



Radley Primary School
A Church of England School

Prospectus

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Message from the Headteacher

Welcome to Radley CE Primary School and Foundation Stage Unit. We are a small, friendly school of around 130 children from years 1 to 6, and around 40 children in our Foundation Stage Unit. Throughout the school, we pride ourselves on being aware of our children's individual needs and on working together to cater for them.

We believe that a successful school has at its heart a close relationship with parents, and we hope to work in partnership with you to offer the best possible opportunities for the children here at Radley.

This prospectus will give you an insight into our school, and we have a website that will give you more information and pictures of current events. Newsletters are sent out regularly and are posted on the website too.

The very best way to get a feel of the school is to visit us. Please do contact us to arrange to look round the school, see what we offer our children and ask any questions you may have.

I look forward to welcoming you and your child to Radley Primary School.

Grace Slater
Headteacher

From the Chair of Governors

The Governing Body of Radley CE Primary School is made up of representatives of parents, staff, the church and the local community.

Our role is to help the school provide the best possible education for its pupils by being a 'critical friend' - supporting, encouraging and challenging - so that each pupil may develop their potential in every way.

We also work hard to promote good communications between parents, staff, local community and Governors, whereby we can all work together for the benefit of the school.

We are fortunate to enjoy an excellent relationship with our local community, and we receive support from them in a range of ways from running after school clubs to help with fundraising.

Radley is a village school offering a high standard of teaching in a friendly, family atmosphere. We have a team of experienced staff and our commitment to the children as individuals is paramount.

I hope, having read our prospectus and seen our website, you will want to see the school for yourself and I look forward to meeting you.

Dan Pullen
Chair of the Governing Body

School Values

Radley CE Primary School aims for every child to achieve success to the best of their ability in a welcoming centre of learning.

Christian values, principles and standards lie at the heart of our education.

Our school will be a place where every child is valued and their individuality and achievements celebrated.

All children, regardless of differences in race, gender and faith, will be respected and encouraged to become responsible global citizens.

Children will be encouraged to develop positive reflective attitudes that lead to high personal and academic standards.

Our positive approach to behaviour will ensure that all children are given the opportunity to learn and play in a calm, safe environment.

An atmosphere of openness, trust and respect will be encouraged between the children, their parents and the wider school community to foster good communications to the benefit of all.

We create a stimulating, learning environment that nurtures curiosity, enthusiasm, awareness and industry.

Our Aims

Our aim at Radley CE Primary School is to develop the full potential of every child academically, creatively, socially, and physically, whatever their ability, in a caring, Christian environment.

We endeavour to work co-operatively with parents and carers to make sure that information is shared for the benefit of the children in our care.

We aim to play an active part in our Parish and to serve the community of Radley, and beyond, well.



Admissions

Foundation Stage Unit

The FSU caters for children from 3 years old to their entry to primary school in Reception. All children have an entitlement to 15 hours of funded FSU provision from the long term after their third birthday.

You can register your child when they are 2 years old. Registration forms are available from the school office.

Parents will be offered five sessions and are asked to take a minimum of 3. Sessions may be taken over full or part days.

Emergency sessions may be requested up to 24 hours in advance in difficult circumstances for a charge of £30.00, if places are available in the FSU.

Session Times:

Monday to Friday

8.45—12.00pm (Morning)

8.45—3.00pm (All day)

Extra sessions if place are available are charged for separately at £15.00 per session.

Foundation Stage Unit (Windrush Class)

Parents must apply for a place in Windrush (Reception) regardless of whether their child attends the FSU already. The Local Authority admissions team administers the process on behalf of all maintained schools.

The starting school procedure allows a period of transition in September, and children in Reception begin the year full time.

Transition

Children leaving the FSU at the end of their Reception year begin a process of transition each summer.

All classes have an opportunity to meet with their new teacher and classmates in the summer before they transfer.

Class Structure

Windrush Reception rising 5 years

Cherwell Year One rising 6 years
Year Two rising 7 years

Isis Year Three rising 8 years
Year Four rising 9 years

Thames Year Five rising 10 years
Year Six rising 11 years

Children with disabilities are included in our admissions procedure; the school follows the local authority procedure for all admissions, at the start of the academic year or during the year, for all year groups. Our Equality and Social Inclusion Policy details measures taken by the school to assist access for all groups. We can accept pupils from outside the parish boundary only when space in a year group permits.



