

# WELCOME TO BISHOP RIDLEY CE VA PRIMARY SCHOOL

*'The quality of teaching and pupils' achievement are consistently good. There is a strong learning community of which pupils, and parents and carers, are proud.'*

*Ofsted Inspection Report  
2014*

This prospectus contains much of the information you will need to know about our school. We hope you find it useful and informative and hope that your child's years at Bishop Ridley CE Primary School are happy and successful.

Steven Hall  
Head Teacher

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<i>Head Teacher</i>	Mr Steven Hall, BA (Hons)
<i>Chair of Governors</i>	Mrs Kim Charlwood
<i>School status</i>	Church of England Voluntary Aided (Diocese of Rochester)
<i>School type</i>	Primary co-educational with nursery unit
<i>Age range</i>	3 to 11 years
<i>Number on roll</i>	470 pupils (June 2016)
<i>School hours</i>	Nursery      8.30am – 11.30am (older children) 12.30pm – 3.30pm (younger children) Infants        8.50am – 3.15pm Juniors        8.50am – 3.20pm

## Starting School

### Visiting arrangements for prospective parents

We hold regular open mornings for prospective parents and children. Please contact the school for further information or look on our website for viewing dates. We look forward to welcoming you to Bishop Ridley CE Primary School.

### Admissions

We admit a maximum of fifty-two children into the Nursery at the beginning of the academic year in which their fourth birthday falls and sixty children to our Reception classes in the year they are five. All the children are able to start in September. In the Nursery the oldest twenty-six are offered morning places, whilst the younger twenty-six are offered an afternoon place.

The Local Authority has produced an booklet about the admissions procedures, which can be obtained from the Admissions Team, Directorate of Education and Leisure, Hill View, Hill View Drive, Welling, Kent, DA16 3RY (tel: 020 8303 7777).

Children joining our nursery and reception classes come in for a session towards the end of the summer term prior to their admission, to meet their new teacher and become familiar with the nursery. At the same time parents meet with the Head Teacher, who outlines school procedures and policies and answers any queries.

### Starting School

*'Children in the Early Years Foundation Stage play well together. They use a range of resources carefully and listen well to their teachers. They are enthusiastic about their learning, and confident to talk to visitors and share their ideas.'*

*Ofsted Report*

Children start primary school with a variety of experiences and skills. With this in mind we aim to make the transition from home to school as smooth as possible.

In the first week of term you and your child are invited to an interview with your child's new teacher at which you are able to share any particular information you may have and for the teacher to meet you and your child on a one-to-one basis. It is also a valuable opportunity for the teacher to assess your child's attainment on entry to school.

In the second week of term the nursery children start their morning sessions, while children in the reception year have a phased start, initially staying until 11.45am, then for lunch, and finally for the whole day. This usually takes a week or two, depending on the start date. Parents of reception children are also invited to attend an Early Years/Reading Workshop led by the Deputy Head Teacher and the Early Years teaching staff, who explain how the curriculum operates, how we teach reading and how you as parents can help your child at home. We strongly encourage all parents to attend this meeting.

The 'Foundation Stage Profile' is used to assess each child's progress through the Foundation Stage, which is followed by the children in the Nursery

and Reception and which is designed to prepare them for the National Curriculum which starts in Year 1. Parents receive a copy of the profile at the end of the reception year.

*'The quality of teaching over time is good because teachers have high expectations of pupils. Consequently, pupils are aspirational and want to do well, particularly when their work is more challenging.'*

*Ofsted*

### **Our Mission Statement**

Bishop Ridley School will diligently promote effective learning and discipline through the support of the school, the family, the Church and the wider community to achieve academic excellence as well as personal, social and spiritual fulfilment within a Christian foundation.

### **Our Aims**

At Bishop Ridley we aim...

- to provide an excellent education for pupils of all abilities and backgrounds in the context of Christian belief;
- to create a Christian ethos built upon the belief in the uniqueness and worth of the individual, based on Christian principles and a respect for other faiths;
- to create a secure and happy family atmosphere, committed to the care of each member of the school community;
- to maintain and develop strong supportive links between school, home, parish, diocese and the wider community;
- to build and nurture our children's confidence, self-esteem, creativity and skills within an inclusive and caring Christian environment.

The RE curriculum and worship have a significant place in the life of our school, nurturing the spiritual, moral, social and cultural development of all our pupils.

