



### **WELCOME TO THE RALEIGH SCHOOL**

We are very proud of The Raleigh. It is a high achieving, popular, community primary school as a result of aspirational standards, a creative curriculum and close partnerships with South Farnham Educational Trust and Raleigh parents. Continuity is also an important factor and, at this school, we offer an education with high expectations, that is bespoke, broad and balanced, for seven continuous years.

We hope that this prospectus will give you a flavour of our ethos and achievements. In it you will find general information; for full information please visit the school website:

<https://www.theraleigh.org/>

Do come and visit us, so that you can fully appreciate our school – we are always open. You will be made most welcome and be offered an opportunity to participate in one of our regular, small group, parent “walkabouts” which give you a chance to see the school at work, meet me, and talk about your child. You will experience first-hand, the happy, purposeful atmosphere in each classroom.

If you wish to apply for a place at The Raleigh School please visit our website and download the application form.

I look forward to meeting you.

*F O'Neill*

Mrs Fiona O'Neill, Headteacher



## INTRODUCTION

The Raleigh School is an Outstanding, popular, co-educational two-form entry primary academy in the semi-rural village of West Horsley, near Guildford, in Surrey. We are part of the South Farnham Educational Trust, where the majority of schools are “Outstanding”.

The Raleigh opened in 1957, with a teaching staff of two and seventy-two pupils on roll. The school governors decided to name the school after the renowned Elizabethan, Sir Walter Raleigh. Sixty years on, we now have a staff of more than 50 and 436 children on roll.

The children start in the Early Years Foundation Stage in Walter’s Wing, a separate building housing Reception and Year 1 classes. Key Stage One (KS1) contains children aged 5-7 years with National Curriculum years 1 and 2. Key Stage Two (KS2) covers children aged 7-11 years with National Curriculum years 3 to 6. The children move into the main building in Year 2. Year 6 children are housed in The Falcon Wing, built in 2012, a separate building, adjacent to the main school.

We provide a happy and caring environment, where children can feel relaxed and positive about themselves in school. Children enjoy participating in a wide range of appropriate and challenging learning experiences. The Raleigh School has a rich, broad and stimulating curriculum that includes the core skills of reading, writing, mathematics, science and computing.

## MOTTO, VISION AND AIMS

### **Our Motto:**

The continual pursuit of excellence

### **Our Vision:**

To inspire independence, nurture a life-long love of learning, thus creating active and responsible citizens who achieve their full potential

### **Our Aims:**

In a safe environment and through excellent skills-based teaching we aim to provide our children with creative and challenging learning opportunities which:

- Encourage children to have high expectations
- Promote determination to succeed and encourage risk taking
- Enable them to become independent and active in their own learning
- Develop tolerance of others
- Develop collaborative opportunities and awareness of the needs of others.

## ABOUT THE RALEIGH

### **Admissions**



We admit children in the September after their fourth birthday. In the Summer term of each year, children due to join us in September participate in a series of visits, some with parents and some on their own. Our staff visit most of the local nurseries to discuss the children due to transfer into Reception.

We also liaise closely with staff from local secondary schools to ensure a smooth transition from Year 6 to the next stage of education. Admissions are made in accordance with our Admissions Policy which is available to view on the website.

## Charging and Remissions

Education provided at an Academy for its registered pupils is free of charge if it takes place wholly or mainly during school hours. There are exceptions to this general rule and sometimes parents are asked to make voluntary contributions for school trips etc. Chargeable items include day trips, clubs, KS2 school lunches, residential trips and branded uniform. A copy of our charging policy is available on the school website.

## CURRICULUM

Our curriculum is broad and balanced. It consists of all the activities designed or encouraged in the school to develop the intellectual, personal, social and physical activities in the children. During the Early Years Foundation Stage pupils work towards the five early learning goals:

Communication, Language and Literacy

Personal, Social and Emotional Development

Problem Solving, Reasoning and Numeracy

Knowledge and Understanding of the World

Physical & Creative Development



From Years 1 to 6, the National Curriculum determines the focus of learning. Teachers implement a bespoke, creative curriculum enabling children to make links between subject areas and give purpose to learning. Topics are taught in a thematic way, emphasising links between English, computing, science, geography, history, art and Design Technology. Other subjects; PE, RE, mathematics, music, French (KS2), and Personal, Social and Health Education (PSHE) are taught discretely. In this way, each child receives their entitlement to the full National Curriculum in a creative way.

