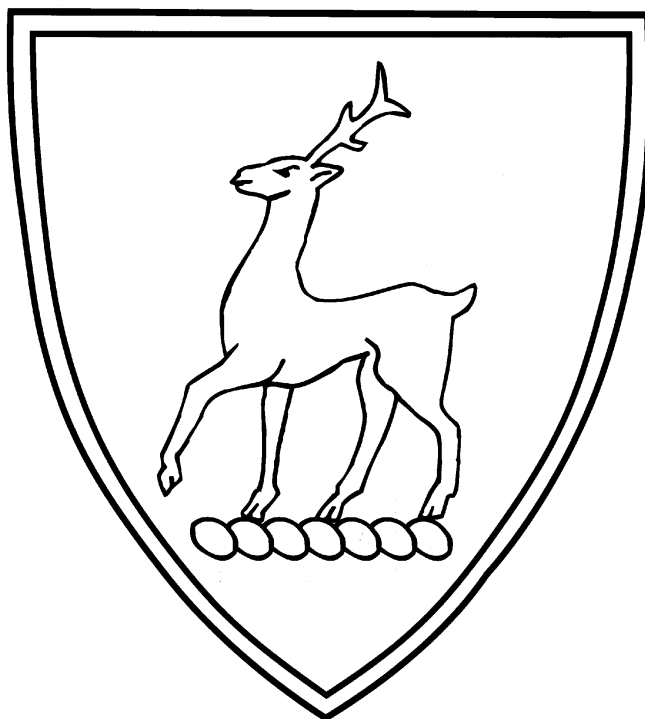


# **THE RALEIGH SCHOOL**



## **FACTFILE**





THE RALEIGH SCHOOL  
A member of the South Farnham Educational Trust

ORGANISATION & PERSONNEL

<b>HEADTEACHER</b>		Mrs F O'Neill
<b>CLASSES - KEY STAGE 1</b>	RD	Mrs R Dennis
	RM	Mrs J Mumby/Miss K Taylor
	1M	Miss S Marsh
	1H	Mrs R Holloway/ Mrs J Conisbee
	2M	Miss A McGuigan
	2J	Miss K Johnson/Mrs S Robinson
<b>CLASSES - KEY STAGE 2</b>	3H	Mrs A Hamilton/Miss A Maclean
	3N	Miss K Nemestothy
	4J	Miss K Johnson/Mrs S Highton
	4F	Mrs H Foran
	5P	Mr A Pedace
	5R	Mrs L Rees
	6K	Mrs A Keen
	6T	Mr C Tuckett
<b>Teacher in Training</b>		Miss L Bouchiba, Miss I Li
<b>Year 6 Extended Learning</b>		Miss A Maclean
<b>Deputy Headteacher</b>		Miss A Maclean
<b>KS1 Lead</b>		Mrs J Mumby
<b>KS2 Lead/SENDco</b>		Miss A Maclean
<b>Assistant Head/Assessment Lead</b>		Mr C Tuckett
<b>School Business Manager</b>		Mr P Hill
<b>Office Manager/Admissions</b>		Mrs L Light
<b>School Office Assistants</b>		Mrs V Bean, Mrs K Lane, Mrs J Hatter
<b>Premises Manager</b>		Mr T Allen
<b>Caterers</b>		ABM Catering
<b>Support Staff:</b>		Mrs M Allen, Ms E Bayes, Ms C Bergman, Mrs E Birch, Mrs S Carpenter, Mrs H Challis, Mrs D Dixey, Mrs P Emmel, Mrs G Eve, Mrs C Hartwell, Mrs J Hughes, Mrs C Hutt, Mrs K Lowe, Mrs A Munro, Mrs S Osborne, Mrs A Parry, Mrs L Paulson, Mrs S Perrin, Mrs L Sawyer, Mrs N Shapiro, Mrs N Stroud, Mrs G Studholme, Mrs K Tebbitts, Ms M Williams, Mrs J Winterman, Mrs J Worwood, Mrs K Young.
<b>Computer Technician</b>		Mr A Sainudeen
<b>Senior Lunchtime Supervisor</b>		Mrs L Sawyer
<b>Earlybirds</b>		Mrs V Bean, Mrs C Hutt, Mrs K Lowe, Mrs L Sawyer, Mrs S Carpenter
<b>Shipmates</b>		Ms C Bergman, Mrs C Hutt, Mrs K Lowe, Ms M Williams, Mrs S Carpenter, Mrs C Hartwell, Miss J Johnson.