### **Our Core Christian Values**

We have identified six core values that are fundamental to the life of our school: trust, forgiveness, thankfulness, compassion, friendship and humility. These values are celebrated and nurtured in all our pupils, to enable them to grow into caring and compassionate individuals.

## The Curriculum

Each area of the curriculum is managed by a member of the teaching staff. The National Curriculum subjects are: English (Literacy), Mathematics, Science, Religious Education (RE), Computing, History, Geography, Music, Art and Design, Modern Foreign Languages (MFL), PE and D&T (Design and Technology). We have adopted the diocesan RE syllabus and teach French.

As a Christian school we place a strong emphasis on the social, emotional, spiritual and cultural education (SMSC) of our pupils. We are committed to involving our pupils fully in all aspects of school life, to reward and celebrate excellence and effort and to recognise achievement and needs. We have a School Council made up of elected pupil representatives, who meet regularly to discuss issues affecting the school.

The Curriculum is thoroughly planned to meet the statutory requirements of the National Curriculum and all teachers follow these plans when teaching.

*'Teachers extend pupils' use of subject vocabulary and skills effectively. [They] are good at asking pupils questions to extend their learning [and] adapt tasks well so that pupils of different abilities make good progress in their learning. Teachers are also good at giving explanations to improve pupils' learning.'*

*Ofsted*

### Early Years Curriculum

Children in the nursery and reception classes follow the Foundation Stage curriculum, which is made up of seven Early Learning Goals: Literacy; Communication and Language; Mathematics; Understanding the World; Personal, Social and Emotional Development; Expressive Arts and Design; and Physical Development. There is also an emphasis on play, which becomes increasingly structured and linked to the Early Learning Goals as the children move through the Foundation Stage, preparing them for the National Curriculum in year 1.

### English

Language development and literacy are of paramount importance at Bishop Ridley where our aim is to equip pupils to use both verbal and written English confidently and successfully in all aspects of their lives. Reading, spelling, punctuation and grammar are taught systematically, and often discretely, which complements the cross-curricular writing we practise throughout the school. In the EYFS, Year 1 and Year 2 children are taught phonics every day and this is continued, as required, in Key Stage 2. Reading is also taught daily and the use of structured schemes ensures that every child makes appropriate progress and achieves confidence, understanding and fluency before becoming a 'free reader'. In KS1 we use colour coded reading books which are closely matched to the phonic phases and in KS2 we use the Collins Big Cat reading scheme, which we have recently extended into KS1. In addition, the school has an attractive and well-resourced library with a wealth of story and picture books as well as non-fiction texts that relate directly to the Science and Humanities Programmes of Study. We also nurture children's understanding and enjoyment of Shakespeare using practical

imaginative approaches in English and drama to spark their interest and enthusiasm and to give them a life-long love of his work, regardless of their age, their stage of learning or their level of attainment.

### **Mathematics**

Every class has a daily Mathematics lesson covering all aspects of the subject: number, algebra, space, shape, measure and handling data, as well as using and applying Maths (problem solving). Children are encouraged to learn number bonds and times tables, which they are expected to know by heart by the end of year 4 at the latest.

*'At the end of Year 6, pupils' attainment is above average. The most able pupils achieve well by the end of Year 6. These pupils are especially successful in attaining higher levels in mathematics because teachers are adept at providing them with more challenging tasks in lessons.'*

*Ofsted*

### **Science**

Every year group follows a structured programme in science, covering scientific enquiry, life processes and living things, materials and their properties and physical processes. Children follow an investigative approach to science as far as possible, being encouraged to develop enquiring minds and a methodical approach.

### **Computing**

We have a purpose-built IT suite, with 30 computers fully networked and linked to the Internet. Each class is timetabled to use the suite, to enable the children to develop their computing skills and to take full advantage of the latest technology. In addition every classroom is fitted with an interactive board linked to the main server and the Internet, which teachers use as a valuable teaching and learning resource. We also have a mobile laptop station which can be moved from class to class.

### **RE**

We have adopted the Diocese of Rochester's RE syllabus. It is largely Christian in content and emphasis, although the children also learn about the other major world religions, namely Hinduism, Sikhism, Buddhism, Islam and Judaism. Children not only learn *about* religion but also *from* religion, enabling them to develop as caring and thoughtful human beings.

