

# Rakegate Primary School



*Working Together To  
Achieve Our Best*

**Prospectus - 2023 - 2024**

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## WELCOME

"Welcome to Rakegate Primary School. Whether you are a parent/carer from the nursery moving into main school or whether you are moving into our community we believe that we can offer you and your child an excellent standard of care and education. We are very proud of our wide range of achievements and as a school believe that we are an important part of the community. We continue to develop as a school, welcome you as new members and appreciate the input of all parents/carers, children and staff.

We provide an education for children from nursery through to the end of Key Stage Two. We aim to provide a friendly, caring environment for your child and a broad and balanced curriculum. Raising the attainment of children across all areas of the curriculum is key to our teaching. Both children and staff work incredibly hard at our school"

Mrs Horton  
Headteacher

"If you are seeking a safe, friendly, supportive and educationally challenging school for your child please read further about Rakegate Primary School.

Everybody at the school, leadership team, teachers, teaching assistants, office staff, lunchtime supervisors, site manager, cleaners, governors, work together as a team to ensure that every child has the opportunity to reach their full potential.

We have a wide and varied curriculum, as well as after-school and out of school activities that help prepare the children for the next phase of their education. We are proud of our school, a school that achieved a good rating from our last Ofsted.

As Chair of an enthusiastic governing body, I welcome the chance to speak with you about the school".

Mr J. Martin, Chair of Governors, Rakegate Primary School.

## Vision

We will provide a safe, happy and creative environment in which school and families can work together to enable the children to learn effectively. We believe all children can reach their full potential by equipping them with the skills and knowledge required for a rapidly changing world.

Throughout their time at Rakegate, we will be installing the values of:  
Respect, Ambition, Curiosity and Health.

## Values

### Respectful

Accepting of others    Patience    Kind    Caring  
Compassionate    Manners    Trust    Listening

### Ambitious

Enthusiasm    Passion    Aim high    Endurance    Trying something new  
Don't give up    Believe in yourself    Encouraging others

### Curiosity

Ask questions    Love of learning    Independent  
Motivated    Thirst for knowledge    Resourceful

### Healthy

Healthy minds    Healthy bodies    Safe  
Digitally Aware

## ORGANISATION/WHERE TO FIND US

Our school is approached on foot from Renton Road, or Sandwell Road, Oxley. We are a very well equipped building on one floor centred around an open courtyard. Classrooms surround the courtyard from Foundation Stage through to Year 6 and the end of KS2. We have a well-equipped library and D&T room as well as two classrooms for each year group and a number of rooms suitable for small group learning. We have a large hall which is used for lunches, P.E. and assemblies. School meals for all children are freshly cooked on site by Shires. The site has a large playground with excellent play facilities for the children. We also have an outdoor learning area for the Foundation Stage and access to an environmental area, forest school and playing fields attached to the site.

## **STAFF**

**Headteacher** - Mrs Horton

**Deputy Headteacher** - Mrs Rogers

### **Teaching staff**

#### **EYFS**

Miss Green

Mrs Bowdley

Mrs Kinsey

Miss Speed

#### **KS1**

Miss Livesey

Mrs Milner

Mrs Meredith

Mrs Patel

#### **KS2**

Mrs Bradley

Miss Causer

Mr Flynn

Miss Garrington

Ms Hamilton

Mrs Holland

Mrs Mann

Mrs Parvez

Mrs Whitehouse

### **Teaching Assistants**

Mrs Aldersley

Mrs Alves Costa Batista

Mrs Amos (Cover)

Mr Ball

Mrs Barnett

Mrs Chana

Mrs Cromie-Hellyar

Mrs Evans

Mrs Exton

Miss Harker

Mrs Jadowski (HLTA)

Mrs Langford

Mrs Mattox

Mrs O'Neill

Mrs Potts

Miss Quarry (HLTA)

Miss Rhodes

Miss Robson (Learning Mentor)

Mrs Rogers

Miss Samuel (Maternity leave)

Mrs Sandhu

Mrs Thomas

Miss Thompson

Mrs Turvey

Mrs Wenlock

Ms Winnall

Mrs Wright (HLTA)

Miss Young

**Site Manager** - Mr Hodges

**Business Manager** - Mrs Cook

**School Administrator** - Mrs Harris

**School Office Assistant** - Mrs Amos

**Community Sports & Health Officer** - Mr Blount-Williams

**Sports Assistant** - Mr Mcluskie

**Lunchtime Supervisors** - Miss Amos, Mrs Asad, Mrs Clarke, Mrs Curtis, Mrs Hayes, Mrs Hayward, Miss Lewis, Mr Mcluskie, Ms Molloy, Miss New, Mrs Perks, Miss Roberts, Mrs Seal, Mrs Sunjar, Miss Sweet, Miss Thomas, Mrs Yapp.

