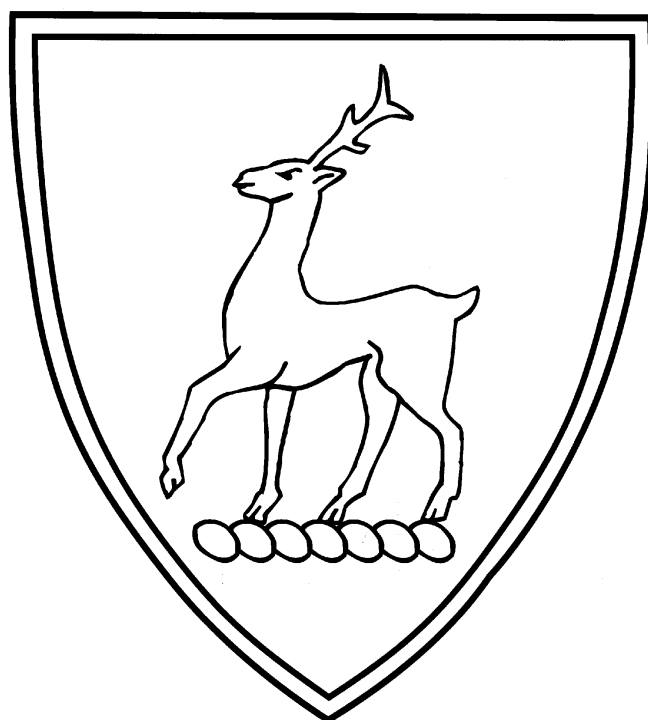


THE RALEIGH SCHOOL



FACTFILE



THE RALEIGH SCHOOL - ORGANISATION & PERSONNEL

HEADTEACHER	Mrs F O'Neill
CLASSES - KEY STAGE 1	RD Mrs R Dennis RM Mrs J Mumby 1M Miss A McGuigan 1H Mrs R Holloway & Mrs J Conisbee 2K Mrs A Keen 2J Miss K Johnson
CLASSES - KEY STAGE 2	3R Miss E Rogers 3H Mrs A Hamilton 4S Miss B Scott 4F Miss L Flint 5R Mrs L Rees 5M Miss A Maclean & Mrs K Hollingshurst 6H Mrs S Highton & Mrs S Chase 6T Mr C Tuckett
Teacher in Training	Miss Sally Nicholls
KS2 Maths Sets	Mrs S Robinson, Mrs N Davies
Assistant Head KS1	Mrs J Mumby
Assistant Head KS2	Miss A Maclean
Assistant Head Curriculum & Learning	Mr C Tuckett
Special Educational Needs Coordinator	Miss A Maclean
SUPPORT STAFF	
School Business Manager	Mr P Hill
Office Manager/Admissions	Mrs L Light
School Office Assistants	Mrs V Bean, Mrs K Lane Mrs N Rapley, Mrs V Richardson
Caretaker	Mr T Allen
Caterers	ABM Catering
Teaching assistants:	Mrs M Allen, Mrs Y Alloway, Mrs J Attfield, Mrs H Challis, Mrs D Dixey, Mrs K Dowling, Mrs G Eve, Mrs C Fletcher, Mrs H Foran, Mrs J Hughes, Mrs C Hutt, , Mrs A Munro, Mrs M Nicholls, Mrs S Osborne, Mrs A Parry, Mrs S Perrin, Mrs N Rapley, Mrs E. Sandford, Mrs L Sawyer, Mrs C Spencer, Mrs N Stroud, Mrs K Tebbitts, Mrs C Young, Mrs K Young, Mrs J Worwood
Computer Technician	Mr A Sainudeen
Senior Lunchtime Supervisor	Mrs V Richardson/Mrs L Sawyer
Earlybirds	Mrs V Richardson, Mrs L Sawyer, Mrs V Bean, Mrs C Hutt, Miss C Rapley,
Shipmates	Mrs V Richardson, Mrs A Munro, Mrs L Yandle, Mrs C Hutt, Mrs K Dowling, Chloe Rapley



