsley
S70 2HS

Correspondence for the Chair of Governors, Mr Kevin Nield, may be sent to school.

		<u>End of Term of Office</u>
Mr K Nield (Chair)	Community Governor	03 November 2005
Mr S Gallagher	Community Governor	04 October 2008
Vacant	Community Governor	
Mrs J Hoyland	Parent	25 November 2005
Mrs S Jackson	Parent	03 October 2008
Mrs J Walker	Parent	03 October 2008
Mrs J Butterwood	Parent	25 November 2005
Mr T Kent	LEA	need date
Vacant	LEA	
Mrs K Butcher	Staff	Ex Officio
Mr R House	Staff	26 September 2008

Whenever a vacancy occurs for a parent governor, the Head Teacher will send a written notice of the election in a letter to be taken home by pupils. Further information about Governors is available in school.

Governors' Curriculum Statement

The Governors of Richard Newman Primary School aim to ensure:-

1. To provide a sound and broadly based education for each child.
2. The achievement of the "School's Aims" as incorporated within the School Development Plan.
3. The delivery of the Curriculum in accordance with Barnsley MBC's Education Authority Policy Statement.
4. The achievement of Curriculum and individual subject standards to prepare children for their advance to Higher Education.
5. A constant review of the delivery of the Curriculum as a whole and in respect of the principal subject areas.
6. The involvement of parents in the education of their children.

Classes and Teachers

Head Teacher: Mrs K Butcher

Deputy Head Teacher: Mrs A Green

<u>Class</u>	<u>Teacher</u>	<u>Year Group</u>
Class 1	Mrs Broadley	Year 6
Class 2	Mr House	Year 6/5
Class 3	Miss McMahon (Temporary)	Year 5
Class 4	Miss James (Temporary)	Year 4
Class 5	Mrs Spencer	Year 4/3
Class 6	Mrs Jackson	Year 3
Class 7	Mrs Wing	Year 3/2
Class 8	Misses Young and Sault (Job Share)	Year 2
Class 9	Mrs Stephens	Year 2/1
Class 10	Mrs Hughes	Year 1
Class 11 – Early Years Unit	Miss Cope	Year1/Reception
Class 12 - Spring/Summer term only	Miss Lunn	Reception
Nursery – Early Years Unit	Mrs Brown (Assistant Head)	Nursery

The criteria for allocating children to classes is chronological age and in Key Stage 1, numbers in each class must be no more than 30 which may necessitate mixed age classes.

Support Staff

School Secretaries	Miss Beverley White Mrs Jayne Macey
Administrative Assistant	Mrs Claire Whitham
ICT Non-Teaching Assistant	Miss Joanne Pilkington
Learning Support Assistant (LSA)	Mrs Pamela Hennessey Mr Ron Walters Ms Claire Allen Mrs Wendy Stainsby Mrs Jackie Street Mrs Julie Bedford Mrs Julie Hoyland Mrs Jayne Smith Mrs Heather Watson Miss T Cole (Temp) Miss K Lowe (Temp) Mrs D Tyas (Temp) Mrs J Barradell (Temp)
Learning Mentor	Miss Hannah Pickford (Temp)
Social Inclusion Worker	Mrs Emma Green
Nursery Nurse	Miss Joanne Hackleton Mrs Debra Jackson Miss Sarah Wood
Lunchtime Supervisors:	Mrs Lynne Wright Mrs Denise Spurr Mrs Diane Wake Mr Tom Evans Miss Claire Evans Mr Walters (Temp) Mrs Pellegrin (Temp) Miss Bedford (Temp)
Lunchtime PE Supervisor:	Mr C Nordon (Temp)
Caretaker:	Mr Tom Evans
Cleaners:	Mrs Hazel Davies Mrs Denise Spurr Mrs Doreen Shepherd Mrs Ann McMillan Miss Claire Evans Ms Joanne Holt (relief)
Cook:	Mrs Melissa Wood
Kitchen Assistants:	Miss Helen Foster Miss Samantha Sanger Mrs Anita Allen Miss Beverley Littlewood Mrs Ann Mallinson (relief)

The School's Mission

Our mission is to enable our children to develop self-esteem and confidence and to achieve the highest standard of learning of which each is capable.

