

# **SCHOOL PROSPECTUS**

## **2019-2020**



Richard Hill Church of England Primary School (Aided)  
(part of the Vines Academy Trust)

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**Headteacher:** Terena Moreton

## Welcome to our school

**“Love one another as I have loved you”. John 15 v 12b**

Richard Hill School was founded in 1715 by the then Rector of Thurcaston, Rev. Richard Hill. Our Founder desired that his school should prepare its scholars for life's opportunities and challenges. Richard Hill saw education as a balance between social, academic and religious learning. We still adhere to his guiding principles – they have served us well for nearly 300 years. From July 2018 we became a founding member of The Vines Academy Trust.

We hope that you will find the information that follows both informative and useful. Our staff endeavour to develop a positive partnership between you and us to benefit your child's education. If you or your child has any worries, no matter how small, or you would like to know more please do not hesitate to contact the school and talk to us.



## Aims and Values Statement

We believe, as did our founder Richard Hill, in helping prepare our children for the challenges and opportunities of life. Our foundation is our Christian faith, and its teachings pervade all that we do.

We believe our children have the right to the very best education we can provide - an education that not only strives for academic excellence but one that nurtures in our children the desire to lead their lives as principled human beings who possess an ever growing sense of their own spirituality.



The measure of our success as a school will be the degree to which each of our children demonstrates the following attributes and qualities:

- An ability to begin to express their personal beliefs;
- Showing respect for themselves and respect and tolerance of others;
- Achieving the highest academic standards of which they are personally capable;
- Confidence in themselves and their abilities, and ability to face up to life's challenges;
- A willingness to seize the opportunities for self-improvement and personal fulfilment.

### Our vision

‘To ensure that all pupils thrive educationally, emotionally, spiritually and physically, achieving the highest possible standards within an exciting and challenging curriculum’.

**A** CHIEVE

**B** ELIEVE

**C** ARE

### The School Organisation

The school is housed in a 1960’s building which has been extended and refurbished in recent years. At present, we have seven classes, Foundation Stage (4+) to Year 6 (11 year olds). We currently have a total of approximately 180 children on roll.

### Admissions

As a Church Aided Foundation School the governors have responsibility for determining the admissions criteria for the school which is shown below. Further details regarding procedures for requesting a place at Richard Hill are available on request from the school office. Admissions are coordinated by the LA, to whom all school admission requests will need to be addressed.

1. Looked After Children (ie Children in the care of the Local Authority pursuant to S31 3e of the Children Act 1989 or children accommodated by a Local Authority pursuant to S20 of the Children Act 1989 "Looked After Children") or were previously looked after children. (*Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)*).
2. Pupils who have proven social, domestic or medical grounds, and supply a supporting letter from an appropriate health-care professional.
3. Pupils living in parish of Thurcaston with Cropston.
4. Pupils who have brothers and sisters, ie siblings, in school, on roll at date of admission and resident at the same address. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for who the school place is sought is living in the same family unit at the same address as that sibling.
5. Pupils of parents who are practising Christians (with written support from their Minister).
6. All other pupils.

**Tie-breaker:** Where there are more applicants than places available within one of the criteria groups above, applicants will be chosen by a method of random selection, which will be observed by an independent witness.

- Applications can be made online to the Local Authority at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions).
- The deadline for applications is usually mid January.
- Admissions decisions will be sent to parents by the Local Authority usually in mid April.
- Parents who are refused places have a right of appeal to the Leicester Diocesan Board of Education.
- The Foundation and Key Stage 1 class size is limited to 30 children per teacher.

**Criteria reviewed annually.**

## **Pre-Admission Arrangements**

Children who will be 5 between September 1<sup>st</sup> and August 31<sup>st</sup> normally start school in September.

In the weeks before Foundation Stage children start school for the first time, parents are invited for a meeting to talk with the class teacher and Head teacher, about routines and issues surrounding the school, and how you can help prepare your child. Our EYFS staff will also endeavour to visit every child in their nursery/playgroup setting before they start school.