Secondary Schools

Fitzharrys School
Northcourt Road
Abingdon
Oxon
OX14 1NP

01235 520698

John Mason School
Wootton Road
Abingdon
Oxon
OX14 1JB

01235 524664

Larkmead School
Faringdon Road
Abingdon
Oxon
OX14 1RF

01235 520141

Matthew Arnold School
Arnolds Way
Cumnor
Oxford
Oxon
OX2 9JE

01865 862232

Abingdon School
Park Road
Abingdon
Oxon
OX14 1DE

01235 521563

St Helen and St Katharine
Faringdon Road
Abingdon
Oxon
OX14 1BE

01235 520173

Our Lady's Abingdon School
Radley Road
Abingdon
Oxon
OX14 3PS

01235 524658

LA Admissions Team

County Hall
New Road
Oxford
OX1 1ND

01865 815175

School Organisation

How to Find Us

The school is situated off Church Road, next to the Church of St. James the Great. Cars are not permitted in the school grounds during the school day, but there is a car park entrance just past the school gate, with its own pathway into the school grounds.

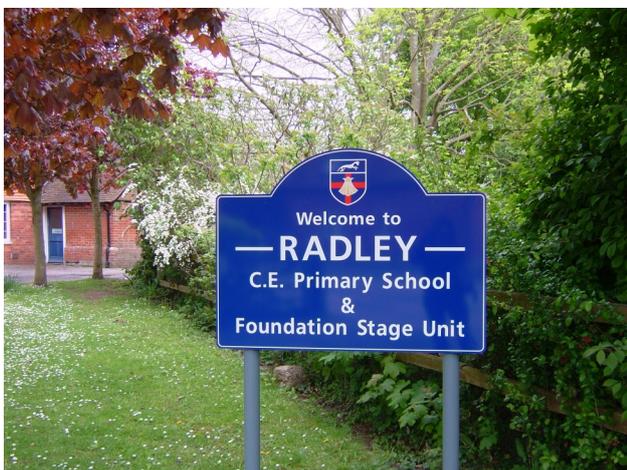
School Hours

The children's entrance is opened at 8.45am when children may come into class. Registration begins at 8.55am. Children arriving after this time should report to the main office to be entered into the register.

The teaching day begins at 9.00 and ends at 3.00 for Windrush children (R); at 3.05 for Cherwell; and at 3.10 for Isis and Thames.

Morning break is from 10.30 until 10.45 for all children and the lunch break is between 12.00 and 12.55.

Children in Key Stage 2 (Isis and Thames) are taught for 23 hours and 30 minutes per week excluding registration, Collective Worship and breaks. Children in Key Stage 1 (Cherwell) are taught for 22 hours and 45 minutes per week.



Helping in School

You may wish to help in school—either on a weekly basis or for occasional projects. Please do let your child's teacher know if you have any skills or talents that we could benefit from!

Parents are also welcome to help with listening to children read, craft activities and after school clubs.

Healthy Food in School

Hot school meals are cooked daily on the school site in a purpose built kitchen alternatively, children are welcome to bring a packed lunch.

Our Food in School Policy emphasises the importance of healthy choices for all food. Fruit is provided as a snack for children in Brook, Windrush and Cherwell and is available to buy for all other children.

We actively discourage crisps and sugary sweet foods as a snack at school. Children bringing packed lunches should not bring fizzy drinks or glass bottles.

Charging Policy

To enrich the curriculum, we look for opportunities to take the children out of school or to invite visitors to the school. These often cost money. Although parents are not required to pay for activities within school time, we ask for voluntary contributions from parents to pay expenses for trips, visits, domestic crafts, and so on. Please see the Policy Statement for Charging, available at the office, or on the website, for further details.

Uniform

It is our school policy that all children wear school uniform when attending school and when participating in a school-organised event outside normal school hours.

We provide a complete list of the items needed for school uniform in our School Handbooks and on the website. This will be distributed to parents of children in Windrush, Cherwell, Isis and Thames.

Earrings should be limited to a single, small stud which can be removed by the child for PE and swimming. Make up and extreme hairstyles are a distraction and should not be worn.

