



Information for Parents 2015-2016

The School Calendar

Autumn 2015

First day: Thursday 3rd September
Half Term: Monday 26th October – Friday 30th October
Last day: Friday 18th December

Spring 2016

First day: Tuesday 5th January
Half Term: Monday 15th February – Friday 19th February
Last day: Thursday 24th March

Summer 2016

First day: Tuesday 12th April
Bank Holiday Monday: 2nd May
Half Term: Monday 30th May – Friday 3rd June
Long weekend: Friday 1st July and Monday 4th July
Last day of term: Thursday 21st July

Introduction

Welcome to Redhills Primary School. We hope that all local children will want to come to our school, and that their parents/carers will be happy with the wide, rich and varied curriculum that we offer. We aim to offer a safe, secure and stimulating atmosphere in which all children want to learn and want to achieve as best they can.

I hope that you and your child will enjoy and value your partnership with Redhills School. I trust that you will find the following pages interesting and the information useful. Please do not hesitate to ask if you are still uncertain about anything.

Stuart Busby
Headteacher

Our Mission Statement

- We welcome everyone into a warm, friendly environment, where each person feels safe, valued and respected.
- Our children develop through experiences that are enjoyable, relevant and stimulating.
- Our children are encouraged to be creative, curious and independent.
- Our children aspire to be the best that they can be.
- We value your partnership in helping us to make the Redhills community strong.

Starting at Redhills



Parents/carers have the right to express a preference for the school that they feel will best suit their child. If you think you might like to come to Redhills you are welcome to come and have a look around. We welcome everyone, and hope that you will love

the school as much as we do! If you choose Redhills, what has to happen next?

Most parents/carers now complete an application online, which is preferred, by going to www.devon.gov.uk/admissionsonline. However, if you prefer, you can bring your child's birth certificate to the school office and fill in some paperwork. These forms give us some information about you and your child. If your child is starting school for the first time, or if we are over-subscribed in the year group you are applying for, the final decision on admissions is made by the Local Authority (LA). New parents/carers have to apply directly to them. Pre-schools, nurseries and libraries have 'The First Step' booklets available which include an admission form. These have to be returned to the LA in January. They will co-ordinate admissions across the whole city and will confirm the school at which you have been given a place by the end of March. If we are oversubscribed, places have to be offered in the following order:

To children living in the school's designated area with a sibling who will be attending the school at the time of admission.

To other children living in the school's designated area.

To children living outside the school's designated area, but with a sibling who will be attending the school at the time of admission.

To other children living outside the school's designated area.

Parents/carers who are refused a place at Redhills and wish to appeal against that decision are advised to contact the Admissions team on 01392 382056.

We provide a popular induction programme to enable a smooth transition for your child into Redhills. The children enjoy playing in the classrooms, and the parents/carers have the chance to learn more about many aspects of school life. Park Playgroup operates from our site, and we communicate closely with West Exe Children's Centre and other pre-schools and playgroups. We arrange a home visit in the latter half of the Summer Term. This meeting is between child, teacher, parent/carer and classroom assistant on home ground, which we find is invaluable in helping you, your child and us to get to know each other.

We are always prepared to discuss individual children's needs. We recognise that particular arrangements may be appropriate for certain children, and we will happily discuss arrangements in exceptional circumstances.



Staff September 2015

Headteacher

Mr S Busby

Assistant Heads

Mrs S Carter

Miss M Furlong

Teachers

Mrs K Singfield
Mrs C Rowley
Mrs L Spry
Mr M Widdowfield
Miss E Perry

Miss P Bond
Mrs E Pye
Mrs S Archibald
Mr A Semple
Miss K Wills
Miss K Powley

Ms R Brown
Miss E Easterbrook
Mr N Price
Miss A Reid
Miss E Noon

Classroom Assistants:

Mr B Bray
Mrs S Fey
Mrs M Gray
Mrs D Highton
Mrs M Johns
Mrs A Sturt
Mr S Poulton
Mrs C Williams

Mrs B Beames
Mrs T Cainey
Miss N Reed
Mrs H Hitchcock
Mrs P Miller
Mrs L Tarling
Mrs S Ottaway

Mrs H Brooke
Mrs A Feighan
Mrs A Hawkins
Mrs A John
Mrs R Oliver
Mrs E Wright
Miss G Norah
Miss N Beed