**Cleaners** - Miss Lewis, Ms Molloy, Mrs O'Connor, Miss Sweet and Mrs Clarke.

## **GOVERNORS**

Here at Rakegate we are very fortunate to have a keen and supportive group of Governors that support and challenge the school. We currently have 10 Governors and 1 vacancy.

Parent Governors are voted onto the body by the parents/carers of the school and serve for a period of four years. Governors are rather like a board of directors. They make decisions about how the school is run. They meet at least once a term as a whole group but also form committees that meet monthly.

Governors are appointed to help:

- decide what is taught,
- set standards of behaviour
- interview and select staff,
- help to decide how the budget is spent.

School Governors are:

- parents,
- staff from the school,
- local council and community representatives.

Should you wish to communicate with a governor please contact the school office initially and your request or message will be passed on to them.

**Who the Governors are:**

| <b>Name:</b>  | <b>Governor type:</b>        |
|---------------|------------------------------|
| Mr J Martin   | Co-opted, Chair of Governors |
| Mr M Peedle   | Co-opted, Vice-Chair         |
| Mr G Chahal   | Co-opted                     |
| Mrs D New     | Co-opted                     |
| Mr C Hodges   | Co-opted                     |
| Miss E Taylor | LA                           |
| Vacancy       | Parent                       |
| Mrs V Swain   | Parent                       |
| Mrs K Styche  | Parent                       |
| Mrs L Rogers  | Staff                        |
| Mrs S Horton  | Headteacher                  |

## **COMMUNICATION**

If you have a concern or need to speak to the Headteacher or a member of the leadership team, please contact the main office by phone or email to make an appointment. You can also directly email the year group via the following email addresses:

[nursery@rakegateprimary.co.uk](mailto:nursery@rakegateprimary.co.uk)

[reception@rakegateprimary.co.uk](mailto:reception@rakegateprimary.co.uk)

[year1@rakegateprimary.co.uk](mailto:year1@rakegateprimary.co.uk)

[year2@rakegateprimary.co.uk](mailto:year2@rakegateprimary.co.uk)

[year3@rakegateprimary.co.uk](mailto:year3@rakegateprimary.co.uk)

[year4@rakegateprimary.co.uk](mailto:year4@rakegateprimary.co.uk)

[year5@rakegateprimary.co.uk](mailto:year5@rakegateprimary.co.uk)

[year6@rakegateprimary.co.uk](mailto:year6@rakegateprimary.co.uk)

We also regularly publish newsletters and termly calendars to keep you informed of events and items of interest. Electronic copies are placed on our website and also sent via Marvellous Me. Letters about specific events requiring consent are sent home.

Our school website [www.rakegateprimary.co.uk](http://www.rakegateprimary.co.uk) is a useful way of keeping in touch; we also try to keep you informed of school events through this site. We also utilise Facebook and/or Twitter for those of you who prefer such means of communication. Marvellous Me is an app which we use to share news, reminders and praise for your child's individual achievements.

Each term, we also invite you to parent consultation evenings to meet with your child's class teacher. Parent consultations for this year will be:

Autumn Term - 11<sup>th</sup> & 12<sup>th</sup> October 2023 3:30-6pm

Spring Term - 13<sup>th</sup> & 14<sup>th</sup> March 2024 3:30-6pm

Summer Term - 10<sup>th</sup> July 2024 3:30-5:00pm

The School has a "Home School Agreement" that you will be asked to sign when your child joins the school, it sets out what you can expect of us and the support we require from you.

When your child joins Rakegate, we ask that you complete a form to comply with data protection and give permission for your children to access the internet, be involved in any photographic activities or appear on our website, Facebook, Twitter and Youtube.

## **SCHOOL POLICIES**

Our school has a range of school policies designed to ensure that your children are educated and looked after in the best possible way. We are happy to provide copies of any such policies at cost price on request. Please contact the Headteacher should you wish to see a copy. Some policies can be viewed on our school website.

## **TEACHING TIMES**

### **Nursery**

Children of Nursery age are entitled to 15 hours access per week. The school offers two sessions as follows:

Morning Nursery                      8.30 - 11.30am

Afternoon Nursery                    12.20 - 3.20pm

Children will be allocated a place in either the Morning or the Afternoon Nursery, Monday - Friday. We do not offer flexibility to take the 15 hours over more hours per day over fewer days during the week.

We offer 30 hour provision for 3 year olds if parents are entitled to the funding. For further information please contact Reception or Miss Speed on 558608.

### **Reception**

8.35am - Gates open

8.45am - Registration

11.45am - Lunch time

12.35pm - Afternoon Register

3.15pm - School ends

### **Key Stage One**

8.35am - Gates open

8.45am - Registration

11.55am - 12:45pm - Lunch time (Y1)

12:05pm - 12:55pm - Lunch time (Y2)

3.15pm - School ends

### **Key Stage Two**

8.35am - Gates open

8.45am - Registration

12.20pm - 1:10pm - Lunch time (Y3 & Y5)

12.30pm - 1:20pm - Lunch time (Y4 & Y6)

3.15pm - School ends



## CURRICULUM

This section tells you about what we teach and how we teach it.