Nursery



Main School



Uniform Policy

We believe that wearing a school uniform:

- Promotes a sense of pride in the school
- Engenders a sense of community and belonging towards the school
- Is practical and smart
- Identifies the children with the school and the FSU
- Prevents children from coming to school in fashion clothes that could be a distraction
- Helps children feel equal to their peers
- Is regarded as suitable wear for school and represents value for money
- Is designed with health and safety in mind

Curriculum

Early Years Foundation Stage

In the Early Years Foundation Stage (EYFS) the children experience a range of adult-led and child-initiated experiences based around a theme. The outdoor learning environment is used to enhance their learning experiences. Each child has a key person from the FSU team and this adult liaises fully with the child's family about all aspects of their progress.

Key Stages One & Two

Our school delivers the requirements of the National Curriculum in all subject areas. Careful whole school planning on a long, medium and short term basis ensures that all aspects of the subject areas are delivered.

Some areas of the curriculum are delivered as a continual process—most notably Literacy and maths—others in a rolling programme. This delivery and planning ensures that the range of ability within a class group is catered for and that there is progression and continuity for the children throughout the school.

We maintain cross curricular links in all subject areas and strive to offer experiences that relate to everyday life, particularly with regard to ICT.

Teaching and Learning

We consider it crucial that our children are active learners and that they are interested in their learning and are aware of its purpose. The Teaching and Learning Policy of the school states that we will provide opportunities for the children to access the curriculum through three types of learning: visual, audio and kinaesthetic.

Our aim is that the children will leave our school at age eleven well prepared for secondary education as motivated, independent learners with an excellent grounding in the breadth of the curriculum.

Further information about the EYFS can be found at:

www.standards.dfes.gov.uk/eyfs

and about the National Curriculum at:

The National Curriculum in England. Framework Document—Gov.uk



Special Educational Needs

At Radley CE Primary School, we are committed to treating each child as an individual, with full entitlement to all the school's resources. The Headteacher and staff of the school will identify children who will need extra support during their years at primary school—in any capacity. Great care is taken to direct and employ the resources of the school and other agencies to meet the needs of each child.

Mrs Julie Ilsley is the Special Educational Needs Co-ordinator (SENCo) and we have a member of the Governing Body responsible for overseeing Inclusion.

Further information can be found in the School Policy for Special Needs, as agreed by the Governing Body, obtainable from the school office.

Accessibility

The school site has been improved enormously over the past years. This enables children and adults to access learning areas and other facilities in the school. Wheelchair access may be obtained by travelling outside the school building as there are steps at two points in the school building.

Entry to our ICT suite in the Old School is by ramp and there is internet access throughout the main school. There is an ambulant disabled cubicle in our FSU and an adult disabled toilet for visitors and staff.



Collective Worship

The Education Reform Act of 1988 requires all schools to have a daily act of Collective Worship. This is taken in class, as a Key Stage or with the whole school. We attend special services in the church throughout the year.

Parents may wish to withdraw their child from collective worship or religious education. We would ask that you consult with the Headteacher before such a decision is taken.

The agreed syllabus for Religious Education and the school's collective worship programme are available on request.

Sex & Relationships Education

A policy has been reviewed and agreed with parents, governors, staff and relevant health education advisors. Sex education is part of the school's Personal, Social and Health Education curriculum.

Personal, Social, and Health Education and Citizenship are taught to the children as part of the curriculum.

Extra Curricular Activities

Sport

We offer a range of after school activities as well as ensuring that children experience 2 hours of quality PE teaching per week. Children from Year 2 upwards spend at least 10 sessions in each year swimming in the pool at the neighbouring Radley College.

Children are able to take part in a wide range of interschool events. Government funding is currently allowing us to employ specialist sports coaches to work alongside teachers in PE lessons.

We run sports extra curricular clubs throughout the year and these include Netball, Gym and football.

Music

Children across the school take part in a range of musical activities throughout the year.

Singing practice takes place fortnightly. Each year we attend musical events where children from Oxfordshire schools perform together.

Isis class have recorder and violin lessons throughout the year on a two year programme and this teaches the children to read music and to play an instrument. They perform to parents as part of this teaching from the LA Music Service. This can be followed subsequently with individual or group music lessons at a subsidised cost to parents.

Clubs

Other extra curricular clubs on offer include art club, board games, netball, gym, football and French.

With few staff to run clubs, we are always grateful to parents who offer to run extra curricular clubs and the timetable for the current clubs available is on the website.

A small charge may be made for clubs where materials have to be purchased.

