



# **Russell Street School**

## **Information for Parents**

**2019-20**



[www.russell-street-school.co.uk](http://www.russell-street-school.co.uk)

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## **Safeguarding Children**

Russell Street School is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Under the Children Act 1989 the School has a duty to keep all children safe and to protect them from harm. Any issue relating to child protection should be referred to the Headteacher, Sandra Lewis.

Parents and carers expect the school to provide a safe, secure and caring environment in which their children can flourish. To meet this expectation, the school implements a wide range of measures and policies, including the school's Safeguarding & Child Protection policy and Health & Safety policy.

Dear Parents,

Russell Street is a friendly school at the heart of the local community – that's why I chose it for my children. With the help of their teachers, my children quickly settled into school life and started to fulfil their potential. An inspiring combination of classroom study and active outdoor learning encourages independence and instils a love of learning.

As a parent, I was always made to feel welcome at Russell Street too. I was kept informed about my children's progress and teachers were happy to discuss my questions and concerns. More than this, every parent can participate directly in the life of the school – helping in lessons, joining school trips, supporting fund-raising or serving on the Board of Governors.

Just as my children flourished, so did the school. Ofsted rated our school as 'Good' in January 2017. This was a significant achievement under the new, more rigorous inspection framework. Feedback from Ofsted suggests we narrowly missed an 'Outstanding' rating, but we're not resting on our laurels. Sandra Lewis (our Headteacher) and her team strive to provide an outstanding education for our children every day.

I'm confident that choosing Russell Street for my children was the right decision. Russell Street is a great school with a bright future. After reading this prospectus or visiting the school I hope you will feel the same. We look forward to welcoming your child.

Kind regards,

Andrew Letchford, MA (Cantab), MEng, CEng

Chair of Governors





## Russell Street School Staffing List

Headteacher: Sandra Lewis Deputy Headteachers: Jayne van Rooyen / David Thompson

### Governing Body

Andrew Letchford (Co-opted/Chair)  
Gillian Lucas (Co-opted)  
Sandra Lewis (Headteacher)  
Jen Smith (Parent)  
Rachael Withe (Parent)  
Jenny Batstone (Co-opted)

Naomi Sumpter (Co-opted/Vice-Chair)  
Carolyn Stokes (Parent)  
David Thompson (Staff)  
Parent Governor Vacancy

### The Staff

#### Teachers

Sonia Camp  
Kim Campbell  
Alice Cottam  
Anne Draisey  
Ellie Ingrouille  
Shelley Jeffery  
Fairoza Jokhia  
Vicky Krater  
David Thompson  
Laura Titley  
Julia Thurgood  
Sophie Green  
Jess Gaeta

#### Nursery Nurses

Tracey Francis  
Vicki Kerley  
Michele Odds

#### Teaching Assistants

Caroline Simmons  
Kris Applegarth  
Kelly Lyons  
Gemma Devereaux  
Karen Moone  
Nicky Chapman  
Debbie Styles  
Sue Vinden  
Sarah Jones  
Michelle Thorne  
Ashleigh Barnes  
Hayley Hobday  
Sharon Sarjoo

#### Reading Specialist

Rachel Wyatt

#### Lunchtime Supervisors

Chris Collier

#### Business Manager

Jill Eales

#### Site Manager / Administrator

Caroline Croxford

#### Finance Officer / Administrator

Ali Starr

#### Caretaker

Mick Kelly

#### Cleaners

Farhiya Yusuf

#### Premier Sport Coaches

Shaun Cooksley  
Ryan Kelsey

## About Russell Street School

Russell Street School was originally known as the British School and has been in existence since 1844. It moved into the present buildings in 1907. In 1970 Russell Infants was formed and is now called Russell Street School.

Russell Street School is a Local Authority school that caters for boys and girls. We cover the Early Years Foundation Stage (3-5 years old), which includes a nursery and reception class, and Key Stage 1 (5-7 year olds). We have three class entry. There are 39 funded part-time nursery places in each session; we also offer 30 funded hours and additional paid hours. We run a breakfast and after school club.

A **warm and welcoming atmosphere** is a key feature of our school. We are committed to providing a high level of care for our children, ensuring that they remain safe and happy and that their personal, social and emotional needs are met.

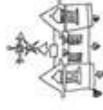
Our school is at the **heart of our community** both locally and at a more international level. Our parents are highly involved in school life through our Parents' Association and as regular visitors and helpers in school. We use our town and locality as a resource in our learning and participate actively in community events like Stony in Bloom. We also have strong links with other community groups in Stony Stratford.

**International partnerships** with schools in Europe give our children the opportunity to learn about other countries in immediate and real contexts. Children through the school learn Spanish.