In the Nursery and Reception classes, the curriculum follows the Early Years curriculum: Development Matters. Teaching is undertaken through a "learning by experience" approach and covers the following seven areas:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding of the World
- Expressing arts and design

In Key Stage One and Two the school follows the National Curriculum. The National Curriculum sets out specific skills which need to be taught in each subject in each year group and outlines end of year expectations. Teachers use this to plan and teach in order to meet the needs of all pupils in their care. The school curriculum is broken into core and foundation subjects: English, mathematics & science are the core subjects and computing, geography, history, design and technology, music, PE and art are the foundation subjects. Religious Education is taught throughout the school as is PSHE/Citizenship and British Values. The foundation subjects are taught through a 'creative' style curriculum using the Cornerstones planning tool to support the development of skills and knowledge. Parents are invited to join with their child's class and take part in a curriculum based lesson called a 'family morning' each term.

English and mathematics are taught daily except for Friday where we have a more creative and cross curricular focus. Children in Foundation and Year 1 are taught phonics using the Read Write Inc. scheme. This is also used for a small group of children in Years 2 & 3 who have difficulty with reading. Parent workshops are held each year to provide information about how these subjects are taught and also to give parents an opportunity to watch their children in the classrooms.

Relationships & Sex Education (RSE) is an integral and compulsory part of the school curriculum although our policy is that there will be no direct teaching of sex education until Upper Key Stage 2. However, should the subject arise within other lessons, such as science, the class teacher will deal with the matter sensitively and appropriately for the age of the child concerned. Parents have the right to withdraw their children from any aspects of Sex Education other than those which are part of the science curriculum. Written consent will be required for this.

## **Collective Worship**

The school's policy on Religious Education is reflected in our daily act of collective worship, where teachers and pupils participate, sharing values through stories, drama and music. We try to ensure that feelings of awe, wonder and gratitude, essential to worship, are exhibited. On request to the Headteacher, children may be withdrawn from collective worship and religious education if parents so wish. Written consent will be required for this.

## **HOW WE TEACH**

Within any class there will be quite a wide range of ability. Teachers plan to make sure that each pupil has work that is challenging to them and provide support where needed.

Teachers teach in a variety of ways: whole class teaching, group work, partner work and individual work, most often the teacher will organise the children into groups to cater for the different abilities of the children and their previous experiences. The groups may be working on the same subject but at different levels. Children are also encouraged to undertake independent learning and develop research skills. Mixed ability teaching and strategic seating are proven ways to improve performance and we encourage the use of these as much as possible.

Teaching Assistants form an integral part of our learning package. TAs work with individuals, small groups and sometimes classes on work prepared by the teaching staff.

## **SPECIAL EDUCATIONAL NEEDS and DISABILITIES**

Our aim at Rakegate is to meet the needs of all our children and make everyone feel that they are a valued member of our school. However, some children do experience difficulties with learning, and we try to identify such children as early as possible and ask parents to come into school to discuss ways of supporting their child.

A child is identified as having a special educational need if they have significant difficulties in learning.

They may have problems with:

- cognition and learning,
- communication and interaction,
- physical, medical and sensory,
- social, emotional, mental health.

Children may need additional support if they:

- have behavioural, social or emotional problems,
- have a physical or sensory disability,
- become disruptive or demotivated through lack of stimulation,
- are exceptionally able.

We can offer help in a variety of ways such as working with the child individually, in a small group, or by planning special work within the classroom.

The class teacher and Mrs Kinsey, our Special Educational Needs and Disabilities Co-ordinator (SENDCo), monitor every child's progress and will inform parents/carers if children need additional support and targets. We make sure that we plan in a very positive way, celebrating what each child can do and working forward in achievable steps. An "Education Health Care Plan" (EHCP) can be set up for specific children needing specialised support involving external agencies. We also recognise that some children are high achievers and work is set at an appropriate level with extension activities planned for them by their class teacher.

### **EXTRA-CURRICULAR ACTIVITIES**

At Rakegate we like to offer a variety of extra-curricular clubs, mainly after school. Activities depend on staff expertise and interest and may include the following: football, netball, golf, cricket, athletics, gymnastics, computing, dance, cross country, art/craft etc. We are not able to offer all children every activity, more is offered for our older children, but we hope that as children progress through school a number of opportunities will be given. We sometimes use the expertise of outside agencies to provide extra-curricular activities. A timetable of clubs is available on the school website and sign-up letters are sent home for consent. These change on a termly basis.