THE RALEIGH SCHOOL - ORGANISATION AND PERSONNEL

Governors as at September 2016

Mrs C Handley	Chair of Governors/Parent Governor
Mrs F O'Neill	Headteacher/Staff Governor
Mr M Annesley	Trust Co-opted Governor
Mrs J Atkinson	Parent Governor
Mr G Bright	Parent Governor
Mrs S Davies	Trust Appointed Governor
Mr P Hill	Staff Governor
Mrs S Jane	Trust Appointed Governor
Mrs L Light	Staff Governor
Mrs S Lillywhite	Trust Appointed Governor
Mr E Littlewood	Parent Governor
Mrs B Nash	Trust Appointed Governor
Mrs M Pollitt	Trust Appointed Governor
Mrs N Rapley	Staff Governor
Mr C Tuckett	Staff Governor
Mr C Roberts	Parent Governor

Clerk to Governors: Mrs C Tommasini
All Governors and the Clerk can be contacted through the School

The Raleigh School
Northcote Crescent,
Northcote Road,
West Horsley
Surrey KT24 6LX

Telephone: 01483 282988
Fax: 01483 285631
Email: info@theraleigh.org
Website: www.theraleigh.org

GENERAL INFORMATION

Lunchtime Provision :

- school lunches are cooked on site by ABM Catering
- current cost is £2.30 per day payable weekly in advance by cash or cheque (made payable to The Raleigh School) or half termly in advance. School meals may also be paid on line via the Parentmail link on the school website
- 2 weeks notice is required to change lunch arrangements
- children are offered a choice of two meal options daily; a main meal and a vegetarian option. Jacket potatoes are also available.
- a cafeteria system is in operation with continuous service
- children bringing packed lunches are given a place in the hall
- firm, named containers are essential and hot drinks are allowed in suitable labelled containers
- the Raleigh is a nut free school

Property and Possessions :

- other people's possessions must not be touched without their permission.
- pupils must look after school property and may not touch sharp, hot or electric equipment without the supervision of a member of staff. Matches, knives and other sharp implements are not permitted.
- money should only be brought for a specific school purpose in a named purse and must not be left in cloakrooms.
- watches & small stud/sleeper earrings are the only items of jewellery that may be worn at school, these must be left at home on PE days as staff may not remove them. Make-up and nail varnish may not be worn.
- mobile phones may be brought to school but only with the prior, written agreement of the Headteacher. Mobile phones must not be used in school and should be turned off at all times whilst on school premises, inside and out. The school accepts no responsibility whatsoever for the accidental damage, loss or theft of a phone which will be kept in the teacher's drawer throughout the school day.
- all possessions are brought to school at the child's or parents' own responsibility; all items must be clearly marked.
- medicines must be placed with one of the office staff for safe keeping. A note must be sent by the parent to authorise dispensation.

Breakfast and Afterschool Clubs

- Breakfast club - "Earlybirds" - runs from 7.40 am to 8.40 am with a variety of activities on offer. The current fee is £8 for the session, including breakfast.
- Afterschool club – "Shipmates" – runs from 3.15 to 5.45 pm and has a wide range of activities. The current fee is £14 for the session, including a snack.



SCHOOL UNIFORM

UNIFORM FOR BOYS

- Winter & Summer**
- KS1** Raleigh V-neck bottle green jumper
White polo shirt or white shirt (long or short sleeved)
Plain grey long or short trousers
Grey socks
Black shoes
- KS2** Raleigh V-neck bottle green jumper
White Shirt (long or short sleeved)
School Tie
Plain grey long or short trousers
Grey socks
Black shoes

UNIFORM FOR GIRLS

- Winter:**
- KS1** Raleigh V-neck jumper or cardigan
White polo shirt or White open-necked blouse (long or short sleeved)
Green or grey skirt or pinafore or long grey trousers
Plain bottle-green, grey or white socks (ankle/knee length)
Black, grey or green tights
Black shoes
- KS2** Raleigh V-neck jumper or cardigan
White open-necked blouse (long or short sleeved)
Green or grey skirt or long grey trousers
Plain bottle-green, grey or white socks (ankle/knee length)
Black, grey or green tights
Black shoes
- Summer:** **KS1 & KS2** Green striped/check summer dress
Black closed toed sandals or shoes

Any boy/girl with hair below chin length must have it completely tied back at all times. All hair fastenings must be green, black or brown hair bands, ribbons or plain scrunchies.