## PE and Sport

PE and physical activity is embedded into the culture of school life at the Raleigh. We recognise the lifelong impact of sport, as well as a healthy diet, to the future well-being of children. We believe that an innovative and varied PE curriculum and extra-curricular opportunities, have a positive influence on the concentration, attitude and academic achievement of pupils.



We aim to develop agility, co-ordination and confidence through physical activity. All pupils have two sessions of PE a week. Dance, gymnastics, swimming, games and athletics are taught. We encourage a competitive spirit while recognising the School Sports' Values which are teamwork, self-belief, respect, passion, honesty and determination. Shown here is an inter-house cross-country competition in house colours.

Every child in the school takes part in the Raleigh Run, which is our version of the Daily Mile. Children complete this in PE lessons as well as during other parts of the day - on days when they do not have PE.

It also offers a level of personal challenge: as for every lap they complete, they earn house points, trying to

beat their previous score. At playtime and lunchtime, children have a choice of activities and equipment to play with.

The Year 6 Sports Crew lead a variety of games and skills for younger pupils.

Extra-curricular sports opportunities are an important extension of our PE curriculum. We have many sports teams who play both competitive and friendly matches throughout the year. We also have a wide range of clubs on offer before and after school. The children have the opportunity to take part in a variety of seasonal sports and full details can be found on the website.



### Wow Days & Educational Visits



'Wow' days enrich and make our curriculum bespoke by linking all the learning on one day to a particular topic. Drama, maths, English, music, science, food technology, history etc can all be covered in a meaningful and purposeful way. The children love them! This one was taken at Year 4's Alice in Wonderland Day with Alice and the Mad Hatter making jam tarts. They often feed into the class assemblies that the parents are invited to attend in the Hall – always popular events.

Educational day and residential visits are organised to enrich and enhance the curriculum and are invaluable in bringing the children's learning alive.

Generally, there is a visit each term and in KS2 more ambitious trips are undertaken. The residential school journeys fulfil the requirements of the National Curriculum for Outdoor Adventurous Activities. All trips are well-planned, properly supervised and authorised at Governor and County levels, following thorough risk assessments.

### Assessment

Every pupil is regularly assessed in all curriculum areas. At the end of each key stage a formal assessment is carried out by means of the national standard attainment tests or SATS. Statutory testing also takes place through the Early Years' baseline assessment in Reception, the Phonics Check in Year 1 and the Multiplication Check in Year 4. Formative assessment, which involves close on-going collaboration between teachers, teaching assistants and pupils, is an integral part of classroom practice. Regular summative assessment takes place through termly NFER assessments.

Children are encouraged to evaluate their own and peers' work and to use questioning and feedback constructively. This involves them as active learners who are aware of their 'next steps'. All information gained from testing may be shared with the child's parents.

### Special Needs

We aim to encourage and help each child to achieve their full potential, not only intellectually, but also physically, creatively, emotionally and socially. The Special Educational Needs & Disabilities Co-ordinator (SENCo) works with staff to ensure that those pupils who may need additional support are identified as early as possible.

We ensure that children with special educational needs are taught by skilled and committed staff. Good communication between parents and school is paramount. Staff, supported by the School's SENCo, liaise closely and communicate directly with parents. If further assessment or specialist support is required, advice is

sought from the Multi-professional Team or Health Services. The Special Educational Needs Policy can be viewed on the school website.

### **Homework**

We believe homework is an important link between school and home. It supports and extends the curriculum and can raise children's achievements. The purpose of homework is to consolidate, reinforce and extend school learning. Homework offers opportunities to work independently of the teacher, using outside sources, practising skills learnt in class. Much of the homework is online. The school's homework policy, which can be found on the school website, ensures that there is progression so that by Year 6 the children are well prepared for secondary school.

### **Peripatetic Music Teaching**

Visiting specialist music teachers from Surrey Arts deliver lessons for brass, wind, stringed and keyboard lessons during the school day, either individually or in small groups. This carries an additional charge. Children are able to showcase their talents at special assemblies.