## THE RALEIGH SCHOOL - ORGANISATION AND PERSONNEL

Governors as at February 2019

Mrs C Handley	Chair of Governors/Parent Governor
Mrs F O'Neill	Headteacher/Staff 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 B Nash	Trust Appointed Governor
Rev R Pittaridies	Trust Appointed Governor
Mrs M Sharland	Parent Governor
Mr C Tuckett	Staff Governor

Clerk to Governors: Mrs L Light  
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  
Email: [info@theraleigh.org](mailto:info@theraleigh.org)  
Website: [www.theraleigh.org](http://www.theraleigh.org)

### 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 buffet-style tea.



## SCHOOL UNIFORM

### UNIFORM FOR BOYS

<b>Winter &amp; Summer</b>	<b>KS1</b>	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 Green Raleigh Book bag
	<b>KS2</b>	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

<b>Winter:</b>	<b>KS1</b>	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 Black, grey or green tights Black shoes Green Raleigh Book bag
	<b>KS2</b>	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 Black, grey or green tights Black shoes
<b>Summer:</b>	<b>KS1 &amp; KS2</b>	Green striped/check summer dress Black closed toed sandals or shoes

<b>P.E.</b>	<b>KS1 &amp; KS2 Boys and Girls</b>
	Raleigh t-shirt in green Green shorts Plimsolls or trainers Green tracksuit top House Coloured T—Shirt for house events

There are optional pieces of uniform as follows:

- Green tracksuit bottoms
- Unisex Embroidered Reversible Waterproof coat
- Green embroidered Backpack/Green embroidered PE Bag
- Green embroidered Baseball Cap/ Green embroidered Safari Cap

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.

## Data for end of 2013-2018

### EYFS results 2013-2018

	2013	2014	2015	2016	2017	<b>2018</b>	2017 Surrey Average	2018 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%	91.7%	<b>90%</b>	77%	78%

### Year 1 Phonics screening results 2013-2018

	2013	2014	2015	2016	2017	<b>2018</b>	2018 Surrey Average	2018 National Average
% of class passing	80.1%	93.3%	95%	93.3%	80%	<b>87%</b>	84%	82%

**KS1 Results 2016-2018**

		2016	2017	2018
<b>Reading expected or above</b>	<b>The Raleigh</b>	95%	95%	<b>88%</b>
	Surrey %	79%	80%	<b>79%</b>
	National %	74%	76%	<b>75%</b>
<b>Reading exceeding</b>	<b>The Raleigh</b>	53%	65%	<b>33.3%</b>
	Surrey %	30%	32%	<b>32%</b>
	National %	24%	25%	<b>26%</b>
<b>Writing expected or above</b>	<b>The Raleigh</b>	<b>77%</b>	<b>87%</b>	<b>87%</b>
	Surrey %	69%	72%	<b>73%</b>
	National %	65%	68%	<b>70%</b>
<b>Writing exceeding</b>	<b>The Raleigh</b>	22%	42%	<b>33.3%</b>
	Surrey %	17%	19%	<b>19%</b>
	National %	13%	16%	<b>16%</b>
<b>Maths expected or above</b>	<b>The Raleigh</b>	93%	95%	<b>90%</b>
	Surrey %	76%	78%	<b>79%</b>
	National %	73%	75%	<b>76%</b>
<b>Maths exceeding</b>	<b>The Raleigh</b>	43%	47%	<b>35%</b>
	Surrey %	20%	24%	<b>25%</b>
	National %	18%	21%	<b>22%</b>