Hair may be no shorter than a barber's grade 4 setting (½ inch).

- P.E.** **KS1 & KS2** Boys and Girls
Raleigh T-shirt in green
Green shorts
Plimsolls or trainers
Green tracksuit top & green or black tracksuit bottoms
- Team Equipment for sports such as Athletics, Cross Country & Football is provided by the school.
 - Please note that Trainers or Plimsolls must be worn when using the Adventure Playground.
 - All children must have an apron/old shirt in school for Art.

ALL ITEMS OF SCHOOL UNIFORM MUST BE CLEARLY NAMED
School Uniform is available from the School Shop



Early Years Foundation Stage results 2013-2016

	2013	2014	2015	2016	2015 Surrey Average	2015 National average
Good Level of Development (% reaching expected or exceeding standard for all prime learning goals, literacy and maths)	83.3%	89.7%	91.7%	88.3%	72.5%	60 %

Year 1 Phonics screening results 2013-2016

	2013	2014	2015	2016	2015 National Average
% of class passing	80.1%	93.3%	95%	93.3%	77%

Key Stage 1 results 2013-2015

Please note that the 2016 results are based on different assessment requirements and are not comparable to the 2013-2015 results.

	2013	2014	2015	2016
Level 2b+ (2016:MEETING EXPECTED STANDARD)				
Reading	89%	92%	90%	95%
Writing	86%	80%	81.7%	77%
Maths	91%	86%	91.7%	93.3%
Level 3 (2016:WORKING AT GREATER DEPTH WITHIN EXPECTED STANDARD)				
Reading	55.4%	49.2%	56.7%	53%
Writing	26.8%	25.4%	31.7%	22%
Maths	44.6%	44.1%	51.7%	43.3%

Key Stage 2 Attainment

The figures given show the percentages of the year group who met the expected standard in the external SATS papers. It is not possible to compare pre-2016 results to current results.

Key Stage 2	2016	2016 National Average
Reading* * We have appealed for 7 papers to be remarked. If this is successful our % passing would be 81%	69.8%	66%
Writing	85.7% (27% working at <i>greater depth</i> within the expected standard)	74%
English Grammar, Punctuation and Spelling	84%	72%
Maths	76%	70%



THE RALEIGH SCHOOL ADMISSION POLICY 2016

As an Academy, the Raleigh School is responsible for its own arrangements for admitting children to the school. In doing this the school has adopted the criteria outlined below.

Children are entitled to a full time school place in the September following their fourth birthday. Applications for entry into Reception, which has a Published Admission Number (PAN) of 60, should be made direct to the Local Authority, Surrey County Council. Information on how an application can be made can be found at www.surreycc.gov.uk.

All Surrey schools will operate an Equal Preference System. Parents will be given the opportunity to state 4 ranked school preferences.

Applications for “In-Year” Entry, i.e. Years 1 to 6 inclusive, and Year R entry after the start of the academic year, should be made directly to the school where the criteria outlined below will be applied. If there is no available place, the applicant will be placed on waiting lists that are reviewed annually.

Children with a Statement of Special Educational Needs, or an Education Health and Care Plan, that names The Raleigh School will be allocated a place before other children are considered. In this way, the number of places available in any year group will be reduced by the number of such children.

The following Admissions Arrangements have been agreed for 2016 for The Raleigh School:

First priority: looked after and previously looked after children

- Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 (a), e.g. fostered or living in a children’s home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Second priority: exceptional arrangements

Occasionally there will be a very small number of children for whom exceptional arrangements will apply, that demonstrate a need to attend a particular school. If you wish to apply under these arrangements, you must also provide additional information and professional written evidence from a social worker, health visitor, housing officer, police, probation officer, doctor and/or hospital consultant to support your case. This needs to demonstrate why you feel it is essential for your child to attend The Raleigh School and why no other school can reasonably meet your child’s needs. Providing such evidence does not guarantee that a child will be given priority at the school and in each case a decision will be made based on the merits of the case and whether the

evidence is sufficient to demonstrate that a place should be given at The Raleigh School instead of any other school.

The Local Authority may also ask the school to admit over our Published Admission Number under this category.