### **Before and After School Childcare Clubs**

Our clubs provide good quality, out of hours care for children at the Raleigh School. They are in a safe, secure environment, offering activities to ensure relaxation and stimulation to promote children's wellbeing and meet their individual needs.

Both extended day clubs operate during term times only for 38 weeks a year, excluding those Inset days within the Raleigh School calendar. Our breakfast club, Earlybirds is open between the hours of 7:40am to 8:40am Monday to Friday. The after-school club, Shipmates is open between the hours of 3:15pm and 5:45pm Monday to Friday. The exceptions to this are likely to occur on the last day of term when school closes for children at 1:30pm.

A buffet-style breakfast will be available and may consist of toast, crumpets, cereals, yoghurt, juice or milk. This is included in the fee. Similarly, in Shipmates, a light snack will be available and may consist of crumpets, crackers, wraps with ham or cheese, toast, raw crudites, fresh fruit, squash or water. This is included in the fee.

Our extended day childcare clubs are very popular and usually over-subscribed. We do our best to accommodate everybody, but places are not guaranteed. Please see our website for further information and the Extended Day prospectus.

### **Extra-Curricular Clubs**

A programme of all available extra-curricular activities is on the website. Clubs usually include seasonal sports and a range of clubs to cover a wide range of interests.

## AROUND THE SCHOOL

The school is extremely proud of its facilities and we maximise their use.



The site consists of 14 classrooms, a dedicated building for wraparound care, a library, a music room, two children's kitchens and various breakout rooms for small groups and music lessons.

There is an assembly hall, a playground with line markings chosen by the children, an allotment, a forest area, a pond, a bouldering wall, an Astroturf area and a large all-weather adventure playground, shown here, plus a multi-skills area.

We have two teaching fields; one on site and another a short walk away.

## WELL-BEING

The happiness and well-being of the children is of paramount importance and greatly impacts children's self-esteem and achievements. The welfare of the children is the responsibility of the Headteacher. However, for practical reasons, this responsibility is delegated to the class teacher and the senior members of staff that include the Deputy Heads, Assistant Head, Key Stage Leaders, the Special Needs Co-ordinator and playground supervisors.

Our Designated Safeguarding Leads (DSLs) are the Headteacher and Deputy Headteachers. The Raleigh School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a Safeguarding and Child Protection Policy and procedures in place that are available to view on our website. Staff training is regular and thorough.



We have high expectations of behaviour within the school, outlined in the Home School Agreement, which forms a contract between home, school and the child. Classes agree bespoke classroom rules, rewards and consequence annually. If a child's behaviour or work is a cause for concern the parents are contacted and an interview arranged to agree the way forward. It is vital that children can see that both staff and parents are working to the same end. The Raleigh School has an anti-bullying strategy that can be found on our website.

## **Attendance and Health**

Attendance is monitored closely so if your child is absent from school for any reason, you are required to telephone the School Office by 9:15am on each day of absence. We ask parents to make medical appointments, where possible, outside of school hours. If your child needs to take medicine during the school day, this can be managed as long as it is clearly labelled with your child's name and delivered to the school office.

During the academic year, pupils are at school for 190 days and at home for 175 days. We ask parents to act responsibly when thinking of taking their child out of school during term time. The Raleigh will not authorise absence for holidays during term time; and therefore, any such absence will be unauthorised. However, in exceptional circumstances, for example extra-curricular examinations, religious observance and funerals, such absence may be authorised at the discretion of the Headteacher.

## **Food and Drink**

We are very proud of our lunch service that offers a high quality, varied menu. We believe in the importance of healthy eating impacting on the children's ability to concentrate. School lunches are cooked on site by ABM Catering. KS1 children are required to take their free school lunch. KS2 children are encouraged to also take a school lunch at a nominal charge. A cafeteria system is in operation with continuous service with choice offered to children with specific dietary needs. During the lunchtime break the children are under the care of a senior mid-day supervisor and her team. We are a nut-free school and only fruit or vegetables are allowed as a snack. Sweets are not allowed at any time. Children are encouraged to drink water throughout the day from spill-proof containers that they bring from home.

## **Personal Possessions**

Personal possessions such as watches and small earrings are the sole responsibility of the child. Children are required to remove them themselves for PE. No other jewellery is permitted. Phones are only allowed in exceptional circumstances for a very few children in Year 6. A phone permit must be applied for in advance. If granted, the phone must be turned off and left in the office during the day. Children may not use a phone on the school premises.