**Key Stage 2 Attainment 2016-2018**

		2016	2017	<b>2018</b>
Expected level or above in reading, writing and maths	<b>The Raleigh</b>	<b>60.3%</b>	<b>84%</b>	<b>86%</b>
	Surrey % National %			69% 64%
Reading expected or above	<b>The Raleigh</b>	<b>71%</b>	<b>92%</b>	<b>98%</b>
	Surrey % National %	73% 66%	78% 71%	81% 75%
Reading exceeding	<b>The Raleigh</b>	<b>31%</b>	<b>53%</b>	<b>53%</b>
	Surrey % National %	25% 19%	33% 25%	36% 28%
Writing expected or above	<b>The Raleigh</b>	<b>86%</b>	<b>92%</b>	<b>89%</b>
	Surrey % National %	75% 74%	79% 76%	80% 78%
Writing L5/exceeding	<b>The Raleigh</b>	<b>27%</b>	<b>33%</b>	<b>33%</b>
	Surrey % National %	19% 15%	22% 18%	24% 20%
SPAG L4/expected or above	<b>The Raleigh</b>	<b>84%</b>	<b>92%</b>	<b>97%</b>
	Surrey % National %	77% 72%	80% 77%	82% 78%
SPAG L5/exceeding	<b>The Raleigh</b>	<b>27%</b>	<b>66%</b>	<b>53%</b>
	Surrey % National %	27% 22%	35% 31%	39% 34%
Maths L4/expected or above	<b>The Raleigh</b>	<b>76%</b>	<b>89%</b>	<b>94%</b>
	Surrey % National %	74% 70%	78% 75%	80% 76%
Maths L5/exceeding	<b>The Raleigh</b>	<b>22%</b>	<b>36%</b>	<b>61%</b>
	Surrey % National %	20% 17%	27% 23%	28% 24%
Exceeded expected level in reading, writing and maths	<b>The Raleigh</b>	<b>13%</b>	<b>25%</b>	<b>27%</b>



### Average scaled scores

Subject	2016 - School	2017 - school	2018 - school	2018 Surrey Average	2018 National Average
Reading	105.3	110	110	107	105
Maths	104.5	107.7	110	105	104
English Grammar, Punctuation and Spelling	105.5	111	111	107	106

### Key Stage 2 Progress Scores

A score of 0 denotes that, on average, children scored the same end of Key Stage 2 scaled score as the national average for all children who had the same starting point at the end of Year 2. A score higher than 0 demonstrates that, on average, children achieved higher end of Key Stage 2 scaled scores than the national average of the children with the same starting point at the end of Year 2.

	2016 - school	2017 - school	2018 - school	2018 - Surrey average	2018 - National average
Reading	1.5	2.9	3.5	0.3	0
Writing	2.1	0.8	1.3	-0.5	0
Maths	0.4	1.0	4.4	-0.2	0

### % of children reaching average progress or higher in each subject:

	2016 - school	2017 - school	2018 - school
Reading	65%	70%	82%
Writing	70%	58%	69%
Maths	53.3%	56%	87%



## **THE RALEIGH SCHOOL ADMISSIONS POLICY** for Admission from 1st September 2019 – 31st August 2020

The Raleigh School is a two-form entry primary academy in the semi-rural village of West Horsley, near Guildford in Surrey and since July 2017 has been part of the South Farnham Multi-Academy Trust.

The school participates in the local authority co-ordinated admissions scheme where an equal preference system operates.

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](http://www.surreycc.gov.uk).

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.

All children applying for a place at the school whose Education, Health and Care (EHC) plan names the school will be admitted.

### **Priority for admission arrangements from 2019 will be as follows:**

#### **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 in accordance with Section 22 of the Children Act 1989 (a) and who have left that care through adoption, a child arrangement 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 apply which mean that The Raleigh is the only appropriate school for the child. Evidence from a consultant doctor will be required for medical cases or documented evidence from any support services involved for other sensitive family circumstances will be required. These exceptional arrangements may override other admissions priorities. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether evidence demonstrates that a placement should be made at this school above any other.

**Third priority: children of staff at the school**

Priority will be given to children of members of the senior leadership team who have been employed at the school for two or more years and for new staff employed to a difficult to recruit position. For normal round admissions the date that will be used to assess this will be the closing date for applications which is 15th January 2019. For in-year applications the date that will be used will be the date the application is made.

**Fourth priority: 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.

**Fifth 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.

**Sixth priority: all other applicants**

This will be measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nominated gates at the site.

**Tie Breaker**

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 using the Surrey County Council Geographical Information System. The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of shared custody, it is the address where the child spends most of the time. All distances will be measured by the computerized Geographical Information System maintained by Surrey's Admissions and Transport team. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

The nominated gates are the pedestrian gate in the pathway joining Northcote Crescent and Nightingale Crescent, (Back Gate) and the gate at the front of the school in Northcote Crescent, (Main Gate).

The address to be used for the initial allocation of places to reception will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Co-ordinated Schemes if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address of the relevant date. Parents have an obligation to notify the school of any change of address.

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.