### **OUT OF SCHOOL CLUB**

As part of our extended school's provision, we are able to provide supervised childcare for children aged 3-11 from 7.30 am until 8.35 am and 3.15 pm until 5.30 pm every school day. Our Breakfast and After school clubs take place in the Marshes and are organised by Mrs. D. Jadowski and she can be contacted by telephone on 01902 558608. Mrs Jadowski will be happy to discuss the organisation of the club should you need to know more.

#### **Breakfast Club**

7.30am - £4.00 (including breakfast)

### **After School Club**

3.15pm - 4.30pm           £5.00

4.35pm - 5.30pm           £7.00

Collection after 5.30pm will incur an additional £5.00 charge.

### **EDUCATIONAL VISITS**

An important aspect of our work in school is undertaken through educational visits arranged for the children. These will vary from a short walk within the locality of the school such as the local shops to residential visits.

Such visits are expensive to organise and they are unlikely to take place without voluntary contributions from parents/carers. Every visit undertaken is subsidised by school fund but it is clear that unless sufficient voluntarily contributions are made such visits are not financially viable and we will be forced to cancel our plans.

Visits are planned to enhance the children's learning. All visits are risk-assessed and extremely well supervised by school staff. We hope that you will allow your child to take part.

Local visits within the community may take place at any time during the year. Therefore we ask parents/carers to complete a "Local Visit" permission on the Contact form when the child joins the school.

### **UNIFORM**

**Schools are a place of work and we believe that the children should therefore wear appropriate clothing.**

We prefer Nursery children to wear uniform however it is not compulsory so they are allowed to wear their own clothes if they wish. If this is the case, we ask that it is appropriate for working in school, e.g. sensible shoes etc. Some items of school uniform and accessories with the school name embroidered onto it, may be ordered and purchased from the school office.

See prices below:

PE bag - £4.50

Book Bag - £6.00

Ties - £2.50

PE Hoodie - £10

Cardigan - from £10.00

V neck sweatshirt - from £9.00

PE polo shirt - from £6.00

PE shorts - £4.00

We ask that your children follow this dress code:

- Royal blue cardigan or sweatshirt and a white shirt/blouse.
- Grey tailored trousers, skirt or pinafore, please do not allow children to come wearing denim, leggings or tracksuits.
- School tie.
- Blue and white checked dresses can be worn during the summer term.
- School shoes that are practical for work and play, please do not allow your children to wear trainers or heels. Some older children like to bring a pair of trainers for break/lunchtimes which is acceptable. If children wear boots to walk to school in winter, we ask that they change into shoes once they enter the building.
- Plain white, grey or black socks or grey or black tights.

**Please ensure that your child's name is on all clothing.**

We ask that hair is kept neat and tidy and that consideration of appropriate styles is given by parents/carers and children. Make-up and nail varnish are not permitted in school.

At Rakegate we ask you not to send your children to school wearing jewellery as it can be dangerous both for your child and others. If your child has pierced ears, they may wear studs, but not long earrings. Children will be asked to "tape" earrings for PE/Games. If children do wear jewellery not considered to be safe, they will be asked to remove them at particular times. We will stop children from using the playground or taking part in PE activities if we feel that their jewellery is a danger.

### **PHYSICAL EDUCATION**

All children undertake physical activities twice a week when circumstances permit. In Reception, KS1 and KS2, children need to wear a pale blue polo shirt with the school logo on and black shorts. Trainers are useful for outdoor sessions as are sweatshirts/tracksuits in winter (plain blue, black or grey). Children will be informed when their PE days will be and should come to school dressed in their PE kit on those days.

Children have the opportunity of weekly swimming lessons at some stage during KS2. The children will need their own costume, a towel and a sensible bag to carry/store their things in. Children with long hair will be asked to wear a swimming cap.

### **SPORTING AIMS**

The importance of sports is recognised both nationally and in respect of Rakegate Primary. The sporting aims for our school are:-

1. To encourage all children to participate in sporting activities.
2. To recognise children's achievements in sport both within and outside of school.
3. To provide wide and varied sporting activities for the children.
4. To provide opportunities for children to participate in competitive sport.

We pride ourselves on our involvement and successes in inter-school sporting competitions.

### **BEHAVIOUR & DISCIPLINE**

At Rakegate Primary School everyone is expected to work hard and behave well. Children are encouraged to be self-disciplined as this will help them greatly in later life.

Our Behaviour policy and rules of the school are taught through assemblies and within teaching situations. The agreed school and class rules provide a positive working atmosphere and make the school safe and welcoming for all as well as encouraging pupils to have a respect for themselves, their peers, adults and their surroundings.

Unacceptable behaviour will inevitably occur for some children at some stage during a school year, if this happens children are expected to follow the rules which usually solve the problem. However, on occasions when poor behaviour persists, we will call parents/carers in to talk to us and plan a way of helping the child to work/behave appropriately. In exceptional circumstances, a child may have to leave the school site at lunchtimes or even be suspended for a period of time. In the unlikely event of this happening, you would know well in advance.