Administrative Officer

Ms A Drake

Clerical Assistant

Mrs J Mills

Resource Assistant

Mrs L Delve

Librarian

Mrs H Hitchcock

Parent Support Adviser

Mrs C Kelley

Mrs N Horkan (Senior MTA)

Mrs C George
Mrs L Millington
Mrs T Bennett

Mealtime Assistants

Mrs J Cook
Mr M Goodwin
Mrs C Melton

Miss C Dunn
Mrs T Gordon-Colebrook
Miss C Briggs
Miss H Young

Mrs T Burns
(Manager)

Kitchen Staff

Mrs A Braddon
Mrs C Bowden

Mrs M Martin
(Assistant Manager)

School Governors

Our school is controlled by our Governing Body. School governors provide strategic leadership and accountability in schools. Governors appoint the head teacher and are involved in the appointment of other staff. It is governors who hold the main responsibility for finance in schools, and it is governors who work with the head teacher to make the tough decisions about balancing resources.

Mr I Crocker
Chair – LA Governor
Mr N Price
Staff Governor
Mrs R Oliver
Parent Governor
Mrs J Hackworthy
Co-opted Governor

Mr P Thompson
Vice chair – Foundation Governor
Mr M Cousins
Parent Governor
Mrs T Burns
Parent Governor
Mrs A Maxwell
Co-opted Governor

Mr S Busby
Headteacher
Mrs S Fey
Co-opted Governor
Miss N Reed
Staff Governor
Miss E Sartor
Co-opted Governor

Ms J Mills
Clerk to Governors

The School Day

Redhills School has a Breakfast Club where children can have breakfast from 8.00-8:30 for just £1.00. All other children should arrive between 8:30 and 8.40. Teachers are in the playground ready to receive children at 8.40 am and **the school day begins at 8.45 am.**



The day starts with writing, maths or reading in class so it is vital that children are in school on time every day. If a child is not in school by 8:45 when the class register closes they will be sent to the school office and will be marked as 'late' in the register.

The office staff must see every child who arrives late so that our fire registers and dinner lists are accurate.

There is a morning break when, weather permitting, all children are expected to be in the playgrounds. Foundation and Year 1 children have their dinner from 12:00-1:00, Year 2 and 3 children 12:15-1:15 and Year 4 to 6 children have their dinner from 12:30-1:30. Please note that those children who have registered as staying for a school dinner or a packed lunch may not leave the school premises at lunchtime for any reason.

Teachers are in their classrooms to receive children 5 minutes before the start of the afternoon session and remain there for 5 minutes after the end of school at 3.00 pm. Unless they are taking part in an after-school activity, all children must be collected by this time.



The school week totals 31¼ hours. The teaching time for infants is 21¼ hours, for juniors 23¾ hours.

Whilst we naturally do our best to ensure the safety of pupils within the school day, we have to remind parents/carers that it remains their responsibility to ensure the safe journey of their children between home and school.

We ask parents/carers not to congregate in the infant playground before the end of the morning or afternoon sessions as the space is needed for PE up until the end of both morning and afternoon sessions. Parents/carers may not drive into the school drive at any time and we ask parents/carers to ensure that the school gateway is clear at all times for emergency access.

The Governors are anxious that we do not cause unnecessary inconvenience to our neighbours and all parents/carers are asked to avoid driving into Landhayes Road. We ask all parents/carers to park with consideration towards our neighbours in all the surrounding roads, and not to cause inconvenience to those neighbours even for a short time. Children are not allowed to climb on fences and walls and parents/carers should note that anti-burglar paint is in use throughout the site. For health and safety reasons, dogs are not permitted on the school site. The entire school is a "No Smoking" area.

Acts of Worship



Each child attends a daily Act of Worship, either in class or in the hall.

Parents/carers who wish to exclude their children from the Act of Worship are asked to contact the headteacher.

Sex Education

The Governors of Redhills have decided that sex education will be included in the curriculum. Parents/carers are invited to watch any sex education videos before they are shown in class. Any parents/carers who wish to exclude their children from sex education are asked to write to the headteacher in advance of the lessons.