*'Pupils achieve well in a caring Christian environment and are well prepared for the next stage of education. The school is a friendly, welcoming and inclusive place with good relationships which is evidence of its Christian values in practice. The well-being of pupils is taken seriously as befits a Christian school.'*

*SIAMS (Statutory Inspection of Anglican & Methodist Schools) Report  
2014*

### **Collective Worship**

Aspects of RE and spiritual, moral, social and cultural education (SMSC) are also covered in the daily act of Collective Worship, which is Christian in character and led by members of staff, clergy or visiting speakers. Themes for worship include Christian values such as friendship, trust, reverence and wisdom, as well as commemorating the major Christian festivals throughout

the year (eg. Harvest, Epiphany, Lent). Children say prayers throughout the day (eg. the Grace before lunch and a prayer to reflect on the day before they go home). The Vicar of Bishop Ridley Church visits the school regularly to lead collective worship and the children visit the Church at Christmas, Easter and other times of the year. We also invite other individuals and groups to lead worship at various times and children are encouraged to take an active role in assemblies. Parents have the right to withdraw their children from collective worship and RE and should apply in writing to the Head Teacher for permission to do so.

*'RE has a high profile and is well led. Teaching is good and does not shy away from difficult topics. Clear leadership and good management means that the school has developed well in its ten year journey from local authority to church school.'*

*SIAMS Report*

### **Geography**

Our pupils follow a planned curriculum covering geographical enquiry, learning about places and understanding environmental changes and sustainable development both locally and globally. Maps and mapping skills are taught across the school. We also often hold special enrichment events such as European Day, when children learn about various aspects of life and culture in other European countries.

### **History**

In the Early Years and Key Stage 1 the children are introduced to the concept of 'the Past' and how it was different from the present. They look at how people lived (eg. in Victorian times), famous events (eg. the Gunpowder Plot and the Great Fire of London) and famous people (eg. Florence Nightingale and the Royal Family). In Key Stage 2 the children study the history of Britain from the Stone Age through to Norman England. They also learn about the Ancient Egyptians, Ancient Greece and World War II. In Year 6 the topics tie in with specially organised visits (eg. a comparative study of London and Paris). The whole school studies the Tudor period in the Autumn Term, to link with our Shakespeare topic. We also commemorate important historical anniversaries such World War I, the Battle of Waterloo and Magna Carta.



*Commemorating the centenary of the start of World War I*

## **Art and Design**

We place a great emphasis on fostering creativity through Art. Children study the work of established artists and develop their own artistic skills. Visits to galleries and exhibitions enrich the curriculum.

## **Music**

From the earliest years our children are taught to listen to and respond to a variety of musical forms, to enjoy and create sounds using instruments and their voices. We have a highly successful handbell group, choir and brass band, as well as offering lessons in strings, guitar, woodwind and brass. Our music groups have played at music festivals at the Royal Festival Hall and the O2, the local hospice, civic ceremonies in Bexley, church services and have also toured other schools in the borough, giving concerts and recitals.

## **PE and the Sports premium**

Children follow a programme of physical activity, incorporating dance, games, gymnastics, athletics and outdoor activities. We have close links with Charlton FC, who run coaching sessions after school. We also have dance clubs for all ages and Kent Cricket Club runs cricket coaching for our older pupils in the summer. Pupils in Years 4, 5 and 6 have swimming lessons at the local baths. We use the Sports premium to employ a specialist PE teacher who takes all classes from Years 2 to 6 for outdoor PE (Games).

*‘Sport plays an important role in the school.’*

*Ofsted*

## **Design and Technology**

Our pupils are taught to develop, plan and communicate their ideas; to work with tools, equipment, materials and components to make a variety of objects; and to evaluate what they have designed and made.

## **French**

All classes from Year 2 have regular lessons in French and Year 6 pupils go on a residential trip to France, where they get a chance to practise the language (or not).

## **PSHE and Citizenship**

Personal, Social and Health Education (PSHE) begins as soon as the children start school, and includes aspects such as learning to live together, the importance of rules, staying safe and healthy, being responsible members of the community (Citizenship), developing good relationships, respecting differences, as well as a basic sex education programme for our oldest pupils.

*‘Leaders do not tolerate discrimination of any kind. Parents and carers speak highly of the school and say that staff listen and respond to any concerns about their child’s learning.’*

*Ofsted*

## **Extra-curricular activities**

We provide our pupils with a wide range of out-of-school activities to enrich their education and broaden their interests. These include clubs for football, sewing, cricket, rugby, dance, art, choir, reading, handbells, recorders, reading, writing, Spanish, gardening and drama.