**Academic progress** is ensured through thorough assessments and a curriculum that matches the needs of individuals. We carefully map out the provision for children throughout the ability range and are able to offer 1:1 teaching for selected children through 'Every Child a Reader' and 'Every Child Counts' programmes. A **'growth mindset'** is nurtured in our children helping them to develop self-belief and a positive attitude to challenge.

A commitment to **outdoor education, including Forest School**, supports our drive to provide for the needs of all children. Through outdoor activities our children learn independence, self-motivation, communication and social skills. They learn about mathematics, science, humanities and technology in real, fun and exciting contexts.





# Russell Street School

## Our Ethos

We create a culture where everybody:

- Believes in themselves
- Develops respectful relationships
- Learns in a stimulating, safe environment
- Achieves their potential - academically, socially, emotionally, physically, morally, spiritually and creatively
- Develops the skills and attitudes to contribute positively to their community

## Our Aims

We...

- Promote high levels of individual self belief and well-being.
- Create positive relationships which allow good behaviour to thrive.
- Inspire and motivate children to become successful and lifelong learners.
- Enable each individual child to respond positively to challenges and to achieve their best.
- Provide outstanding learning environments.
- Instil a sense of community – school, local, global.

## Our Vision

To create a community of children and adults who:

- Believe in themselves and are highly motivated
- Build respectful relationships
- Feel safe, happy and appropriately challenged
- Achieve their best and have a love of learning
- Play a positive role in our school and wider community



We strongly promote healthy lifestyles.

Our curriculum includes Personal and Health Education and SEAL (social and emotional aspects of learning) which are reinforced across subject areas, in daily routines and assemblies. We focus on a value every half term. These include: cooperation, perseverance, friendship, thoughtfulness, respect and courage.

Children have:

At least 3 hours of physical activity a week, including 2 PE lessons

Opportunities to join a range of sports clubs

PE apparatus at playtimes

Access to water during the school day

Free school fruit

Access to hot meals

Access to subsidised school milk

Hot meals are available each day. Information about healthy lunch boxes can be found at:

<http://www.nhs.uk/LiveWell/Goodfood>

### Children's Clubs

A range of after school clubs are offered to Key Stage 1 children over the year. The clubs that have been offered this term are:

Monday 3pm-4pm	Dodgeball
Tuesday 3pm-4pm	Girls' Football
Wednesday 2pm – 2:45pm 3pm – 4pm	Infant Brass Cheerleading Art
Thursday 3pm – 4pm	Design Technology Play Active
Friday 3pm – 4pm	Football

We work closely with Premier Education who run multi activity holiday clubs on site.



## Wrap Around Care

We have a dedicated building in which to provide a safe and relaxed social environment for the start and the end of the school day for those families who require wrap around provision.

**Breakfast Club** runs daily from 8am and is currently available to all children attending Russell Street School. The cost of the session is £3.50 for Reception - Year 2 and £4.65 for Nursery. The children have a variety of breakfast items to choose from and a range of activities to engage in. At the end of the session, children are taken to their classrooms by the breakfast club staff ready for the start of the school day.

**After School Club** runs daily after school to 6pm at a cost of £10. This club is available to all children attending Russell Street School from Nursery, Reception, Year 1 and Year 2. At the end of the school day the children attending after school club are escorted from their classrooms to after school club by a member of staff. There is a mixture of structured and free play activities available, including sports with our coach. The children are offered a snack during the session. The club enables children to continue their learning and to relax with their friends, in a safe environment beyond the school day. Parents are required to collect their children by 6pm.

For both clubs we require bookings and payment in advance. Payment can be made using Parentmail, Childcare Vouchers or Tax-Free Childcare. Registration and Booking forms are available in the school office and on our website.



## Curriculum

Our curriculum is delivered through half termly themes. This enables children to make links between learning and to apply their skills across curricular areas.

We provide stimulating and exciting learning environments both inside and outside the classroom.

### Early Years Foundation Stage Curriculum

In the EYFS (our Nursery and Reception classes) your child will be offered a play based approach to learning and development. Young children learn best through play and Early Years Practitioners will be able to provide your child with appropriate play and learning experiences for their stage of development. The curriculum includes the following areas:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Teachers will make a baseline assessment of your child in the first few weeks of the school year. This will inform approaches to learning for each child. Assessments are based on observations of children at play and during structured teacher led activities.

### The National Curriculum for Year 1 and Year 2

The National Curriculum, taught to all pupils in state maintained schools, is made up of blocks of years, known as Key stages. Year 1 and Year 2 are known as Key Stage 1.

The National Curriculum subjects in KS1 are

- English
- Maths
- Science
- Design and technology
- Computing
- History
- Geography
- Art and design
- Music
- Physical education

The curriculum also includes Religious Education, although parents have the right to withdraw children for all or part of the Religious Education curriculum. In addition we teach Personal, Social and Health Education (PSHE). All children participate in Forest School sessions.