The School's Aims

- We feel it is essential that the whole school and all other agencies work together to provide an education that will prepare each child to take his/her place within the community and society.
- We aim to create a school community in which children can live a full, happy and secure life and develop as confident, caring individuals, sensitive to the needs of others.
- We aim to enable all children to develop to their full potential in an atmosphere of high expectations and equal opportunities.

The School Ethos

We believe that:-

Children Learn What They Live

If a child lives with criticism he learns to condemn.

If a child lives with hostility he learns to fight.

If a child lives with fear he learns to be apprehensive.

If a child lives with pity he learns to be sorry for himself.

If a child lives with ridicule he learns to be shy.

If a child lives with jealousy he learns what envy is.

If a child lives with shame he learns to feel guilty.

If a child lives with encouragement he learns to be confident.

If a child lives with tolerance he learns to be patient.

If a child lives with praise he learns to appreciate.

If a child lives with fairness he learns what truth and justice are.

If a child lives with security he learns to have faith in himself.

If a child lives with friendliness he learns what a nice place the world is to live in.

If a child lives with serenity your child will live with peace of mind.

This underpins our general approach to our children, the experiences we provide for them and the environment we strive to maintain.

School Policies

A copy of all our policies is available in school and may be discussed, if necessary, with the Head Teacher.

Admission Arrangements

The school follows Barnsley LEA admissions procedure. Details of this are in the booklet "Admission to Schools". These are sent to parents during the Autumn Term for children who are transferring to the next stage of their education ie:-

- 1) Year 6 to secondary school
- 2) Children who are starting school for the first time.
 - a) Autumn Term (September) children who are five between 1 September and 31 December
 - b) Spring Term (January) children who are five between 1 January and 31 August.

The schools standard admission number is 48 children per year. All applications are sent to the Director of Education and Leisure for consideration and criteria in the LEA admissions policy is applied.

Parents have the right of appeal against the LEA decision and will be advised accordingly by the LEA.

Parents are welcome to visit the school prior to admission for an informal discussion with the Head Teacher and to look at the facilities. Please make an appointment with the Head Teacher to ensure her availability.

Nursery

Children are admitted into nursery in age order from the waiting list. Their name may be put on the waiting list after their second birthday. Application forms are available from the nursery and the school office. There are 39 places available in each session of the nursery. The nursery teacher is available for informal discussions prior to admission. (The LEA administers all admissions to school and nursery). Parents are invited, with their child, to visit the nursery for several sessions prior to admission.

Starting School

Visits to School

Visits to school are welcome prior to registration of a child. These can be arranged by telephoning the office.

First day at school? Anxious? Frightened? and that's just the parents! Obviously, starting school is an important event in a child's life, and the more smoothly the transition from home to classroom takes place, the better for all concerned.

We therefore encourage parents to come into school with their child, to settle them in at the start of the day.

It would be helpful if your child could learn to do some of the following things before starting school:

- put on shoes
- dress and undress
- take off their coat and hang it up
- use a knife and fork
- use the toilet independently
- wash and dry hands
- tidy up after using activities

All families will be offered a Home Visit by the Teacher as part of the induction programme.

Dropping Off and Picking Up

The teaching staff begin responsibility for the children at 8.55am. The bell is rung at 8.55am and children enter school.

Children are the responsibility of the parents before 8.55am and it is recommended that they should not arrive at school before 8.55am as they will be unsupervised. Registers are marked at 9.00am and immediately after lunch. Children who are not at registration will be marked late, if the child arrives after 9.30am they will not receive an attendance mark for the morning.

Children should be collected at 3.15pm unless special arrangements have been made previously with the school. The class teacher will bring the children to their appropriate exit door. No infant child will be allowed to leave school unless collected by a parent or other responsible adult. It is unacceptable for junior aged children to be responsible for an infant aged child.

Initially, new children may need your help in finding coat pegs, but as soon as they feel confident, encourage them to come into school alone. This will help them become more independent and ease any congestion in our cloakrooms and corridors.

At night please wait for your child outside the school door where we will ensure that children are handed over to parents or known representatives. Please note that our school has a No Smoking Policy, would parents please refrain from smoking whilst on school premises.

In line with Health and Safety advice, the school gates are locked from 8.50am until 9.10am and from 3.00pm until 3.30pm.

If you can, please **walk to school**. Parking is a major problem at our school. If you have to bring your child to school by car, please take care where you park.