Our school rules are simple to understand and to follow, they are based on the following four principles which we begin to share in a simple form in the infants and then formalise as the children get older.

- We listen and follow instructions.
- We work without disturbing others.
- We are always polite and respect others.
- We look after property and belongings.

The school has a Home-School Agreement which you will be asked to sign when your child joins the school. Although you are not compelled to sign it, not signing it does not exempt anyone from working according to the expectations it contains. Please see the Behaviour and Discipline Policy for further details.

### **RECOGNISING ACHIEVEMENTS**

As part of our behaviour policy, we also operate a system of positive encouragement. Children are awarded certificates on an individual basis for behaviour, schoolwork, reading and attendance and punctuality. We like to present these awards in special assemblies each Friday. If your child receives a reward, you will also receive an alert to your phone or tablet using the Marvellous Me app. We also like to share the success of children's achievements outside of school as well. Children can bring in awards, certificates or trophies to Friday assemblies.

All children can also gain success for themselves and their team through our 'Planet System'. On joining the school, children are put into a planet group: Mars, Venus, Saturn or Jupiter and collect planet points for their own chart which also contributes towards their planet total. Weekly and half termly rewards are given for the winning planet.

### **HOW CAN YOU HELP?**

We find that children benefit most from their time at school when their parents/carers play an active part in school life. Here are a few ways in which you can help your child make the best of their time at Rakegate.

#### **Daily Routines**

It is very important that your child is ready for work each day, so ensuring children get a good night's sleep and a healthy breakfast is very beneficial for them and the school.

#### **Reading**

It is very important that your child does some reading each day. In Nursery and Reception, you can share books by reading children stories and when they do bring books home it is very helpful to set aside a regular time each day to

read, listen and talk about the book. Even when they are fluent readers, children still need to read regularly and be questioned about what they have read to check their understanding. Please write comments using the reading app 'Boom reader' every time you hear them read, we have a minimum expectation of at least 3 times per week.

### **Homework**

We expect children to complete homework from an early age. You can help by checking that children are bringing homework home, encouraging them to complete it and helping if necessary. You will be contacted by a member of staff if your child persistently fails to complete or hand in their homework. Please see the Homework Policy for further details. Alongside this is our remote learning offer in the event that school has to close or children have to work from home. The Remote Learning Policy is also available to view online.

### **ATTENDANCE**

**It is very important that children come to school as often as possible and that they arrive on time.**

### **Punctuality**

If children are late they may miss important instructions for the work and they also disrupt the rest of the class. However, it is better that children arrive late than not come at all. Children who are late must report to the office when they arrive at school. Children are expected to be in school by 8.45 a.m. from Reception to Year 6. Children arriving after this time will be classed as late and the minutes late will be recorded. Anyone arriving after 9:10 a.m. will be marked with a U code (unauthorised). This will affect their attendance.

We expect nursery and infant children to be collected at the end of a school day; you will receive a form to complete telling us who is likely to collect your child. We will look after children for a short while after school should you have a difficulty but we ask that you telephone if you know you are going to be late. Teaching staff can supervise children until 3.30pm. Children not collected by this time will be looked after by our After School Club here in school. However please note that parents/carers will be charged for the use of this facility.



## Absence

If your child is away from school you **must** let us know why. **This is a legal requirement.** You can telephone, email, pop into school or send a note. We cannot accept a verbal message from another child.

Children are not permitted to leave school on their own during the school day, with the exception of children going home for dinner. Children **must** be collected should there be a need for them to leave during the day.

The school has to keep records of all absences from school; these may be **authorised** or **unauthorised**.

**Authorised absence** is when the school has been told why a child is absent for a valid reason such as: illness, medical appointment etc.

**Unauthorised absence** is when the school has not been informed or when the school feels the reason is not justified e.g. shopping, birthday, looking after a sick member of the family, truancy etc. **Holidays during term time are no longer permitted and will be classed as unauthorised.** This may lead to you being liable to a £60.00 fine per parent per pupil.

Attendance records are checked regularly by school staff and cases causing concern will be referred to our Educational Welfare Officer.

The school is obliged to publish statistics related to the rates of absence for the previous year. The figures for 2022/2023 are as follows with a date range of 1/9/22 - 14/7/23:-

| Year   | Presents | AEA | Authorised Absences | Unauthorised Absences | Possible | % Attend |
|--------|----------|-----|---------------------|-----------------------|----------|----------|
| Year R | 93.5     | 0.3 | 5.5                 | 0.7                   | 100      | 93.8     |
| Year 1 | 93.3     | 0.3 | 4.4                 | 2.1                   | 100      | 93.6     |
| Year 2 | 94.3     | 0   | 3.7                 | 2                     | 100      | 94.3     |
| Year 3 | 94.1     | 0.3 | 3.7                 | 1.8                   | 100      | 94.4     |
| Year 4 | 93.7     | 0.5 | 3.5                 | 2.3                   | 100      | 94.2     |
| Year 5 | 95.2     | 0.3 | 3.3                 | 1.2                   | 100      | 95.6     |
| Year 6 | 90.3     | 3.2 | 3.4                 | 3.1                   | 100      | 93.4     |
| Totals | 93.5     | 0.7 | 3.9                 | 1.9                   | 100      | 94.2     |