## Home Learning

Each half term a curriculum newsletter goes out to parents giving an outline of which themes are being covered so that parents can support their child's learning at home. A weekly update is sent via Parentmail to alert parents of what is coming up the next week. Parents also receive a letter informing them of their child's latest 'challenge' in maths and in English, with some ideas of how to practise these skills. Further activities are available on 'Purple Mash' and 'Clicker'. These are websites which are used at school and can be accessed at home via individual passwords. There are information sheets for how to help with learning at home on our Website on the [Curriculum page](#).

There will also be a Curriculum Evening during the Autumn Term where parents can learn how to support their child with phonics, English and Mathematics.

	DfE recommended time spent on home learning	Type of homework to expect
Nursery	1 hour per week	Children are encouraged to take books home to share with their parents. They may be asked to notice things at home which they have been learning about in Nursery. They may be asked to bring something in from home that is linked to the learning.
Reception	1 hour per week	Children will take books home to share with their parents. They may be asked to notice things at home which they have been learning about in school. They may be asked to bring something in from home that is linked to the learning. Children will be working on different sounds and words each week and parents may like to focus on these at home. Parents are encouraged to use mathematical language at home. Ideas and activities are available on <a href="#">Purple Mash</a> and Clicker.
Year 1	1 hour per week	Children will take a book home for their parents to share with them. Children will be encouraged to notice things in their home and outside-school environment which may enhance their learning. A child may take home a list of key words at the appropriate level to learn to read and spell. From time to time the children may be asked to complete a specific task at home and parents will receive guidance on this. Parents are encouraged to extend their children's mathematical vocabulary. Ideas and activities are available on <a href="#">Purple Mash</a> and Clicker.
Year 2	1 hour per week	Children will take a book home for their parents to share with them. Children are encouraged to do their own research into the theme they are studying at school and extra materials and print outs are welcome in the classroom. A child may take home a list of key words at the appropriate level to learn to read and spell. From time to time the children are asked to carry out a task at home for later use in the classroom. Ideas and activities are available on <a href="#">Purple Mash</a> and Clicker.



## Pastoral Care and Discipline

We provide a caring environment in which people and property are respected. We are committed to '**Restorative Practices**'; helping the children to understand the impact that their choices have on the community around them. We use daily circle times to build strong relationships and communities. The focus of the school's behaviour policy is on the positive reinforcement of expected behaviours. Courtesy, consideration and self-discipline are expected and encouraged at all times. We give children clear, consistent guidelines and boundaries for behaviour in school and encourage parents to support us in this at home.

Bullying is not tolerated. All allegations of bullying are taken seriously and dealt with as appropriate. Both the bully and the victim are counselled and given support.

If necessary, 'thinking time' or the withdrawal of certain privileges will be used as a sanction in line with the school's Behaviour Policy. Where a child's behaviour is a serious or persistent cause for concern, the parents are formally involved and invited to school to discuss how their child's challenges and needs can be supported. The school will liaise with outside agencies if expert support is required.

Our Behaviour Policy is available on the school website.

## School Uniform

The school's uniform is as follows:

- **Red or navy** sweatshirts / cardigans.
- White, red or blue polo shirts.
- Grey, navy or black 'bottoms', e.g. trousers, shorts, pinafores, skirts.
- In the summer an optional extra of red or navy gingham dresses.
- Sensible footwear (flat and closed toed).
- A change of clothes for PE: plimsolls, black shorts and a white 'T' shirt.
- No jewellery, other than plain stud earrings which should be taped on PE days.

School sweatshirts and polo shirts are available from Maisie's in Wolverton.



## **Attendance - Every Lesson Counts**

### **Every child has the right to receive full time education 190 days a year (380 sessions)**

- Children can only make the most of the educational opportunities if they attend school regularly and on time.
- Lessons lost will never be found.
- 95% attendance or below is a cause for concern
- Holidays in term time cannot be authorised

Parents should always inform the school first thing in the morning if their child will be absent that day through sickness. Planned absences must always be notified to the school in advance.

### **Parents/Carers are legally required to ensure their children are educated**

#### **What does the school do?**

- Provides 190 days of planned curriculum delivery - not a day should be missed
- Listens and supports
- Tries to help with any problems you are having
- Reports levels of school attendance to the Department for Education and OFSTED
- Monitors attendance
- Reports a child's attendance, at least annually, to parents
- Informs parents/carers of their child's unacceptable absence
- Invites the parents/carers to a meeting to discuss the issue

#### **Let us know if you have a problem, perhaps we can help**

- Report the absence of your child by 9.00 am
- Make sure your child is in school for registration - don't let them miss out on the first part of the day
- Leave the classroom by the time the register begins so that the teacher can quickly find out who is not present
- Arrange an appointment after school if you need to speak to the teacher
- Do not take holidays during term time
- Understand that beginnings and ends of terms are as important as any other time in school
- Don't allow your child more time away from school than is absolutely necessary
- Encourage a pattern of punctuality and good attendance with your child - let them see it matters
- When one of your children is off school make sure you get the others into school - ask a friend to take them in/check on them
- When a family member is ill, make sure you get your child into school
- Take notice of how much time your child has been away from school
- Let us know if you are about to leave the area, change your address or any of your contact numbers

#### **Be concerned over your child's absence**

## **Parental Involvement**

Parents are invited to sign a Home–School agreement. This includes information about the school and details of what the school and the home will provide for the children, and how we can work together to care for your child and raise his or her achievement.