Accidents and Insurance

Accidents will sometimes occur and children can be taken ill whilst at school, so it is very important that we have up-to-date telephone numbers by which we can contact a member of the family in case of such emergencies. If your number changes you must inform us immediately. If your only contact is a mobile number please ensure that your phone is kept turned on so that we can get in touch with you. I cannot stress enough how important it is that we are always able to get in touch with a parent, relative or trusted friend.



Very occasionally children have toileting accidents when they are at school. If this happens we will telephone you and ask you to come into school to clean up your child. We have changing and shower facilities so children can be returned straight to class. Again, if we are unable to contact you for any reason we must be able to contact somebody else who would be happy to come to school in these circumstances. It is important that a child is not left uncomfortable for any length of time.

Devon County Council informs parents/carers that except for injuries caused by building defects etc, or accidents that occur as a result of negligence by a member of the Local Authority's teaching or non-teaching staff, pupils are not insured against personal injury or

accident whilst on the school premises or taking part in recognised activities outside the school. Parents/carers may choose to make their own private arrangements by some form of personal accident policy.

School Transport

The majority of children who attend Redhills School live within walking distance of the site, and we are very close to both the E and F bus routes. Wherever possible we would urge you to get to school without having to use cars. There is a crossing patrol on Redhills near the turning for Barley Mount, and there are also pedestrian lights at the Exwick Road/Redhills/Buddle Lane junction. Please ensure that both you and your children use these safe places to cross the roads, and impress upon any children who walk to school by themselves the need to be safe at all times. If you do need to drive, please think about the local residents and consider the request from governors mentioned above.

The Local Authority only provide free transport for children up to eight years of age who live over three miles from the school which is designated to serve the home address, or for children aged eight and over who live over three miles from a designated school. This rarely applies to pupils here but details of Devon's transport policy are available from the school or the Local Authority.

Medicines, Health and Care

Devon County Council has instructed that medicines may not be brought into schools except in a few special circumstances. If for any reason a child is well enough to attend school but has to take medication, either short or long term, a parent should come into school to administer it.



School Health have advised us that if a prescription has to be taken three times a day, this can be done before school, after school and before bed with no need for the medicine to be given during school time. If the prescription requires medicine to be given four times a day and a parent cannot come into school to administer it, please bring the medicine to the office and complete the required forms. You should then see the support staff in your child's class and ask if they are prepared to administer it. Only medicines prescribed by a doctor and clearly labelled as such are acceptable. No aspirin, paracetamol, Calpol or similar painkillers are permitted on school premises unless they have been prescribed by a doctor and are labelled as such.

Children who suffer from asthma and who carry an inhaler may keep their inhalers in school. Parents/carers are asked to fill in the form as outlined above and to label each part of the inhaler.

The following support services are available for advice and help:

- The School Health Service - contact the School nurse Tel: 279361
- Integrated Children's Services - Tel: 383764 or 383768 for information
- School Meals - if your child requires a special diet such as gluten free, contact Mrs T Burns in our School kitchen Tel: 683026

Absence

We are required by law to keep a record of the reason for every absence for every pupil, so we ask parents/carers to ring the school first thing in the morning explaining any absence and to send a note on the return of their child. We have a voicemail service until 9.00 am for recording absence so please always leave a message. We will send you a text reminder to contact us with the reason for absence if we do not hear from you. If you want your child to attend a doctor's or dentist's appointment during school time, please advise us in advance and remember that we are not allowed to let children leave the school grounds in these circumstances unless they are collected by an adult.

There is very strict guidance with regard to holidays in term time, and we are unable to authorise term time holidays.

The school monitors the attendance for all pupils in the school, and rewards 100% attendance at the end of each term. Where children are consistently late or absent, we liaise with the Educational Welfare Officer who works with the families and the school offering support to improve attendance.

Money and Jewellery in School

Devon County Council expects all pupils to take full responsibility for their personal possessions, including money, and parents/carers to consider taking out insurance themselves to cover any risks. We recommend that money should only be brought to school when paying for school dinners, trips or any other special activities. Money must only be brought into school in a named envelope or purse.

Mobile telephones should not ordinarily be brought into school. If there are exceptional circumstances such as a child staying elsewhere overnight, the phone should be turned off and handed into the office first thing in the morning.