Cycling Proficiency

We are very fortunate to have the support from parent volunteers to run the cycling proficiency course for our oldest pupils. This takes place during the autumn term and culminates in the cycling proficiency test.



School Council

Radley has a School Council made up of elected representatives from Cherwell, Isis and Thames. There is a secretary, a Chair and a Vice Chair. Children attend meetings with a member of staff and all manner of improvements to the school are suggested! The School Council leads our Friday act of worship which takes the form of a Celebration Assembly.

Home School Partnership

Helping your Child

We ask that parents support the school through the Home-School Agreement given to each child when they begin at Radley. Parent information sessions are held each year and we aim to provide useful information on how parents can support their child throughout their early education and primary years.

Each class has a Handbook which details useful sources of information for parents.

Teachers are very willing to discuss the children in their care at any time by appointment—this can be done through the main office. We encourage parents to discuss any issues, however small, with the staff. This is a two way process and staff may wish to have informal chats with parents at any time during the school year.

Reporting to Parents

As a school, we believe that parents should be well informed about their child's education. We arrange appointments for parents evenings twice a year in October and March, and there is an opportunity to speak with the staff at the end of the year following the written report.



From the parental interviews and written reports, you can expect that:

- they will be clear and not use jargon
- we will explain your child's strengths and progress
- we will indicate any areas of concern
- we will say what is being done to overcome any weakness
- we will explain clearly how we intend to meet your child's needs
- we will seek your views and discuss how you can help

Home Learning

The Governing Body and staff of Radley Primary School believe that homework can form a useful part of the school's partnership with parents and that children do not stop learning once they pass the school gates.

Our Home Learning Policy is under constant review to ensure that the ethos of the policy is supportive of all children and that it is not restrictive in the nature of the activities set. Each class will have long term projects and shorter tasks for completion to complement the learning taking place in school. We ask that parents discuss any issues with their child's homework with class teachers in the first instance.

Caring for your Child

Child Protection

We take our responsibility to protect and safeguard the welfare of children entrusted to our care very seriously.

We are committed to working in partnership with parents and carers, as well as ensuring that all members of staff are appropriately trained and supported. The Headteacher is the designated member of staff for Safeguarding Children and will be contacted by any member of staff in the event of a safeguarding issue or query.

The Headteacher, as the school's Safeguarding Lead, is also the person you should contact as a parent or carer, should you have any safeguarding concerns.

The school's Safeguarding Children Policy details our commitment to effective child protection. The policy and practice are regularly monitored by the Governing Body through a named Safeguarding Governor.

Illness and Accidents

Many members of staff are First Aid trained and this includes Paediatric Emergency Aid. We will deal with minor injuries and administer first aid as necessary. We will always advise you of a bumped head during the school day. In the event of a more serious accident, or your child being taken ill, we would contact you straight away and we ask that the contact details we hold for you in school are up to date.

If your child is ill, then please telephone the school on the morning of their first day's absence with details of their illness. We advise that in cases of tummy bug, that children are well for 24 hours before returning to school to prevent the spread of the virus.

Medical Conditions

Our school nurse is able to advise us on diagnosed medical conditions and we are very keen to know from parents the best forms of treatment in any situation.

Attendance

We are legally required to report all lateness and absence to the DfE. Our annual attendance figures are reported on our School Profile.

The Headteacher is unable to grant any leave of absence during term time unless there are **exceptional circumstances**. Learning takes place throughout the whole term and your child will miss out if they are away from school.

The Governing Body has delegated to the Headteacher the discretionary power, in exceptional circumstances, to grant additional leave during term time. This is done through an application form and a short interview with the Headteacher.

Lost Property

It is very important that children's items are named in order that they may be returned to their rightful owner easily. Lost Property is stored in school and will be displayed periodically for parents to view.

Pastoral Care

The class teacher is concerned not only with the educational progress, but also the personal and social development of your child. Please let us know if there are any events or circumstances at home that may be affecting your child's performance and we will help in any way we can.

We try to combine high expectations with a sympathetic approach. Sometimes however, problems do crop up and we involve parents at an early stage rather than leave it until later. We hope you, as parents, will feel free to contact the staff in the same way. We believe that behaviour is a shared responsibility between the child, the parents and the school.