*'What the school does to support pupils' spiritual, moral, social and cultural development is a strength. Pupils enjoy the range of learning opportunities on offer at the school.'*

*Ofsted*

### **Educational Visits**

We arrange visits during the school year to support work in various topics. Venues include the National Gallery, the British Museum, Greenwich, London Zoo, the Imperial War Museum, the Museum of London, Broadstairs and Godstone Farm. We also organise a five-day residential trip for our Year 6 pupils; venues have included Normandy (including Mont St Michel and the Bayeux Tapestry), Paris (including the Louvre and the Eiffel Tower) and the Isle of Wight (including Osborne House and Alum Bay).



*Year 4 performing 'Macbeth' at the Greenwich Theatre*

### **Homework**

From the very start we encourage parents to become involved in their children's learning. We have a home-school reading scheme which operates throughout the school. During the course of year 1 pupils start to bring home spellings and number bonds to learn. The amount of homework gradually increases as children move up the school. By the time they are in Key Stage 2 (juniors) children bring home English and Maths regularly, as well as times tables to learn, spellings, reading and research connected to their topic work.

At the start of each term we send out detailed topic letters outlining what is being taught that term and give suggestions as to how parents can support this at home, through suggested activities, visits, websites and so on.

### **Special Educational Needs (SEN)**

Those pupils who experience some difficulty with aspects of their learning are often identified as having Special Educational Needs. Class teachers and the Inclusion Co-ordinator draw up and regularly review provision maps, designed to address individual pupils' needs within the classroom.

Where the problems are deeper, children receive extra help from our Inclusion Co-ordinator and teaching assistants (eg. with phonics and reading). It may become necessary to involve external agencies (eg. Educational Psychologist, Assessment Teachers, the Speech and Language Therapist, English Language Support teachers) and, in a few cases, for the pupil to receive an 'Education, Health and Care Plan' (EHCP) from the Local



Authority, detailing the learning difficulties and suggesting ways of supporting the pupil.

*‘Those who have special needs make good progress. Pupils who speak English as an additional language are successful and... do better by the end of Year 6 than similar groups nationally. Those from different minority ethnic groups achieve well.’*

*Ofsted*

### **Pupil Premium**

The Pupil Premium is funding from central government designed to enable schools to support children who are entitled to free school meals. We use our premium to provide extra teaching support for pupils, as well as funding our Parent Support Adviser and subsidising activities.

### **English as an Additional Language (EAL)**

Where pupils’ understanding of English is weak, additional support is provided by the school, with a programme to help them grasp the basics of the English language as quickly as possible and to support them with their class work.

### **Equal Opportunities**

Bishop Ridley operates an Equal Opportunities policy in accordance with Local Authority guidelines, which aims to give all children equal access to learning and equality of opportunity and treatment in all areas of school life.

## **The Organisation of the School**

Bishop Ridley School is two-form entry primary school, admitting two classes of 30 children each in reception. We have fourteen mixed-ability classes plus a Nursery unit. The children in Key Stage 2 are set for Literacy and Maths according to ability and subject specialist teaching also takes place within year groups.

The curriculum is carefully planned and teachers use a variety of methods to teach it. The methods used (such as whole class or group teaching) depend very much on the lesson content and on the needs of that particular group of children. Children with special needs usually have work differentiated for them (mostly in Literacy and Mathematics) and more able pupils are given extension activities and set more challenging tasks where appropriate. Class teachers are supported by a team of Teaching Assistants, who work with small groups and individuals within the class.

## **Discipline**

*‘The behaviour of pupils is good. In lessons, pupils work well together. Pupils demonstrate good attitudes to one another [and] are eager to become even more successful in their learning.’*

*Ofsted*

Bishop Ridley CE Primary School has a Code of Conduct, which has been drawn up by staff and children. There are eight clear and all-embracing rules, which we expect all children to know and follow:

*We respect our school and everyone and everything in it  
We walk around the school quietly and sensibly  
We listen when someone is speaking to us  
We always do our best at things we have been asked to do  
We consider the safety of ourselves and of others  
We try to include others in what we do  
We tell the truth  
We follow our Code of Conduct.*

We also have agreed procedures for dealing with cases of bullying and other serious misdemeanours.