A close partnership between school and parents is vital to a child's educational progress. There are regular Parents' Consultation evenings arranged so that parents can discuss their child's progress with the teaching staff. A written report is given to parents at the end of each school year. This provides details of a child's overall achievements and those in relation to the National Curriculum. Parents are welcome to contact the class teacher or Headteacher if any concerns arise during the school year. Visits to school during the working day are encouraged so that parents can get an insight into how their child is progressing.

## **Parents' Association**

The Parents' Association is a charity, run by parents, which exists to raise money for the school and to bring the parents of the school and community together. The PA regularly pays for extra books for the library, the water coolers and extra toys for classrooms. It also raises money for additional extras like the climbing frame in the playground, the library refurbishment and play equipment.

The PA is made up of parents and relies on parents volunteering to man stalls at the School Fete or to help out at after-school events. Parents can get involved by helping to plan events, matched funding if their employer operates such a scheme, donating prizes to school events, buying the fundraising products made by children such as tea-towels or Christmas cards, giving their time to help out at events.

Volunteering is fun and rewarding. Events benefit your child in providing an occasion for them to remember and also money to buy equipment that will enhance their school experience.

The Chair of the PA is Sasha Austin. The AGM is held in October.





## Russell Street School

### School Term and Holiday Dates

#### Dates for 2019-20

	Open on morning of:	Close at end of day on:
Autumn term 19:	<b>Tuesday 3<sup>rd</sup></b> September 19	Friday 25 <sup>th</sup> October 19
	<b>Tuesday 5<sup>th</sup></b> November 19	Friday 20 <sup>th</sup> December 19
Spring term 20:	<b>Tuesday 7<sup>th</sup></b> January 20	Friday 14 <sup>th</sup> February 20
	Monday 24 <sup>th</sup> February 20	Friday 3 <sup>rd</sup> April 20
Summer term 20:	Monday 20 <sup>th</sup> April 20	Friday 22 <sup>nd</sup> May 20
	<b>Tuesday 2<sup>nd</sup></b> June 20	Friday 17 <sup>th</sup> July 20

**School will be closed on Friday 8<sup>th</sup> May 2020 due to May Bank Holiday.**

Please note when school starts on a day other than a Monday.

#### Staff training days:

**There are 4 training days in this academic year (One additional training day will be split into twilight sessions and does not affect school opening).**

Monday 2 <sup>nd</sup> September 19	<b>Monday 4<sup>th</sup> November 19</b>
Monday 6 <sup>th</sup> January 20	<b>Monday 1<sup>st</sup> June 20</b>

KS1 doors open at 8.40am

Reception doors open at 8:45am

Nursery doors open at 9am

	<b>School starts</b>	<b>School finishes</b>
Reception	8.50am	2.50pm
KS1	8.50am	2.55pm

## **Charging Policy**

### **Introduction**

All education during school hours is free, with the exception of group music tuition. We do not charge for any activity undertaken as part of the National Curriculum.

### **Voluntary contributions for activities as part of the Curriculum**

When organising school visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the visit or activity as long as parental consent has been given.

### **Music Tuition**

All children study music as part of the National Curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the provider of the peripatetic music. We give parents information about additional music tuition at the start of each academic year.

### **Nursery Wraparound**

Nursery parents can apply for extra hours in Nursery (over and above funded hours) in accordance with the Nursery Policy. The hourly rate is £4.65.

### **Activities Outside the School Day**

Where activities take place outside school session time, charges are levied where appropriate. A breakfast club session costs £3.50 for Reception to Y2 and £4.65 for Nursery children. An extra-curricular club costs £3.50. An afternoon wrap around club costs £10.

### **Pupil Premium Funding**

Pupil Premium children are not charged for school visits and are encouraged to take up a school based extra-curricular activity, for which they are not charged.

Any application for a full or partial remission of charges will be considered by the Headteacher.

### **Damages and Losses**

Parents may be required to meet the cost of breakages, damages and losses where this is a result of their child's behaviour.

June 2019

**Thank you for reading our information pack.**

**If you wish to have further information or to make an appointment to see the Headteacher, Mrs Sandra Lewis, please contact the school.**

**We will be delighted to hear from you.**