### **Holidays in term time**

We cannot authorise holidays in term time, parents/carers must make an appointment with Mrs Horton to make a request for a leave of absence during term time. Holidays not approved by school will be classed as unauthorised absences and will result in the Education Welfare (attendance) Officer taking action which can include fines. For further details please visit [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk).

### **MEDICAL CARE**

All children are offered a health check when they begin full-time school; this is arranged by the School Nursing Service. Below is a statement from the School Nursing Service in respect of their work.

The aim of the School Nursing Service is to provide a high level of health care to enable school children to reach and maintain their full potential and not to be disadvantaged by ill health. Health care is delivered through health assessment, health education and health promotion.

The School Nurse is a registered nurse who has additional training and experience in child development and health education. Any child, parent/carer or professional can make a referral to the School Nursing Service. Contact can be made at school or at the nurses' clinic base. All referrals are dealt with in a confidential manner.

When children start at our school, parents/carers are requested to complete a proforma giving medical information that may be useful for us to know. It also asks for emergency contacts should we need to contact you in school hours. If you change address or phone numbers please let us know.

### **Clinical/Medical Appointments**

School time appointments should be avoided wherever possible however we realise that sometimes such appointments in school time are unavoidable. Children must be collected for appointments in school time. If children can return to school after an appointment it will not affect their attendance.

### **Medicines in School**

Wherever possible we ask that medicines are not brought into school or a parent/carer comes into school to administer it. However an exception to this rule is made in relation to asthma inhalers. Infant children are given their inhalers by staff and junior children administer their own inhalers.

If a child is recovering from an illness and is well enough to be in school we will accept medicine which has been **prescribed** under the following terms:-

1. Precise doctor instructions are included with the **prescribed medication** including when and how many/how much is to be given. Bottles with "as directed by the doctor" are not acceptable.
2. Parents should bring medication to the School Office, not the class teacher.
3. All medication should be clearly labelled with the contents, owners name and precise dosage.
4. Parents/carers must complete an indemnity form provided by the school.

### **Non-Prescription Medications**

Normally this type of medication should not be given at school. However, there may be exceptional circumstances where this is appropriate, for example where a pupil is known to suffer from recurring acute pain. This will be at the discretion of the Headteacher, the regularity of administration will be monitored and parents/carers will be advised to make an appointment with their GP if symptoms persist. Parents/carers will be required to complete a medical form as appropriate.

### **SCHOOL MEALS**

When children begin full-time school they have a choice at lunchtime of a hot school meal, bringing a packed lunch or going home to dinner. We prefer children to have a school meal but the choice is yours.

The school has a cafeteria service for meals with plenty of healthy choices, cooked to a high standard on site.

From September 2014 all children in Reception, Year One and Year Two are entitled to a free school meal under the government "Universal Infant Free School Meal" scheme. To access such a meal, please speak to your child's teacher or call in at the office.

Dinner money is collected each Monday morning. Costs for 2023/2024 are £2.50 per day, £12.50 per week. All payments, including advanced payments can be made using the online 'Teachers 2 Parents' Pay system app.

Parents/carers who do not keep up to date with payments may find that we will have to withdraw this option although people are informed well in advance if this is the case. Consistent failure to pay outstanding debts will result in the school taking legal action.

Free school meals are available to families whose circumstances qualify in KS2. The office staff will willingly assist in making the claim for you or forms are also

available from the Civic Centre. We ask that parents/carers keep their entitlement up to date as we are obliged to charge if the form runs out of date.

Children who bring a sandwich meal must provide a plastic box, clearly labelled with their name and their class details. Children will need to bring their own drink. Drinks containers and drinks must be contained within the sandwich box. No cans, glass bottles, fizzy drinks or hot liquids are allowed for safety reasons.

Children who stay at school are supervised by "lunchtime supervisors". The school's behaviour policy also applies at lunchtime and it must be clearly understood that children must conform to acceptable standards of behaviour. Children who do not, may not be allowed to stay on the premises at lunchtime.

### **Fruit Break**

Free fresh fruit is provided on a daily basis for all children; through government subsidies for Foundations Stage and KS1.

### **Water Bottles**

Children are required to bring a water bottle to school which can then be refilled during the day.

### **Milk**

Children in **Nursery** and **Reception** will receive free milk until the term before they turn 5 years old. They can then order at a cost of £12.00 per term.