Third priority: brothers & sisters (siblings)

Children who will have a sibling still attending The Raleigh at the time of their admission. A sibling is defined as a brother or sister (that is, another child of the same parents, whether those parents both live at the same address or not); or a half-brother or half-sister, adopted or fostered brother or sister or step-brother or step-sister, living as part of the same family unit at the same address, Monday to Friday.

Fourth priority: children for whom the school is the nearest to their home.

The nearest school is defined as the school that admits pupils of the appropriate age range closest to the child's normal place of residence (In the case of formal equal shared custody it will be up to the parents/carers to agree which address to use). The distance is measured, in a straight line, from the address point of the pupil's house, as set by ordnance survey, to the nearest school gate available for pupils to use. This is calculated using the Surrey County Council Geographical Information System.

Fifth priority: any other applicant

The final priority will be given to those living nearest to the school measured in a straight line from the address point of the pupil's house, as set by ordnance survey to the nearest school gate for pupils to use; this is calculated using a Geographical Information System.

Points of general application

In the event of any category being oversubscribed, priority will be given to those living nearest to the school measured in a straight line from the home address point of the pupil's house, as set out by ordnance survey to the nearest school gate for pupils to use; this is calculated by Surrey County Council using a Geographical Information System. Where two or more children share priority for a place e.g. where two children live equidistant from a school, and only one place remains, lots will be drawn to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to admit all of the children the last remaining available place(s) will be allocated by the drawing of lots.

As a two form entry primary school, parents of twins often choose us in order that their children can be placed separately in parallel classes allowing each child independently to develop socially, emotionally, intellectually and academically. The Raleigh School, in line with sound educational practice, does not place twins in the same class.

Parents may defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the original offer was made. Parents can also indicate that they wish their child to start part time until later in the school year but not beyond the point at which they reach compulsory school age.

Late applications received will be considered in accordance with the Local Authority's coordinated admission scheme.

Applicants may choose to seek a place outside their child's chronological year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group. Places on the list will be allocated according to the oversubscription criteria shown above and each list will be revised whenever a child is added to it, according to these criteria, and without regard to the date the application was received or when a child's name was added to the waiting list, in accordance with the School Admissions Code 2014.

As part of the initial process of intake to Reception, applicants will automatically be placed on the waiting list if they have not been offered a higher preference school. Children identified by priorities one and two above will take precedence over those on the waiting list.

Waiting lists are maintained until the end of the academic year for which entry has been sought, at which stage they will be reviewed. Parents should apply in writing, directly to the school by 1st August of the year in question if they wish to remain on the waiting list for the next academic year.



EXAMPLE LETTER NEW RECEPTION PARENT

Dear Families,

10th June 2015

This letter sets out the arrangements for your child's induction with us. All parents will have the option of requesting a full time place for their child from the start of the year. However, we feel that the following arrangements offer the best possible start to school for the children in our care. If any parents would like their child to start full time on Monday 7th September then please let me know in writing by Friday 26th June.

Once again this year, each class will be split into two groups, the oldest half and the youngest half and each group will attend at least one session each day for the length of the induction. However, in response to the parents' questionnaire we have shortened the induction period so that it now takes place over only 3 weeks. Information on which group your child is in will be issued at the 'Tea & Toys' event on 22rd June. If you are unable to attend this event, this information will be posted to you.

Here are the session times from Mon 7th Sep until Friday 25th September

Morning session 09:00 – 11:30

Afternoon session 12:45 – 3:15

Children should be brought into class via the gate into our outdoor area where they should also be collected.

Session Times from 28th September

Once the children are full time the school day will begin at 8.50 and end at 3.15. Drop off arrangements remain unchanged, however, they should be collected from the playground. We will send out information on how this works in practice nearer the time.

Home Visits

Home visits will take place on Wednesday 2rd, Thursday 3rd and Friday 4th September.

On Friday 5th all the children are welcome to pop in to the classrooms from 2.30 – 3.00 to say hello to us and to find their tray and their peg.

<u>Week</u>	<u>Week / Beg</u>	<u>Group A</u>	<u>Group B</u>
Week 1	7 th September	Every Morning	Every Afternoon
Week 2	14 th September	Every Morning Plus all day Friday	Every Afternoon
Week 3	21 st September	Every Morning Plus Tue & Thurs pm	Every Afternoon Plus Mon, Wed & Fri am
From the week beginning 28 th September children will be full time if ready .			