School Security

We have an access procedure to ensure the safety of everyone within the school building. All external doors will be closed at 9.10am. Any child arriving after this time should use the main entrance at the front of school and report to the school office.

If you need to visit the school during school hours, please enter school via the front door let Miss White or Mrs Macey, our school secretaries, know that you are in school.

If you are helping in school, we would ask you to sign in, wear a visitors badge and sign out as you leave. These precautions are in the interests of our children, staff and other adults in school and we would appreciate your co-operation in this procedure.

Money, Valuables and Jewellery

Children bringing money to school to pay for dinner money, visits, etc, should bring it in a named purse or envelope and give it to the class teacher.

The school cannot be held responsible for items of value, which are lost or damaged, in school.

Jewellery should not be worn, as again the school cannot be held responsible for loss or damage. Only stud earrings are allowed for children with pierced ears. Any child arriving at school in jewellery or earrings, other than studs, will be asked to remove them. The child will be responsible for the safe keeping of their own jewellery that has been removed.

In line with Health and Safety guidance, jewellery should not be worn in Physical Education lessons and, accordingly, school insists that all jewellery is removed for PE lessons. This includes stud earrings. Children should be able to remove and replace their own studs. In the event that they are unable to remove earrings a supply of plasters should be sent in their PE bag to cover earrings during PE.

Clothing

Richard Newman Primary School has a uniform of grey trousers or skirt; light blue shirt, blouse or polo shirt; maroon jumper, cardigan or sweatshirt (we keep some stock in school). Footwear should be sensible with low heels and boots should not be worn inside.

Our PE Kit is: Grey or black shorts, a pale blue t-shirt, a suitable pair of leggings, a warm top and pumps/trainers for outdoor activities. Football boots may be needed at times.

Please ensure that all clothing is clearly marked with the child's name.

Dinner Time

New Encounters meals enable children to choose either a hot meal or jacket potato with a pudding or, a grab-a-bag that consists of a sandwich/wrap, crisps, biscuit/bun and a soft drink. The meals are well balanced and varied. Meals are eaten in a cafeteria setting and supervised by eight school meals staff.

Dinner money is paid into the automatic revaluation station, which is situated outside the dining hall. Notes and coins can be paid into the machine by using a PIN number. Enveloped cheques, made payable to Barnsley Metropolitan Borough Council, with child's name and class on the back of the cheque may be placed in the post box outside the dining hall. The cost of school meals is £1.30 a day.

If you prefer, your child may bring a packed lunch, but **please don't send sweets or fizzy drinks in cans or bottles.**

Milk

Milk is available for all children at a cost of £5.00 per term. Pupils who partake of the "Milk in Schools Scheme" benefit from a subsidy from the Intervention Board. This represents a significant reduction in the actual cost of milk. Children who are eligible for free school meals may also have free milk.

All parents will have the option of milk for their children with added fluoride. This is to help reduce tooth decay.

Refreshments

Children have access to drinking water all through the day. Initially, children are provided with a water bottle free of charge. Any replacement will cost £1.00.

The Free Fruit Scheme provides fruit for Key Stage 1 children. We also sell fruit for 20p, each morning, in the dining hall from 8.55am – 9.00am.

Visits out of School

To enrich the curriculum we look for opportunities to take the children out into the environment or have visitors to school who can provide special expertise. Unfortunately, these usually cost money. The school does not have sufficient funds to pay for these activities so we ask you to make voluntary contributions towards the cost. If an activity cannot take place without your voluntary contributions we will make this quite clear at the outset.

However, for families who are in receipt of income support or family credit, the LEA or Governing Body will provide the board and lodging element of a residential visit.

Homework

All children will be given homework regularly. Each class teacher will give details of their expectations and support where necessary.

All children are encouraged to read daily and can bring a book home. However, to keep books in good condition we would like them to purchase a book bag, which cost £2.00 and are available from the school office. The book may not necessarily be a reading scheme book, since we aim to encourage children to read a wide range of books and to select them independently.

We value the important role parents have in this partnership and welcome your support.

Extra-Curricular Activities

As children progress through the school, they may be given the opportunity to participate in activities, which take place at lunchtime or after school. These will vary from time to time, but usually include playing the recorder, choir and football.

School Sports (PE)

All children, as part of their access to the National Curriculum, take part in gymnastics, games and dance. Children in Years 5 and 6 also have the opportunity to take part in a period of weekly swimming lessons each week at Royston swimming baths.