*'Relationships between pupils and their teachers are very positive. There is a strong sense of community that reflects the school's Christian values, which are shared by both pupils and staff.'* *Ofsted*

### **Rewards**

Children are rewarded with stickers and stamps. These are awarded for good behaviour, positive attitudes, effort, good work, helpfulness, politeness and so on. When a child has acquired a certain number of stickers or stamps they receive a certificate in our 'Achievements Assembly' (held every Friday) to which parents are invited. Good work is also shown at this assembly, and other successes and achievements are celebrated.

We also have a 'pupil of the week' award in each class who are able to use the 'Club Lounge' at playtimes as a reward. Teachers also choose one particular child every term who has excelled in some way to receive a special termly award. .

We encourage the children to take responsibility for their own actions and to treat everyone and everything with respect. Our Golden Rule is to treat others the way we would want to be treated ourselves. We celebrate achievement and success, but also encourage effort and children to do their best. We stress the positive aspects of behaviour and make clear the unacceptability of anti-social behaviour.

### **Sanctions**

When a child breaks a school rule they receive warnings, are told off and may miss some or all of their playtime. They may be given work asking them to reflect on their behaviour or some other form of punishment appropriate to the misdemeanour. For serious misconduct they may miss several playtimes or be sent to the Head or Deputy Head Teacher. Where bad behaviour persists, parents are notified and called into school to discuss their child's conduct. A home-school contact book may be set up, providing daily communication between the class teacher and parents. If there is no improvement then external agencies will be consulted and, if necessary, the child may be excluded from school.

*'The school's work to keep pupils safe and secure is good. Pupils are adamant they feel safe within the school and that any form of bullying is rare. Pupils say that they get along well together, and that discrimination is not an issue. They say that their teachers are helpful, look after their well-being and give them a secure understanding of how to keep safe.'*

*Ofsted*

### **School teams and events**

All children belong to one of four teams or houses: Romans (Red), Normans (Blue), Saxons (Yellow) and Vikings (Green). The teams are used on sports days and other special occasions when the children are able to represent their team.

### **School Uniform**

All children are expected to look smart at all times and to wear our school uniform:

*Burgundy sweatshirt or cardigan*

*Grey or black trousers or skirt*

*White polo shirt*

*White shirt and school tie (optional)*

*White or dark socks or tights (not black socks for girls)*

*Black shoes (no high heels, boots or trainers)*

In the summer girls may wear white and pink check dresses and sandals (not open-toed). Girls are also allowed to wear school regulation trousers.

For PE and games children wear:

*White t-shirt*

*Burgundy (or another plain colour) shorts*

*Black elasticated plimsolls (trainers may be worn only for outdoor PE)*

*Track suit (in winter)*

The PE kit should be kept in a separate bag. Children also need an art apron - an old shirt will do. The school uniform is available from the Friends of Bishop Ridley School via the school. All items of uniform must be clearly labelled with your child's name.

### **Jewellery**

No jewellery should be worn. Only studs are allowed for ears and a child must be able to take these out or cover with a plaster for PE and games. They must remove studs when swimming. Similarly, long hair must be tied back and the wearing of beads in long hair is not permitted during PE lessons, in accordance with the Borough's Health and Safety Guidelines.

### **Personal Belongings**

We provide all the necessary stationery equipment such as pencils, pens and rulers. Older children often bring their own writing implements in a pencil case. No other personal belongings (eg. toys) should be brought to school unless specifically requested by the teacher.

## **The School Day**

### **Nursery**

The morning session starts at 8.30am and finishes at 11.30am. The afternoon session starts at 12.30pm and finishes at 3.30pm. When the doors open parents bring their children into the nursery, where they are met by the nursery staff. The children are collected from the same place. No child is allowed to leave with an unauthorised adult.

### **Infants**

School starts at 8.50am. Children in Reception and Year 1 wait with their parents in the front waiting area until the doors are opened at 8.45am, when they line up and go to their classrooms. Year 2 children come in with the older children via the junior playground. Lessons start at 8.50am. School finishes at 3.15pm, when the children leave by the doors at the front of the building. Again, they are only allowed to go with an authorised adult.

### **Juniors**

School starts at 8.50am. Children wait in the junior playground from 8.40am until the doors open at 8.45am, when they line up and go to their classrooms. Lessons start at 8.50am. School finishes at 3.20pm, when the children leave by the doors at the front of the building to be collected or to go home by themselves.

Children arriving after 8.50am must report to the office where they will be signed in as late.