## **The School Day**

8.40 am	School gate open
8:40-8:50am	Morning activities for children and parents
8.50 am	School day begins - Registration
9.00 am	First lesson begins
12 noon	Key Stage 1 lunch begins
12.15 pm	Key Stage 2 lunch begins
1.15 pm	Lunch time ends
3.20 pm	End of school day

## **School meals**

From September 2014 the government introduced Universal Infant Free School Meals for all Foundation and Key Stage 1 children. Hot school lunches will be available at Richard Hill School every day offering a 1 choice menu which will be on a 3 week rotation. There will be a vegetarian option for vegetarians.



Meals are cooked at, and transported from, The Hall School, Glenfield, daily. The cost of a meal for Key Stage 2 children is £2.20 per meal. Alternatively your child may bring a packed lunch

### **Absences and Holidays**

Head teachers may not authorise any leave of absence during term time unless there are exceptional circumstances. Holidays taken in term time will be coded as unauthorised absence.

We accept that illness does occur, especially during the winter months, but any absence during school time inevitably affects the progress of children.

Please consider this very carefully when you are planning your holidays.

An unauthorised absence is:

- A child coming late after registration is closed, without prior arrangement with the head teacher;
- Any absence, no matter how long, which has not been authorised by the head teacher;

If a child is absent then the parent/carer should telephone the school on the first morning of absence giving a reason for the absence, whether it is due to illness or other circumstances. If no contact is made then the school office staff will ring the child's home to check the reason for absence. This is part of our safeguarding policy to ensure that children are all accounted for.



## **Creative Curriculum**

Richard Hill has a creative approach to the curriculum.

### **Foundation stage/Reception**

During the first year at Richard Hill School the reception children follow the statutory framework for the Early Years Foundation Stage (EYFS). Early years learning concentrates on 7 areas split between prime and specific areas of learning.

The prime areas of learning are:

- communication and language
- physical development
- personal, social and emotional development

The specific areas of learning are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

The teachers provide group learning through focus groups and teacher led activities. The children are given the opportunity to explore their own learning through a selection of child initiated tasks. The children have the opportunity to explore their learning either within the classroom or on a larger scale using the outdoor area. Teaching is often done through play, where the child learns about subjects and other people through games.

### **Key Stage 1 and 2**

The National Curriculum is split up into English, Maths, Science, Computing, Art and Design, Design and Technology, Geography, History, Languages, PE and Music.



We aim to provide a broad and balanced creative curriculum which fully immerses the children in their learning. A Topic newsletter will be sent home every half term/term to inform you of what your child will be learning so that you can help to support at home.

### **English**

We follow the Literacy Tree approach to teaching which is predominately text based, where possible, linked to the History/Geography topic for the half term. KS1 children have daily phonics sessions.

### **Math**

The children will learn number names, how to read and write numbers, various methods of addition and subtraction including number bonds. They will practise times table facts and link this to division, extending the level of difficulty throughout their school life. Real life problem solving enables the children to apply these skills and understand the reasoning behind certain mathematical concepts. Please see our maths policy for more information.

### **Science**

Science is taught discretely in school. Children will look at a variety of areas such as humans, plants and animals, everyday materials, seasonal changes, light, forces and magnets, sound, states of matter, electricity, earth and space and many others. The children will carry out different investigations; carry out fair tests, make predictions about what they think will happen and record what they have found.

### **Extra-curricular activities**

Extra curricular activities usually take place immediately after school or at lunchtimes.

Teams of children from Richard Hill School actively participate in competitions and tournaments with other local schools, through the School Sport Partnership as well as competitions within our Academy.

### **Religious Education**

As a faith school, RE is an important part of our curriculum and is given equal standing in relation to core and other foundation subjects. It is taught in accordance with the Trust Deeds of the school and reflects the doctrines of the Church of England.

Although Christianity is strongly emphasised we feel that it is important for children to understand and respect other faiths and life styles and to develop their own beliefs and values. Each year, at Key Stage 2 one religion, other than Christianity, is studied briefly. At Key Stage 1, one multi-cultural festival is studied each term.

We recognise the need for both explicit and implicit RE:

- a) Explicit RE: the exploration of religious beliefs, symbols and practices.
- b) Implicit RE: the exploration of feelings, experiences and responses to life.

The Rector from All Saints' Church, Thurstaston, participates in RE lessons, especially when covering 'church' themes; he is also available to discuss questions raised by children.