Children are not allowed to wear any jewellery in school with the exception of a watch and single stud in one or both ears. Instances have occurred of damage to the wearer and others. Rings or bracelets are not allowed in any circumstances and no jewellery is permitted during PE and games. If children are unable to remove their own earrings for PE and games, the jewellery must be covered by micropore tape. No responsibility can be accepted by teachers, cleaners, caretakers, or any other helpers for damage to, or loss of, jewellery or watches. Other than when they have been specifically asked to bring items in for a particular lesson, children are not allowed to bring into school toys or other “treasures”. If found, they will be taken from the child and will have to be collected in person by the parent. Teachers and other staff cannot be responsible for the safety of such items.

Parents/Carers and School



Parents/carers who would like to help in any way are always welcome and are invited first to contact their child's class teacher. If you wish to be more involved, you are encouraged to join FORS (the Friends of Redhills School) who do great work supporting the school through various fund-raising and other events. Without parent/carer volunteers the group cannot function. If you would like to know about FORS, please ask at the office and we will put you in touch with the parents/carers who are already involved.

There is a parents'/carers' information board just inside the front gates on which are displayed the latest newsletter, the menu, holiday dates etc. From time to time newsletters and notes from teachers are sent home. Children do not always remember to deliver these items, so you are asked to check school bags, pockets etc, and to empty them weekly.

School Clothing

Our school uniform colours are red, black, white and grey, and we have a special arrangement with Thomas Moore of Exeter, who supply our sweatshirts and polo shirts with the school logo.

Children should have a painting/craft apron or shirt and drawstring bag for their PE kit with the following when they come to school: Clothing should be marked clearly with the child's name.

Boys: White or grey shirts or polo shirts or logo polo shirts
Grey or black trousers, or tailored shorts
Red jumpers or School logo sweatshirts
Socks and dark shoes (not trainers)

PE (indoor)

Red, black or white shorts
Plain red or white T-shirt
Plimsolls or bare feet, but not trainers

PE (outdoor)

Shorts and T-shirt as indoor
Plimsolls or trainers

Girls: White blouses, or polo shirts or logo polo shirts
Grey or black skirts/pinafores or Trousers - but not jeans, fashion trousers or leggings
Red or grey jumpers or cardigans or school logo sweatshirts
Socks or tights and dark shoes or boots

PE (indoor):

Black or red leotards, or black, red or white shorts and plain red, white or school logo T-shirts
Plimsolls or bare feet, but not trainers
Very young children may wear knickers and vest until they can cope with leotards etc

PE (outdoor):

Shorts and T-shirt, plimsolls or trainers

Children are NOT permitted to wear:

Jeans or denim, including jackets

Leggings, Tracksuits, tops or bottoms (other than tracksuit bottoms for outdoor games in winter) Trainers (except for outdoor games)

Unsafe shoes*

Extreme hairstyles

Make-up including nail varnish

Patterned T-shirts (except school logo)

Jackets bearing slogans or designs which are inappropriate for school

*** All shoes should be suitable for energetic playtimes.**

High heels, sling backs, platform soles, flip flops, fashion boots or damaged footwear can all be unsafe and are therefore NOT allowed in school.

Jewellery is NOT permitted with the exception of a single earring stud in one or both ears. Children should be able to remove their own earrings for PE or games or should cover the earrings with micropore tape. Body jewellery, rings, necklaces, anklets and hooped or dangly earrings are not allowed in school.

All clothing and personal appearance must be appropriate for school, and the headteacher retains absolute discretion to determine what is and is not appropriate at all times.

Food and Drink in School

Years 1, 2 and Reception have mid-morning snack time, and are given a piece of fruit through the government's Fruit for Schools scheme. Other year groups can bring in their own fruit which they can eat during morning break.

Children are encouraged to drink water, and may not have drinks other than water in class. There are water fountains available outside all classrooms so that children can fill up their water bottles.



Children Years 1, 2 and Reception are entitled to have free school meals. We offer school dinners for our older pupils for (£2.00 per meal or £10.00 per full week) which are prepared in the school kitchen by our own staff from locally sourced ingredients.

A menu is sent home termly and children choose which meal they will be having on a daily basis.