## **COMMUNICATION**

As a school, our preferred method of communication is electronic. Our system allows us to communicate by text and e-mail and in addition allows parents to pay for school meals, school visits, workshops, extra-curricular clubs and school uniform. If your child is unwell, parents are expected to telephone first thing on each day of absence.

We have a website that is updated regularly, contains a school calendar and has a wealth of other important information.

Each week we publish a newsletter that is emailed to you and posted on our website. We encourage all families to access this regularly as it is essential weekly reading.

We encourage all of our parents to follow us on Twitter where there are frequent 'tweets' posted.

Parent Consultation Evenings are held each term to give parents the opportunity to talk to teachers and see their children's work.

The school has a Linkline which is a communication system, consisting of children's contact details, run by parents and is based on class pyramids. Class representatives provide a social link for parents by arranging social events.

## **VOLUNTEERS AND VISITORS IN SCHOOL**

We are very grateful to the many parents who give up their time to volunteer at school. Many activities would not be possible without this additional adult support. These include school day trips, listening to readers, cooking and art and craft work. All volunteers have enhanced DBS clearance.

All visitors coming into the school building, including parents/carers, use the front entrance and sign in and out at the office. We ask visitors to leave phones at home, in their cars, at reception on arrival or turned off in their bag. Phones may not be used on the school premises.

## **THE WIDER LIFE AT SCHOOL**

Year 6 children are paired with 'Special Friends' from the Early Years Foundation Stage for whom they act as mentor and carry out induction throughout their first year at school. Year 5 have Year 1 Reading Buddies. Children in Years 5 & 6 also have a variety of other responsibilities to smooth the day-to-day running of the school. These include, for example, register delivery, audio technicians for assembly and KS1 fruit delivery. In Year 6, House Captains, Vice Captains and a Sports Crew are democratically elected to represent the school.



The School Council is made up of 2 pupil representatives per class, from Year 1 to 6. Class representatives are chosen democratically by their peers and their term of office is for one year. The School Council attends meetings with other schools to share ideas to inform school development. Each year the school is involved in various fund-raising events for charities chosen by The School Council, for example Red Nose Day.

### **COMMUNITY**

We produce a school Christmas card designed by our children. These are delivered to the local community by our Year 6 children. Year 6 also plan, cook and present our annual strawberry cream tea to which all of our volunteers, including members of the Governing Body, community members and local residents are invited. Each year group undertakes a community 'good deed' for instance Year 3 children go to Squires Garden Centre to sing Christmas carols each year.

### **THE RALEIGH SCHOOL TRUST FUND**

Investing in your child's future via the Raleigh School Trust Fund will enable us to improve the facilities available to our pupils and by buying extras that the school is not otherwise able to fund. The following are examples of projects that we have funded jointly with the Friends of the Raleigh and South Farnham Educational Trust.

- ✓ Trolleys of laptops
- ✓ Astroturf
- ✓ Adventure playground
- ✓ Playhouses (shown here)



### **FRIENDS OF THE RALEIGH SCHOOL**

The Friends of the Raleigh is a registered charity working in partnership with the school and aims to help improve the social and learning environment of all the children at school by a variety of fundraising activities. As a parent/guardian with a child at The Raleigh you are automatically a member of the Friends which has a committee that usually meets once a term. These are open meetings and any parent/guardian can attend. Each year there is variety of events such as a Christmas Fair, an Easter Fair, discos and a Summer Fair, to name a few.

## PERSONNEL

As part of a multi-academy trust, the South Farnham Educational Trust, there is leadership by senior trust personnel including a CEO, Deputy CEO and Finance Director. They support the strategic leadership as well as the admin team at school that is led by an office manager with a team. There is an active governing body that acts as 'critical friends' to the school.

There is a Headteacher and a senior leadership team that leads and monitors all the teaching and learning. There is a full-time caretaker and IT support is delivered via the Trust provider, Eduthing Ltd. The full staff list can be found on the website.

The caterers are ABM and they work daily on site with a chef and cooking team.

This 2-form entry school has 14 classes with a class teacher and TA in each class. We also run extended learning groups in KS2 where children are withdrawn in small groups each morning for English and/or maths.