### **MONEY/VALUABLES**

Children occasionally bring watches, jewellery, money and other valuable possessions such as toys into school, particularly as they get older. We do not recommend this. If children do bring valuables into school, they are their own responsibility and we cannot be held responsible for any loss or damage.

Mobile phones are not permitted in school except in special circumstances and by arrangement with the school. If children need to contact someone in an emergency, this will be arranged by school staff. Office staff will keep mobiles in a secure place during the school day if parents/carers require such a service, a consent form must be completed. Mobile phones will be taken from children until the end of the school day if they are brought into school.

## **ADMISSIONS**

Children can be admitted to Nursery following their third birthday. Children are admitted up to our admission limit of 30 children per morning/afternoon session and strictly on an age related basis. Admission to Nursery does not guarantee admission to school although we would hope that every child who does come to our nursery would gain a place in main school.

Children wishing to come to our school during the school year may do so up to our school admission limit of 60 children in each Year Group (64 in Years 5 and 6). Some working parents/carers will be entitled to free 30 hours, please see Reception for further details.

You are welcome to visit the school to look around at any time of the year, whether you are new to the area, changing schools within the area or your child is starting school for the first time. Please contact the office to arrange a convenient time.

### **Registering**

#### **Nursery**

If you would like your child to come to Rakegate Nursery you simply need to let us know and fill in an application form. Nursery has two admissions during the year, September and January, dependent on your child's date of birth. Children with a birthday between 1<sup>st</sup> January and 31<sup>st</sup> August will be admitted the September after their 3<sup>rd</sup> birthday and children with a birthday between 1<sup>st</sup> September and 31<sup>st</sup> December will be admitted the January after their 3<sup>rd</sup> birthday. Where possible, older children will be allocated morning Nursery places.

#### **Reception to Y6**

Wolverhampton City Council operates a common application system for admissions to full time school. This means that parents/carers need to apply to school through the Civic Centre in the city centre. We will help explain the process to you but hope that you will understand that our school, as all others in Wolverhampton have to follow this process.

The number of children admitted to Reception in September 2022 was 50 children. Children admitted during the school year to July 2023 were as follows:-

|            |             |           |             |
|------------|-------------|-----------|-------------|
| Reception  | 35 children | Year Four | 6 children  |
| Year One   | 5 children  | Year Five | 1 children  |
| Year Two   | 1 children  | Year Six  | 1 children  |
| Year Three | 7 children  | Total     | 56 children |

### **Changing School**

If you are moving schools, please let us know as soon as possible so that we can arrange a smooth transfer of your child's records and work to their new school. Parents/Carers wanting a transfer to another Wolverhampton school should arrange to meet Mrs Horton in the first instance and will then have to complete a transfer request form available from the Civic Centre.

### **TRANSFERRING SCHOOLS**

At the end of Year Six the children move from us to a secondary school, however the process of applying for secondary school begins at the start of their final year here at Rakegate. Opportunities are given by all secondary schools for you to visit in order to help you make choices with your child. Our school staff and the Headteacher are here to help you make your decision should you require support. We work closely with all local schools and share information etc. with them before children move. Secondary school staff often visit the children before the move and arrange a day visit to their new school in July. This means that on transfer the children know what to expect and what is required of you and them.

Year Six children from Rakegate intended to attend the following schools in September 2023:

| School               | Boys | Girls | Total |
|----------------------|------|-------|-------|
| Aldersley            | 11   | 13    | 24    |
| Kings                | 1    | 2     | 3     |
| Ormiston NEWA        | 11   | 14    | 25    |
| Our Lady and St Chad | 0    | 1     | 2     |
| St Matthias          | 0    | 1     | 2     |
| Thomas Telford       | 0    | 2     | 2     |
| Abubakr              | 1    | 0     | 2     |
| Moreton              | 1    | 4     | 5     |
| St Peters            | 0    | 1     | 2     |
| Leavers              | 25   | 38    | 63    |

## END OF KEY STAGE RESULTS

### EYFS

| Area                     | 2023 |
|--------------------------|------|
| Literacy                 | 63%  |
| Communication & Language | 70%  |
| Maths                    | 69%  |
| GLD                      | 61%  |

### Year 1 Phonics

45/59 children

76% achieving the standard

### Year 2 Phonics (retake)

13/19 children

68% achieving the standard

### End of KS1

Cohort: 61

|          | 2023                      |               |
|----------|---------------------------|---------------|
|          | At Expected Standard<br>+ | Greater Depth |
| Reading  | 70.5%                     | 14.8%         |
| Writing  | 54.1%                     | 6.6%          |
| Maths    | 70.5%                     | 11.5%         |
| Combined | 54.1%                     | 4.9%          |

### Year 4 Multiplications Check

Cohort: 64 (1 left the school so not included in percentages).

|                   |                   |                   |
|-------------------|-------------------|-------------------|
| 15 marks+         | 20 marks +        | 25 marks          |
| 65% (41 children) | 48% (30 children) | 17% (11 children) |