Parents/carers are asked to pay for meals weekly (or further in advance if preferred) by sending in the money to the office each Monday. This should be in a sealed envelope with the child's name and class clearly marked on the envelope. Cash is preferred and unless change is requested, any overpayment will be credited to your child's account. Free school meals are provided for children of parents/carers on income support or income-related jobseekers allowance - if you qualify and wish to apply, please complete the official application form (BR35) obtainable from the school or the Central Divisional Office. You may also qualify if you receive child tax credit under a certain threshold, but this applies to very few people and you do not qualify if you also receive any working tax credit. You must bring in your form TC602 as evidence of this benefit.

Alternatively, children may register to stay in school at lunchtime and bring their own packed lunch, for which there are some rules.



Please do not send your child with pre-packed food that he or she cannot open. Should your child require an alternative drink to water with their packed lunch, please use a container, including flasks, that he or she can easily open. Glass bottles and cans are not allowed. Packed lunches should be in clearly-labelled boxes or bags and carried to school in bags that will fit easily on to a peg - we just do not have room for large bags. Drinks should never be carried in children's book bags as any damaged books must be paid for by the parents/carers of the children concerned.

Children in their first year are encouraged to have school dinners rather than packed lunch.

Behaviour

It is obviously in everyone's interest that children have a good understanding of appropriate behaviour before they start school and we ask for the co-operation of parents/carers in ensuring that this has occurred.



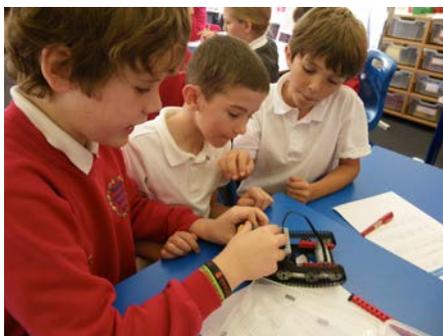
All classes have agreed codes of conduct drawn up by the children, and these match the rules for the whole school. Children are expected to respect each other and all adults at all time, and adults are expected to behave in an identical fashion towards children. We believe that all children have the right to learn, and similarly teachers have the right to teach, in undisturbed conditions. Any minor breaches of unacceptable behaviour are dealt with initially by the classteacher. We have an agreed process if

inappropriate behaviour continues, which ultimately involved parents/carers and the headteacher. However, it is important to remember that nearly all of our children behave extremely well nearly all of the time.

At lunchtime the headteacher or other senior members of staff are always on the premises but teachers are not required to supervise children and our mealtime assistants (MTAs) look after the children. The expectations that children respect adults extends to all MTAs, and they in turn are expected like all other adults to treat children with respect

The Curriculum

At Redhills we provide an education of breadth, balance and progression in line with the national curriculum. We currently have about 330 children on roll, arranged in teaching groups to make the best use of our resources. The national curriculum provides for children to have access to the following subjects: English, mathematics, science, history, geography, RE, ICT, music, art and craft, Design and Technology, PE and modern foreign languages. We also have lessons about aspects of life which are aimed at making children more aware of the responsibilities of living in a modern society. These are called the Social and Emotional Aspects of Learning (SEAL).



It is not necessary or practical to include the contents of the national curriculum in this booklet, as detailed information on the national curriculum levels will be explained during parent meetings and included in pupils' reports. We let parents/carers know about forthcoming work

and explain how they may be able to assist their child. Parents/carers are encouraged to read with their children whatever their age and support them with their work in school. Children are set regular homework, ranging from reading and learning spellings to writing, completing maths problems and other tasks. We welcome your comments in homework books and reading logs.

Library and Resources



Our library has had extensive investment in books over the last few years.

We use the Devon Library Service so that our books can be regularly exchanged to provide children with titles by the latest authors. Besides its computer, video and photocopying facilities, the library/resource area provides a conventional service of books for loan or reference and children are encouraged to select appropriate materials to extend their learning.

There is a thumbprint recognition system and scanner in the library, and children book out anything that they borrow.

Books should be returned regularly. If a book has not been returned children will be given verbal reminders and then we will issue you with a formal reminder notice. If the book cannot be found parents/carers will be expected to pay for its replacement.



We have several Book Fairs each year which are usually very well supported by parents/carers and which provide the school with commission with which we buy more books

Education Beyond the Classroom



It has long been accepted that children learn best from first-hand experiences and, with this in mind, Redhills aims to offer all children opportunities to benefit from a variety of surroundings.