Behaviour Policy

At Radley CE Primary School, we use the concepts of rights and responsibilities in making choices about all our behaviour. We believe that these rights and responsibilities extend to all adults and children in our school community in whatever capacity.

Over-arching all the rights and responsibilities, is the need for all members of the school community –

To be shown understanding and consideration by others

Underpinning this are four further key rights and responsibilities –

Rights

- To feel safe
- To be listened to
- To learn
- To make mistakes

Responsibilities

- To think and act in a way that keeps us and others feeling safe
- To listen to and value the thoughts and feelings of everybody
- To be prepared for learning
To enable others to learn
- To admit and put right our mistakes
To learn from our mistakes
To allow others to make mistakes

School Premises & Environment

School Buildings

We enjoy a very quiet, safe and beautiful location overlooking open land. Our accommodation includes four classrooms plus an additional room with a suite of computers and a music room; a hall for acts of worship, gym, drama, and school meals; and large tarmac and grass playing areas with a natural timber adventure playground. The youngest children are taught in a joint, purpose built FSU with an adjoining outdoor learning area.

The school's accessibility has been increased through the addition of ramps to external entrances. We have toilets suitable for use by disabled adults and children, and changing areas for children. Our accessibility plan details further improvements to the school environment for members of the community with a disability.



Travel Plan

Radley has an agreed Travel Plan drawn up with the Local Authority. We participate fully in Walk to School Weeks through the year and our cycle shelters enable children to leave cycles and scooters safely. We strongly advise that children wear cycle helmets when using the roads surrounding the school.



Eco Schools

We have been awarded the Bronze Eco Schools level. Children regularly recycle items in their classrooms and compost fruit remains. The school is committed to reducing our light output and we conserve heat. Teaching children about their responsibilities as future citizens is very important to us.

Community

Friends of Radley Primary School and FSU



The school is proud to have this thriving and committed group, who organise fund-raising and social activities. All parents, governors and teachers are automatically members and the overall aim is to advance the education of pupils at the school. A registered charity, it is managed by a voluntary committee of parents and teachers and is affiliated to the National Confederation of Parent Teacher Associations.

Funding in the past has been used for all manner of purposes from Adventure Playground equipment to curriculum resources.

The committee are always very glad to talk to parents with ideas and help at fund-raising events is always welcome. Details of forthcoming meetings are posted on the school website.

Radley College

Our neighbour in the village is the independent Radley College. We work closely together for the benefit of all our pupils. College students spend an afternoon a week at the primary school and we are able to use some of the facilities by arrangement. In the past year we have used the science labs, the running tracks and received exhibits from an art exhibition.

St James the Great Church

We have close links with the church, enjoying end-of-term services and festivals in the church with our parents and friends.



Cluster Primary Schools

The Small Schools Cluster Abingdon North (SSCAN) consists of Radley, Sunningwell, Wootton St Peter, Dry Sandford and Marcham Primary Schools. We collaborate on many projects including joint sports days, creative projects, shared teacher training and extended services. The Headteachers of all these schools meet termly to discuss local issues and to share the best practice from all our schools for the benefit of all the children in our cluster.

Radley Village

We are very fortunate to be part of such a thriving local community and derive great benefit from our neighbours in the village. The History Club has published a book on the background to the primary school and in the summer of 2008 held an exhibition in the school.

Policies

If you would like further information on any of our school policies, the following documents are available for reference from the school office. Many of these policies are also to be found on the school's website.

Admissions Policy

Equal Opportunities Policy

Food in School Policy

Charging Policy

Uniform Policy

SEN Policy

Accessibility Plan

Collective Worship Policy

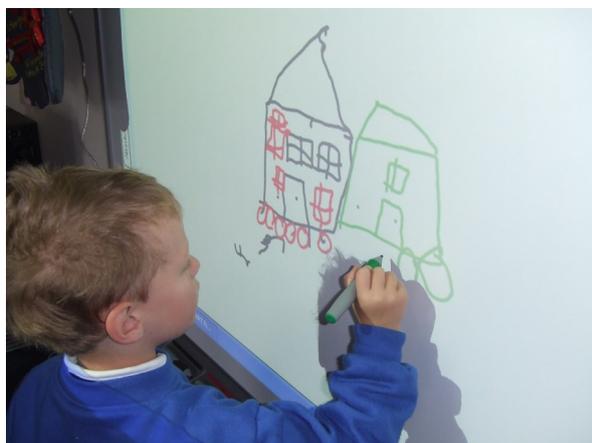
Learning and Teaching Policy

Sex & Relationships Ed Policy

Home Learning Policy

Behaviours for Learning Policy

Safeguarding Children Policy



Complaints Procedure

A full copy of the complaints procedure is on display on the school website.