Where two or more applicants live equidistant and share priority for a place, 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, the child to be offered the last remaining place will be determined by their list position which, in accordance with our tiebreaker will have been determined by the drawing of lots.

Children of members of the leadership team staff who don't initially fulfil the two year requirement will have their position on the waiting list updated according to eligibility on the date in question.

### **Starting School**

There is a single intake into Reception. All children whose date of birth falls between 1 September 2014 and 31 August 2015 will be eligible for a full time place in Reception for September 2019. Parents can 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. A child can start part time until they reach statutory school age.

### **Out of Year Group Requests**

Applicants may choose to seek a place outside their child's chronological (correct) year group either decelerated or accelerated. Decisions will be based on 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, the admission authority agrees 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, the admissions authority 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 Surrey County Council - School admissions

### **Waiting Lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown and without regard to the date the application was received or when a child's name was added to the waiting list.

Where additional children are added to the waiting list, it will be ranked again in line with the oversubscription criteria. As part of the initial intake to Reception, applicants will automatically be placed on the waiting list if they have not been offered a higher preference school.

Waiting lists for the initial intake will be maintained until the last day of the Autumn term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the school by 31 December 2019, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December 2019, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

### **Late applications**

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

### **Appeals**

If a place is not offered at the school there is a right to appeal to an independent panel. Contact is through the Surrey Schools Appeal Service to request an appeal form. Surrey Schools Appeals Service, Room 122, County Hall, Penrhyn Road, Kingston upon Thames KT1 2DN

[www.surreycc.gov.uk/schoolappeals](http://www.surreycc.gov.uk/schoolappeals)

This policy was determined by the Trust Admissions Committee on 5th February 2018 following consultation on the draft policy approved by the Trust Admissions Committee on 16th October 2017, the Local Governing Body at their meetings on Monday 25th September 2017 and 22nd January 2018, and the main Trustee Board Meeting on 30th November 2017 and will be reviewed annually.



## **EXAMPLE LETTER NEW RECEPTION PARENT**

Dear Families,

13<sup>th</sup> June 2018

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 10<sup>th</sup> September then please let me know in writing by Friday 22<sup>nd</sup> 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 2 weeks

### **Here are the session times from Monday 10<sup>th</sup> Sep until Friday 21<sup>st</sup> 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 Monday 24<sup>th</sup> 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 5<sup>th</sup>, Thursday 6<sup>th</sup> and Friday 7<sup>th</sup> September. On Friday 7<sup>th</sup>, all the children are welcome to pop in to the classrooms from 2.45 – 3.15pm for a stay and play session with you.

<u>Week</u>	<u>Week / Beg</u>	<u>Group A</u>	<u>Group B</u>
Week 1	10 <sup>th</sup> September	Every Morning	Every Afternoon
Week 2	17 <sup>th</sup> September	Every Morning Plus Tue & Thurs pm	Every Afternoon Plus Wed & Fri am
From the week beginning 24 <sup>th</sup> September children will be <b>full time if ready</b> .			

### **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



## Academic year 2018/2019

### Autumn term 2018

Start of term	Half term	End of term
6 September 2018	22 October–26 October 2018	19 December 2018
<b>Inset Days:</b> Tuesday 4 <sup>th</sup> September 2018, Wednesday 5 <sup>th</sup> September 2018 & Friday 23 <sup>rd</sup> November 2018		

### Spring term 2019

Start of term	Half term	End of term
7 January 2019	18 February–22 February 2019	5 April 2019
<b>Inset Days:</b> Friday 25 <sup>th</sup> January 2019		

### Summer term 2019

Start of term	Half term	End of term
23 April 2019	27 May to 31 <sup>st</sup> May 2019	26 July 2019
<b>Inset Days:</b> Monday 3 <sup>rd</sup> June 2019		



## **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 so that the parents living furthest away are 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.

### Tucasi

In addition to the Linkline, the school uses Tucasi to communicate via email and text. The system uses mobile telephone numbers and email addresses as a point of contact. The school also uses Tucasi for online payments relating to school meals, extended day, teacher led clubs, uniform, day trips and residential.

### Headlines

Headlines is our weekly newsletter. This is sent to parents via email using Tucasi 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  
Northcote Road  
West Horsley  
Surrey  
KT24 6LX

Telephone: 01483 282988  
Email: [info@theraleigh.org](mailto:info@theraleigh.org)  
Website: [www.theraleigh.org](http://www.theraleigh.org)