During most terms, classes make half-day or whole day visits on foot or using buses to experience different aspects of the local environment. As part of their curriculum pupils take part in activities outside school.



These depend on which year your children are in but can include trips to Dawlish, Exmouth and Stover. When a visit or outside activity is planned, parents/carers will be asked to contribute to the cost of that activity.

We try to keep costs as low as possible and ask all parents/carers to pay the suggested donation wherever possible. If contributions do not equal the cost, the activity may well have to be cancelled.



We allow parents/carers to make payments for the Year 6 residential trip over a period of several months. All trips must be paid for prior to the visit taking place and we must receive completed consent forms otherwise children cannot attend.

Clubs and Activities

We have a breakfast club which operates from 8:00 each morning and an after school club on Tuesdays and Thursdays for Years 3, 4 & 5. Staff also run a variety of lunchtime and after-school clubs for children which normally include netball, football, table tennis, choir and gardening. Some groups are geared towards specific age groups. We also welcome instrumental teachers, and currently host lessons for violin, guitar, trumpet, clarinet, flute, drums and saxophone. Parents/carers pay for these lessons privately, as there is no funding available.

Special Educational Needs

It is not always appreciated that the expression 'special educational needs' covers a wide range of children who it is believed will benefit from additional help because they are gifted, physically disadvantaged or are experiencing difficulty in a particular learning area or with their behaviour.

The school has an Assistant Headteacher with responsibility for Special Needs who collaborates with classteachers and outside agencies to produce individual work programmes. Parents/carers will always be contacted before additional help is sought. This help may be drawn from the learning support services, behaviour support team, advisory teacher for gifted children or the Educational Psychologist.

We work closely with the six other community primary schools in our neighbourhood, West Exe Children's Centre and West Exe Technology College. Together we form the West Exe Schools Learning Community within the Exeter Learning Community. This group ensures that, through frequent consultation and joint ventures, there is a degree of cohesion and liaison for children attending our schools while maintaining our own individuality.

Reports and Consultation

All children are given a written report towards the end of the Summer term. We also set targets in conjunction with parents/carers and children to focus attention on those areas in which we can work to make improvements together.



Detailed information on National Curriculum levels is included on reports and recorded by teachers to assist in promoting continuity when children leave Redhills for their high school. Teachers are always pleased to talk to you about your child's progress etc, but it

is helpful to arrange a time to suit both parties. Formal consultations are arranged twice a year and parents/carers receive letters offering them appointment times. The Headteacher and Assistant Heads are also pleased to see parents/carers, but making an appointment is helpful.

In line with the Government directives you will be invited to sign a Home/School Agreement, a copy of which will be kept in school. Children and parents/carers also sign up to a playground charter in which they promise always to have kind hands and feet, to have kind voices, to share their games with others, to always do as the adults in the playground ask them and to look after the playground and everything in it.

What to do if you are unhappy or dissatisfied

If you have any worries about your child, their teacher should be your first point of contact. If you still have concerns, you should make an appointment to see the Headteacher or Assistant Headteachers at school. If the matter is still unresolved, you should put your concerns in writing to Mr Busby, the Headteacher. He will investigate the situation fully, reply in writing and make an appointment to see you in person. Beyond that, representations may be made to the Chair of Governors.

Our aim is to work with you, the families of the Redhills community to help the children make the most of their time in school. We hope that when the time comes for your child to move to the next phase of education you will feel that Redhills has achieved that aim.

After Redhills - The Next Step

Depending on where they live, most children from Redhills normally transfer at 11+ to West Exe Technology College. Parents/carers do have the right to express a preference for one of the other high schools if they wish, and children from Redhills in the past have gone to St James's High School, Queen Elizabeth's, St Peter's, Isca and St Luke's. The School Office has a catchment area map if you require more information. Parents/carers are asked to decide which school they would prefer in the Autumn Term of Year 6 and to this end, details concerning transfer are circulated to parents/carers in good time for them attend the various Open Days. This enables children and parents/carers to come to an informed decision. Parents/carers are encouraged to make an application online and will be notified of their allocated school in the spring.



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www.redhillsprimary.co.uk