Parents who are unhappy about something should contact us at once. Our school procedure for dealing with complaints is as follows:-

We expect all our pupils, staff and parents to listen carefully and respectfully to each other.

Complaints should be first raised with the class teacher.

If you are not satisfied, please contact the Headteacher. The Headteacher will always meet concerned parents in order to resolve difficulties.

A parent who is still not satisfied should contact the Chair of Governors or another member of the Governing Body - their names and addresses are on the School notice board.

Radley CE Primary School Curriculum Statement

All children have a right to a broad, balanced and relevant education which provides continuity and progression and takes individual differences into account. Work in school is designed to meet the requirements of the National Curriculum.

The school should:

- cater for the needs of individual children of both sexes from all ethnic and social groups, including the most able and those who are experiencing learning difficulties;
 - facilitate children's acquisition of knowledge, skills and qualities which will help them to develop intellectually, emotionally, socially, physically, spiritually, morally and aesthetically, so that they may become independent, responsible, useful, thinking, confident and considerate members of the community;
 - create and maintain an exciting and stimulating learning environment;
 - ensure that each child's education has continuity and progression;
 - ensure that there is a match between the child and the tasks he/she is asked to perform;
 - provide an appropriate curricular balance amongst the competing and sometimes conflicting aims of education;
 - recognise the crucial role which parents play in their children's education and make every effort to encourage parental involvement in the educational process;
- treat children in a dignified way.

Children should:

- learn to be adaptable, how to solve problems in a variety of situations, how to work independently and as members of a team;
 - be developing the ability to make reasoned judgements and choices, based on interpretation and evaluation of relevant information from a variety of sources;
 - be happy, cheerful and well balanced;
 - be enthusiastic and eager to put their best into all activities;
 - begin acquiring a set of moral values, e.g. honesty, sincerity, personal responsibility; on which to base their own behaviour;
 - be expected to behave in a dignified and acceptable way and learn to become responsible for their actions;
 - care for and take pride in their school;
 - be developing tolerance, respect and appreciation of the feelings and capabilities of others in an unbiased way;
 - be developing non-sexist and non-racist attitudes;
 - know how to think and solve problems mathematically in a variety of situations using concepts of number, algebra, measurement, shape and space, and handling data;
 - be able to listen and read for a variety of purposes and be able to convey their meaning accurately and appropriately through speech and writing for a variety of purposes;
 - be developing an enquiring mind and scientific approach to problems;
 - have an opportunity to solve problems using technological skills;
 - be capable of communicating their knowledge and feelings through various art forms including art/craft, music, drama and be acquiring appropriate techniques which will enable them to develop their inventiveness and creativity;
 - know about geographical, historical and social aspects of the local environment and the national heritage and be aware of other times and places and recognise links among family, local, national and international events;
 - have some knowledge of the beliefs of the major world religions;
 - be developing agility, physical co-ordination and confidence in and through movement;
- know how to apply the basic principles of health, hygiene and safety.

2016/2017

Autumn Term

Thursday 1st September
Friday 2nd September
Monday 5th September
Thursday 20th October
Friday 21st October

Staff Training Day (School closed)
Staff Training Day (School closed)
Autumn Term begins
End of Half Term (3.00pm)
Staff Training Day (School closed)

24th to 28th October

Half Term Holiday

Monday 31st October
Friday 16th December

Back to school
End of Autumn Term (1.30pm)

Spring Term

Tuesday 3rd January
Friday 10th February

Spring Term begins
End of Half Term (3.00pm)

13th to 17th February

Half Term Holiday

Monday 20th February
Friday 7th April

Back to school
End of Spring Term (1.30pm)

Summer Term

Monday 24th April
Monday 1st May
Thursday 25th May
Friday 26th May

Summer Term begins
Bank Holiday: School closed
End of Half Term (3.00pm)
Staff Training Day (School closed)

29th May to 2nd June

Half Term Holiday

Monday 5th June
Tuesday 6th June
Friday 21st July

Staff Training Day (School closed)
Back to school
End of Summer Term (1.30pm)