What Do We Mean by Full Time if Ready?

We understand that for some children, especially those who are very young, starting school is a tiring business. We are therefore happy for those children who need to, to go home after lunch on some days. This will be arranged at the time on an individual, needs led basis.

Yours sincerely

Jane Mumby
Early Years and KS1 Assistant Head



SCHOOL TERMS AND HOLIDAYS

ACADEMIC YEAR 2016/2017

	START	HALF TERM		END
		START	END	
SUMMER 2016	Mon 11/04/16	Mon 30/05/16	Fri 03/06/16	Fri 22/07/16
INSET	Thurs 26/05/16			
INSET	Fri 27/05/16			
AUTUMN 2016	Mon 05/09/16	Mon 24/10/16	Fri 28/10/16	Wed 21/12/16
INSET	Mon 05/09/16			
SPRING 2017	Thurs 05/01/17	Mon 13/02/17	Fri 17/02/17	Fri 31/03/17
INSET	Fri 27/01/17			
SUMMER 2017	Tues 18/04/17	Mon 29/05/17	Fri 02/06/17	Fri 21/07/17
INSET	Fri 26/05/17			

THERE WILL ONLY BE 3 INSET TRAINING DAYS IN THE 2016/2017 ACADEMIC YEAR. THE REMAINING 2 INSET DAYS WILL BE TAKEN AS 4 TWILIGHT TRAINING SESSIONS FOR STAFF AND GOVERNORS.

BANK & PUBLIC HOLIDAYS 2016/2017

Christmas Day 2016	Sunday 25 th December 2016
Boxing Day 2016	Monday 26 th December 2016
New Year's Day 2017	Sunday 1 st January 2017
Good Friday 2017	Friday 14 th April 2017
Easter Monday 2017	Monday 17 th April 2017
May Day Bank Holiday 2017	Monday 1 st May 2017
Spring Bank Holiday	Monday 29 th May 2017



COMMUNICATION WITH PARENTS

Linkline

The Linkline is the parents' communication system. It is run by parents and is based on class pyramids consisting of children's names and their home and mobile telephone numbers. It aims to contact as many parents as quickly as possible if the school has to be closed, or as is more common, a school outing is delayed.

Linkline also provides a social link for parents for arranging coffee morning and other get-togethers.

How it works

If the Linkline needs to be used, the person above you on the pyramid will telephone your home or mobile, you in turn telephone the person below you and so on. If you are unable to speak directly to the person below you, please do not leave a message on an answer phone as this can be unreliable. Please continue and telephone the person underneath that. The school, of course, still remains responsible for your children until they are collected.

You should receive your pyramid shortly after your child starts school together with details of your class rep and his/her deputy. The pyramid is designed with the parents furthest away as close to the top of the pyramid as possible, so that if it is an early morning closure at school, they are informed quickly. Your rep or deputy will also be able to answer any queries you may have on the Linkline or indeed on any aspect of school life.

If you do not wish to be part of the Linkline, or wish to limit the amount of personal information that is shared, please notify us via the Parental Permission Slip for the Class Linkline & Supplementary Information.

Parentmail

In addition to the Linkline, the school uses 'Parentmail' an email and texting system. The system uses mobile telephone numbers and email addresses as a point of contact. This messaging system can only be activated by the school and has already been used successfully to alert parents on the delay of a school trip and is used on a weekly basis to email Headlines, the school's weekly newsletter.

Headlines

Headlines is our weekly newsletter. This is sent to parents via email using Parentmail and is posted on our website each week. It is essential reading!



Child Protection and Safeguarding Policy

The School's Child Protection and Safeguarding Policy sets out the responsibilities that members of staff have for child protection within the School environment, with particular responsibilities indicated for the Designated Safeguarding Leads.

This policy may be found on the School's website under "Information/School Policies" via the link <http://www.theraleigh.org/information/school-policies>

Help and Information

Further information can be obtained by contacting the school office or by visiting our website.

The Raleigh School
Northcote Crescent
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KT24 6LX

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