Specialists from outside organisations visit each year to share their skills with the children. In the past this has included cricket, football with Barnsley Football Club and rugby with Sheffield Eagles.

We have an annual Sports Day in the Summer Term and welcome parents to this event.

Organisation of the Basic Curriculum

The school is organised into ten classes and an Early Years Unit (Reception and Nursery) and because of our aim to keep Key Stage 1 (4 - 7 yrs) classes no greater than thirty, it is sometimes necessary to have mixed age classes. However, within each class the children will be grouped so that the teacher can meet the individual needs of each child. The teacher takes into account different ability ranges and levels of maturity, and encourages each child to work at his/her own level and to progress from there. At the same time, the teacher deals with each individual as part of the social group.

The school is actively implementing the National Curriculum which is required to be balanced and broadly based and which promotes the spiritual, moral, cultural, mental and physical development of the children. It is designed to prepare the children for the opportunities, responsibilities and experiences of adult life.

The National Curriculum is made up of the core subjects (English, Mathematics and Science) and the foundation subjects (History, Geography, Design Technology, Information Technology, Music, Art and Physical Education, Religious Education and PSHCE – Personal, Social, Health and Citizenship Education).

All classes timetable a Literacy hour and a Numeracy hour. Details of time spent on other areas can be given upon request.

We have a Computer Suite in addition to computers in the classrooms and we are continually developing our reference library.

Religious Education

The school has no religious affiliation, but religious education is taught in each class, based on the LEA's agreed syllabus. This is based on Christianity but in a broad and non-denominational way. We also study Judaism and the Islamic religion.

There are also acts of collective assemblies, the general character of which will be broadly of a Christian nature. Subject to a written note from parents, children can be withdrawn from religious education and assemblies. In this instance a child will work in an alternative area of school on extension work in another curriculum area.

The Arts

The Arts play an important part in the life of our school. Each year we build on the range of diverse cultural experiences that we provide for the children from Indian dancers, travelling theatre groups and musicians to local poets and storytellers. Visits are also used as stimulus for work across the curriculum.

As staff we are all highly committed to a broad arts curriculum that is developmental. We work together to ensure that all our children are taught arts skills as well as being given opportunities to explore a wide range of materials. We also take great pride in the way we display our children's work recognising it as a celebration of their achievement.

Absence during Term Time

Increasingly parents take family holidays during term time. This is extremely disruptive for a child's education and is discouraged. If this situation is unavoidable, then an Application for Pupil Leave of Absence from School for Parental Holiday needs to be completed and returned to the head teacher for authorisation. The criteria for assessing a request for leave of absence is as follows:

Holidays will not be considered

- During the first half term of a new academic year
- In between February and May half terms for pupils in Years 2 and 6 due to the timing of SATS
- The pupil has internal examinations/assessments near or during the time of the proposed absence
- If, on granting the request, the pupil's attendance rate falls below the national average (94.2%).

Leave of absence will only be granted in **exceptional circumstances** outside the periods and restrictions above and the following considerations will apply

- Whether the parents are restricted in terms of leave from their employer
- The nature of the trip

Only in **exceptional circumstances** may the amount of leave granted exceed more than two weeks in any year. A copy of the policy is available in the school office.

Head Lice

Hygiene checks are no longer carried out on a regular basis, so please be vigilant about checking your children's hair for head lice. For further advice, contact the School Nursing Advisor Nikki Kennedy - Telephone: 01226 777891x3853

Pastoral Care

Pastoral care is exercised in the first instance by the class teacher, then by the Head Teacher if the matter is more serious. The Head Teacher can be contacted directly if there are special problems. If parents do have concerns,

Children with Special Educational Needs

We recognise that all children are special and children of all abilities and needs are welcome at our school. We use regular assessment to identify the needs of all our children. At times, some children will need extra help and we work closely with parents and other support agencies to try to diagnose the area causing concern and then begin individual programmes of learning. We recognise that some children are exceptionally able and we aim to provide experiences that challenge all children and promote learning.

We use intervention programmes to support children with special needs, recognising that early identification is essential.

If you would like your child to attend Richard Newman Primary School and believe they may have special educational needs, please discuss this with the Head Teacher. A copy of our SEN Policy is available in school if you would like to see it.