### **Mid-morning break**

Infant children are able to bring in a healthy drink of their own to have at the mid-morning break (nothing fizzy). This should be in a carton, plastic bottle or flask, not in a glass bottle. Water is available from the drinking fountains around the school. Infant children are provided with a piece of fruit at mid-morning break (as part of a Government-funded scheme). Junior children are also encouraged to bring in fruit to eat at break time.

### **Water bottles**

All children are allowed to bring in a water bottle (the sports type, which will not spill) to keep in their classroom and refill when necessary. They have access to these during class time, to prevent dehydration and to aid concentration (in theory).

### **Lunchtimes**

Children can either have a hot meal or bring a packed lunch. Water is available, although children may bring in their own drink in a suitable container (nothing fizzy). The midday supervisors encourage the children to eat their lunch; if there is a problem with your child not eating properly then we will inform you. Nut-based products are not allowed, as several children have serious allergies, neither are sweets and chocolate, as we encourage the children to eat healthily.

In September 2014 the Government introduced the Universal Free School Meals scheme to provide all infant-aged children with a free midday meal. Children in the Junior year groups are still required to pay for their meals, unless they are entitled to free school meals (FSM). Meals are paid for on Mondays. Children can change from packed lunch to school meals (or vice

versa) at the half term or end of term break. If your child is late and requires a school meal then the office must be informed by 10am, when the meals have to be ordered.

## **Pupil Health and Welfare**

*'Leaders promote equality of opportunity well. Support for all groups is effective. Attendance is high. The overwhelming majority of parents and carers were of the view that their children are happy and feel safe at school.'*

*Ofsted*

### **Safeguarding**

All staff are trained to recognise signs of physical, emotional and sexual abuse, as well as neglect. They report their concerns to the Designated Teacher, who at our school is the Head Teacher. Our concern is the welfare of the individual child and this will determine our course of action, whether or not to contact parents, social services or the police. Similarly staff are aware of the need to look out for signs of radicalisation and extremism and any concerns will be reported to the Designated Teacher.

### **Medicines**

The school cannot routinely administer antibiotics or any other medicines. If your child needs these then you or a named representative must come into school and administer the medication. We supervise the use of asthma inhalers or other medication which a child may need for a diagnosed permanent medical condition. In this case a medical plan is drawn up with the School Nurse.

All medication (including inhalers and epipens) must be clearly labelled with your child's name and accompanied by a letter explaining their use and dosage. Parents are responsible for checking to see if the medication needs replacing. Inhalers for infant children are kept in the medical room; those for junior children are kept in their classroom. All other medication is kept in the medical room.

### **First Aid**

All our support staff are qualified to administer First Aid. All accidents are recorded and bumped heads will come home with a note. If a child is injured or unwell they normally stay at the first aid station or are sent to the school office. If we think they are unfit for school then we will contact you or a named representative and ask you to come and collect them as soon as possible. If your child has been physically sick, please keep them off school for 24 hours to ensure a full recovery.

### **Emergency Contact with Parents**

The school office keeps a record of home telephone numbers and other emergency contact numbers in case we need to get in touch with parents urgently. Please make sure you keep us informed of any changes. We also use ParentMail, where we can send you text messages and emails.

### **The School Nurse, EWO and Parent Support Adviser**

We have an allocated School Nurse who is always willing to help and advise on any problems you may have regarding your child's health and

development. She organises medical examinations and draws up medical plans for individual children. The Education Welfare Officer (EWO) visits the school regularly to check on attendance and punctuality. We also have a Parent Support Adviser who is able to offer support and advice to families experiencing difficulties (eg. with housing).

### **School Security**

All external doors cannot be opened from the outside. Visitors and parents must report to the school office to sign in if visiting during the school day. Latecomers should also report to the office to be signed in and not try to get in by one of the other doors. Staff are instructed to approach and challenge any unauthorised person on site. For security reasons all visitors to the school must sign in and out and wear an identity badge. The whole school is protected by CCTV, with cameras in operation 24 hours a day.

### **Smoking**

All visitors are requested not to smoke anywhere on the school site (including outside) as we operate a strict no-smoking policy.

### **Road Safety**

Children are taught about all aspects of road safety as part of the Health Education programme. We hope that parents will encourage their children to walk to and from school in safety, using the designated footpaths and crossing points. We ask parents not to park on the zigzag lines outside the school or across residents' driveways, and not to drive onto the school site without authorisation.