### End of KS2

|          | 2023                        |               |
|----------|-----------------------------|---------------|
|          | At Expected Standard        | Greater Depth |
|          | <b>At Expected Standard</b> |               |
| Reading  | 79%                         | 29%           |
| SPAG     | 72%                         | 32%           |
| Maths    | 57%                         | 10%           |
| Writing  | 71%                         | 11%           |
| Combined | 43%                         | 3%            |



## **TERM DATES - School Year 2023-2024**

### **Autumn 2023**

Monday 4<sup>th</sup> September - Friday 22<sup>nd</sup> December

Half Term - Monday 30<sup>th</sup> October - Friday 3<sup>rd</sup> November

### **Spring 2024**

Monday 8<sup>th</sup> January - Friday 22<sup>nd</sup> March

Half Term - Monday 12<sup>th</sup> February - Friday 16<sup>th</sup> February

### **Summer 2024**

Monday 8<sup>th</sup> April - Monday 22<sup>nd</sup> July

Half Term - Monday 27<sup>th</sup> May - Friday 31<sup>st</sup> May

## **INSET DAYS**

School will be closed for children on the following days when staff undertake training days:

1. Monday 4<sup>th</sup> September 2023
2. Monday 20<sup>th</sup> November 2023
3. Monday 4<sup>th</sup> March 2024
4. Monday 8<sup>th</sup> July 2024
5. Monday 22<sup>nd</sup> July 2024

## **ACCESS TO DOCUMENTS**

Under the Education (School Curriculum and Related Information) Regulations 1989 the school is obliged to make available for inspection, and in some cases, provide copies of certain documents at cost, if required. If you would like to inspect any of the documents below, or where possible, purchase documents please enquire at the school.

- Procedures for making official complaints to the Governing Body regarding curriculum matters.
- Statutory National Curriculum Orders and Related Circulars
- The L.A. Agreed Syllabus for Religious Education.
- School Ofsted report.
- Safeguarding Policies and Procedures

## **GENERAL DATA PROTECTION REGULATION (GDPR)**

You may have heard that the law which manages how we use your information has changed. This means that all personal data is protected and organisations who work with such data are held accountable for its protection. To help explain how your information is used, we have published a Privacy Notice, which you can read here in our policies section on the Rakegate website.

Rakegate is committed to the highest standards of information security, privacy and transparency.



### **Data Protection Officer**

We have appointed a Data Protection Officer from Services 4 Schools Ltd to support our school with matters relating to Data Protection and the use of your personal information. Our Data Protection Officer is registered with the Information Commissioners Officer (ICO). If you have a question about how your personal data is used in school, or would like to make a formal request, you can contact our Data Protection Officer by emailing [DPO@rakegateprimary.co.uk](mailto:DPO@rakegateprimary.co.uk) or by writing directly to the school by marking your envelope "For the attention of the Data Protection Officer".

### **Right to Access**

Individuals have the right to access copies of their personal data that the school is processing. This is often known as "Subject Access".

An individual is only entitled to their own personal data, and not to information relating to other people. The school has a maximum of 30 days to respond to a Subject Access Request.

If we are processing your personal data, you will be entitled to receive:

- confirmation that we are processing your personal data;
- a copy of your personal data
- additional information about how your data is being used and who it is shared with.

### **COMPLAINTS PROCEDURE**

The Education Reform Act 1988 initiated rules from September 1989 to make the L.A. provide formal procedures for parents to follow if they are unhappy with the manner in which the Governing Body is delivering the National Curriculum or in which religious worship is being conducted in school. Below is a summary of these procedures. It is important to note that these procedures DO NOT cover complaints about individual teachers, Headteacher's or other members of staff, discipline or admissions. We would hope that in the unlikely event of any such problem occurring you would feel able to see the appropriate teacher or the Headteacher.

A copy of the LA procedures is available from the school or on the School Website.

### **MOBILE PHONES**

In order to ensure that we fully safeguard your children, we have reviewed our procedures regarding the use of mobile phones/recording equipment on school premises and have made the following decisions with immediate effect.

- Mobile phones/recording equipment should not be used anywhere on the school premises to take photographs or recordings. School premises includes any area within the school gates from Sandwell Road or Rakegate

Close.

- Mobile phones should not be used under any circumstances whilst in the school building.

This means that unfortunately you will not be able to take photographs or recordings during school productions or events such as sports day. We will allow you to take individual photographs of your own children at the end of a production.

We have a number of children who, for various reasons, cannot have photographs taken or appear on social media and therefore have had to take this course of action.

Finally, we would like to say:-

# Thank You

for reading this prospectus and for showing an interest in our school. We hope to be working with you for many years to come.

*The information in this prospectus is correct at the time of printing, however it is possible that changes may be made before or after the school year starts.*