Other Special Needs - Children with physical disabilities are welcome at our school and staff have extensive experience of their needs. We have appropriate toilet facilities in one part of our school and hope to add a further block soon. We are awaiting the addition of further access ramps.

Behaviour

The class teacher is concerned not only with the educational progress but also with the personal and social development of your child. We try to combine high expectations with a sympathetic approach. Sometimes, however, problems do crop up and we share any concerns with parents at an early stage and we hope you, as parents, will do the same with us. A new baby in the family, a sudden death or some change at home can cause your child to behave differently at school, just as anxiety over school work or a fallout with a friend can cause you problems at home.

We work hard at making our school a happy place where caring for others is considered important and children can feel secure and happy. Our rules are kept to a minimum and are simple to understand, and we do expect all children to keep to them.

Corporal punishment is never used but occasionally sanctions involving loss of privilege (eg, losing a playtime) are used. There is always plenty of opportunity and encouragement to make a fresh start.

A Behaviour Policy is available in school if you would like further details.

Exclusions

If the behaviour of a child is deemed such, that exclusion by the Head Teacher is the remaining option, then LEA guidelines will be followed. A copy of these guidelines is available in school.

Health and Sex Education

We have a Sex Education Policy for the school which aims to promote a healthy and positive attitude about sex and gender issues within a broad and clear moral framework. We hope to ensure that knowledge and understanding of sexual facts and issues occur at appropriate stages in the child's development. We aim to support the development of personal and social skills that are needed by young people to help make informed decisions.

A copy of our Sex Education Policy that details the content, organisation, methodology and resources of our Sex Education Policy is available in school. Subject to a written note from parents, children can be withdrawn from some health and sex education but we would welcome you into school to see teaching materials and discuss lessons in the first instance. (Children cannot be withdrawn from that which is part of National Curriculum Science).

Health and Welfare

If your child is ill or absent, please let us on the first day of absence, either by telephone or by letter. We need to know beforehand if a child has to leave school early or have time off during the day for medical appointments and we will only allow children to go if collected by a parent or another known adult.

Mr David Vincent our Educational Welfare Officer (EWO) will investigate continued or spasmodic absences. In order to raise the attendance percentage, first day absence will be followed up by our school attendance officer.

If children are ill at school, we will make them as comfortable as possible and contact you immediately. It is therefore vital that any contact numbers given are the correct ones. Although teachers' duties do not include administering medicine, the office staff have kindly agreed to give prescribed medicine to children, **when necessary**, but only on the completion of a parental request form for the administration of prescribed oral medicine. Please do not send throat sweets to school. Medicine must be brought each morning and taken home each night, please ensure it is named. It will be locked in the First Aid cupboard in the office. Asthmatics should have inhalers available at all times.

Our School Health Advisor, Nikki Kennedy, runs a drop in service for children in Y5 and Y6. This is usually held on alternate Wednesday's and a chart is put up in school to inform the children of specific dates.

Hannah Pickford is our learning mentor. Hannah will work with children, following referral, with the aim of removing any barriers that may exist and are impeding learning.

Emma Green is our Social Inclusion Officer. If it is necessary to exclude a child from a class, on the first day the child will be 'secluded' and supervised by Emma. This means the child will be educated out of class, within school, and supported to make a return when their behaviour is acceptable. There may be occasions when the only response to the behaviour is exclusion (ie, the child remains at home). Work will be sent from school and Emma will support the child on return to school.

Progress on OFSTED Action Plan

All staff have been working hard to improve areas identified in the school inspection in 2004. Details of current areas can be seen in the Post OFSTED Action Plan. Regular reviews will take place and parents will receive summaries of our action and impact.

Complaints Procedure

Parents consider their children's education very important and understandably have high expectations from the school. We would hope to meet those expectations and believe we provide the structure and opportunity for children to succeed. Should there be issues relating to the school that you are concerned about, please feel welcome to discuss these matters with the Head Teacher, Deputy Headteacher, Assistant Headteacher or the class teachers.

If these issues cannot be resolved informally you will be advised to put any complaint in writing to the Governing Body and thereafter to the Local Education Authority.

The complaints procedure has been set up by the Local Education Authority and a copy of the policy is available in school.

Child Protection Policy

Because of our daily contact with children, school is well placed to observe any outward signs of abuse, changes in behaviour, failure to thrive and neglect.