### **Absences**

If your child is absent from school please notify the school by 'phone or in person on the first day of absence. The absence should be confirmed by letter when your child returns to school, detailing the exact nature of the illness. This will be recorded as an 'authorised absence'. Holidays taken during term time cannot be authorised. A record of all unauthorised absences is included in the end of year report, as well as being published in the school prospectus. The EWO visits the school regularly to monitor attendance and to follow up any persistent or regular absences (below 90%).

### **Registration**

All children should be in school by 8.50am, except the nursery children, who start at 8.30am (or 12.30pm for the afternoon session). Children arriving after this time should report to the office, where they will be marked in as late. We encourage the children to be on time for school as the first part of the morning is an extremely important part of the day, getting the children settled and introducing work.

## **Parents and the School**

*'Parents and carers speak very highly about the school and say they value the personal care and attention that their children receive.'* *Ofsted*

### **Parent helpers**

Many parents and relatives come into school regularly to help with activities such as reading and swimming. Please contact your child's teacher if you are

able to offer your time or talents on a regular basis. Such help is always greatly appreciated by both staff and children. All adult helpers are DBS checked.

### **Open Evenings and Reports**

An open evening is held in the Autumn term for you to meet your child's class teacher and briefly discuss their progress. A summary progress report is sent to parents in January. A longer session is held in March, when you are able to see your child's work and discuss their progress in detail with their teachers. End of year reports are issued in July and parents are able to come in informally to discuss any issues raised by them. If you have any concerns or queries in the meantime, please make an appointment to see your child's teacher in the first instance. Appointments with the Head Teacher, Deputy Head Teacher or Inclusion Co-ordinator may be made via the school office.

### **The Friends of Bishop Ridley School Association**

All parents and carers are automatically members of the Friends of Bishop Ridley School Association. Many fund-raising events are organised throughout the year by the Committee of Friends, who are always looking for new members. Events include discos, inflatable days, the Christmas and Summer Fairs, pamper evenings, craft fairs and quiz nights. Money raised goes towards paying for 'extras' at school, such as IT equipment, subsidising school trips and visiting groups, playground equipment and books for the library.

### **Charging and Remission Policy**

Where an activity takes place during school time and costs money, parents are asked to make a contribution towards the cost. We may have to cancel the activity if we cannot cover the cost. We also ask parents for a nominal payment of £5 to cover the cost of lost or damaged books.

### **Adverse Weather Conditions – Emergency School Procedures**

In the event of adverse weather conditions preventing the school from opening, a notice giving information will be displayed at the school gate in Northumberland Avenue and in the front playground. A message to this effect will also be put on the school voicemail, sent out on ParentMail and on [www.bexley.gov.uk](http://www.bexley.gov.uk) and [www.bishopridleyschool.org.uk](http://www.bishopridleyschool.org.uk).

### **Complaints Procedure**

Complaints under Section 23 of the Education Reform Act of 1988 relating to the Curriculum and Religious Worship should be made initially to the Head Teacher in writing. A copy of the complaints procedure is available from the office for a nominal charge.

### **Community Links**

As a Voluntary Aided Church of England school we have close ties with our local church, Bishop Ridley, on The Green. Services are held at the Church at various times of the year (eg. at Christmas and Easter) and classes visit the church to support the RE curriculum and take part in services.

Bishop Ridley School has very close links with local groups and secondary schools, as well as the Police and other emergency services. We work with Bexley Grammar School and Harris Academy to provide enrichment activities for our older pupils (eg. in science, Spanish, ceramics, basketball, poetry, technology and music).

## **The Governing Body**

The Governing Body of Bishop Ridley CE Primary School is made up of two elected Parent Governors, one elected Staff Governor plus the Head Teacher, one LA Appointed governor and six Foundation Governors appointed by the Church. The full Governing Body and its committees meet regularly to oversee the running of the school and to play an active role in its development.

*'Governors have an accurate view of the school. They check its performance closely, and support senior leaders effectively in further improving pupils' achievement. They manage the school's finances effectively.'*

*Ofsted*

Unless otherwise stated, the information given in this brochure relates to the school year 2016/17. Every effort has been made to ensure that the information was correct at the time of publication (Summer 2016).

In conclusion, we hope that you have found this prospectus informative and helpful. If you have any queries please do not hesitate to contact the school, where the office staff will be only too pleased to help you. We look forward to welcoming you and your child to Bishop Ridley Church of England Primary School.

Steven Hall  
Head Teacher



*Christingle Service*