Parents should be aware that when it appears to a member of staff that a child may have been abused or neglected, or that a child discloses any form of abuse, the school is required, as part of the Local Child Protection Policy, to inform the Social Services Department.

Attendance - 2003/04

<u>Number on Roll</u>	<u>Attendance</u>	<u>Authorised Absence</u>	<u>Unauthorised Absence</u>
360	91.23%	5.66%	3.1%

Assessment of Children's Academic Progress

Staff are continuously assessing each child's progress and discuss this with parents during parents' evenings which are held twice a year. Teachers make assessments on a day-to-day basis, recording them where appropriate, especially where they will inform future planning.

There are also end of Key Stage statutory assessments in Year 2 (age 6/7) and Year 6 (age 10/11). The results of these tests are reported to parents along with a written report. (See next sheet)

The school sets targets for these results. The targets are as follows:

2005

	<u>Reading</u>	<u>Writing</u>	<u>Mathematics</u>
KS1	70%	70%	80%
	<u>English</u>	<u>Mathematics</u>	<u>Science</u>
KS2	67%	66%	77%

School Transfer

Most children transfer to Edward Sheerien School at the end of Year 6 (11 years).

Head Teachers meet regularly to liaise and further develop the provision we give for children in our catchment area. This communication between schools is regular and informative.

Term and Holiday Dates – 2004/2005

School Closed

Friday 22 October 2004
Thursday 23 December 2004
Monday 14 February 2005
Monday 21 March 2005
Monday 2 May 2005
Friday 27 May 2005
Monday 25 July 2005

School Opens

Monday 1 November 2004
Wednesday 5 January 2005
Tuesday 22 February 2005
Monday 4 April 2005
Tuesday 3 May 2005
Monday 6 June 2005
Monday 5 September 2005

INSET days for 2005/2006 have yet to be agreed.

Staff Professional Development

Five days each year are used for the professional development of staff. Areas of focus are outlined in the School Development Plan, which can be seen in school. Members of staff attend other courses as deemed supportive for personal development and the development of curriculum areas.

Weekly staff meetings ensure that all staff discuss current issues and plan events together.

Partnership With Parents

Families and friends contribute to our school in many different ways. Their skills, interests and hobbies enhance the work we do. We value all these contributions and are continually looking out for additional skills and interests (so please don't hide your light under a bushell!).

Parents or Grandparents who can spare time to come into school and help in the classrooms on a regular basis are very welcome.

We have also run very successful **Workshops** for parents during the day whilst the children are learning.

During the school year we hold two **Parents' Evenings**. The first in October/November gives you a chance to meet the class teachers and to discuss your child's targets for learning. This is an ideal time to give the teacher any information about your child. The second Parents' evening is held late in the Spring term and the teacher will advise you about helping your child.

In July all parents receive their child's report. This can then be discussed with the teacher on request, by appointment.

Each year your child will bring home a document called the Home School Agreement. This document outlines the partnership's expectations and invites your child to join this partnership. The areas included are expectations for attendance, behaviour, homework and communication.

Throughout their time at Richard Newman Primary School, your child will develop a **Primary Portfolio**. This is a small collection of each year's work which shows the progression made during their time with us. Any additions you would like to include from out of school achievements (swimming, dancing, cubs, brownies etc) provide a rounded picture of how your child is growing up and are welcome in their Primary Portfolio. At the end of the primary years the Portfolio becomes yours.

The Governing Body of the school includes **Parent Governors** who are elected by the parents and serve for up to four years. Anyone can stand as a parent governor and the local authority offers plenty of support and training for those who wish to become involved. Parents can also be invited to act as Co-opted Governors.

Numbered newsletters are sent home by pupil post (it is worthwhile checking bags and pockets occasionally!)

If you have a message or a quick question, please pop in either before or immediately after school as once teaching staff take responsibility for the children at 9.00am, they will be unable to give you the attention you require. If you would like longer to talk with either the class teacher or the Head Teacher, a time can easily be arranged.

Financial Statement

Budget Allocation 20001/02	741,938
Carry Forward	22,706
TOTAL	764,644

Employees Expenses	585,636
Premises Related Expenses	41,524
Supplies & Services	79,675
Support Services	52,429

TOTAL EXPENDITURE **759,264**

TOTAL INCOME **41,509**

Amount spent on Governors travel and meals – nil