Access to the RE curriculum is provided for all children. Parents wishing to withdraw children from RE have the right to do so, but are strongly encouraged to discuss any concerns with the teaching staff, Head or governors, before reaching a decision.



## **Collective Worship**

Collective worship is an important part of life at Richard Hill Primary School and takes place daily as we believe that every child regardless of age, gender, background, race or ability should have the opportunity to take part in a daily act of worship.

Our worship is Christian in content (in accordance with the Trust Deeds) and it is in keeping with the principles and practice of the Church of England.

We believe that collective worship should be both personally meaningful and in keeping with the ethos of the school. It should provide a positive experience of Christianity but at the same time respect the integrity of each individual. It should also make a contribution to the religious education of all children.

Our worship seeks to promote recognition and understanding of the nature of God as revealed through Jesus Christ and Christian belief that God is involved in and interested in the whole of life. It seeks to promote the spiritual, moral, social and mental development of pupils and helps to prepare them for future experiences and responsibilities in life.



Visitors from various Christian organisations often visit the school to conduct our collective worship – giving the children a varied view of Christian worship.

### **Relationship and Sex Education (RSE)**

The school offers a programme of relationship and sex education appropriate to the pupils' age and presented within a moral, family-orientated and Christian framework. Pupils are helped to appreciate the value of a stable family life, marriage and the responsibilities of parenthood. We are sensitive to the fact that some family backgrounds differ.

We teach sex education through different aspects of the curriculum.

In Year 6 children study the basic biology of human reproduction and how the body changes through puberty. All elements are tackled with great sensitivity and in the context of a Christian approach to family life.

Parents are informed of these lessons prior to them taking place and an opportunity to discuss the content of the lessons and the role parents can play is provided. Parents have the right to withdraw their child from sex education lessons though the school would strongly recommend this were not the case, and you should speak to the Head Teacher before making such a decision.

### **Homework**

We define homework as any work or activities which pupils are asked to do outside lesson time, either on their own or with parents or carers. Homework in school will change over the time a child is at school. In the early years it is likely to be a shared activity with parents or carers; by the end of their primary schooling, the children will be expected to work alone.

### **Complaints procedure**

We ask that any parent who has a complaint about any aspect of education related to activities in a school should raise the matter with the Class teacher in the first instance. If the issue is not resolved then please book an appointment via the school office to see the Headteacher. If the Headteacher cannot fully resolve the matter then please write to the Chair of Governors.

*The importance of parental support and encouragement of children in their home environment cannot be overstated.*



### **Special Education Needs Provision**

The policy of the School in respect of children with special educational needs and/or disability is available to parents on the school website. The policy explains the system and methodologies that are in place for identifying children who may have such needs at the earliest possible opportunity. In addition it details the measures which may be taken to provide help and support. The school regards parental involvement in each stage as critical.

### **Arrangements for Pupils with Disabilities**

We do not exclude any pupil on grounds of disability. The school building is accessible throughout by ramp and there is a disabled toilet. We work closely with the Specialist Teaching Service to provide for children with disabilities, including visual and hearing impairment.

## **Behaviour**

Our aim is to promote and sustain high standards of acceptable behaviour and work throughout the school. We focus on positive praise and rewards. This includes house points, stickers, student of the week and good manners awards which are presented to children in assembly. Good work is also taken to the Head Teacher's office. There is an emphasis on creating a positive and pleasant working environment where children can thrive and their work is valued. Parents are seen as important and active partners through the development of close parent/school liaison.

Alongside positive behaviour strategies we have a range of sanctions please see our behaviour policy for further information.

## **Child Protection**

All staff are trained to recognise the signs of abuse, whether physical, sexual, emotional or neglect. The law places a duty on staff to report possible cases of child abuse; the Designated Officers are Terena Moreton (Headteacher) and all members of the Senior Leadership Team (SLT).

If there is a child protection concern about your child you may not be contacted by the school, and the first contact to you may be from Social Services Department; this is necessary to protect the child if it is thought that he/she may have been abused or neglected.

## **Medicines in school**

- If your child is unwell, he/she should not be sent to school.
- We will inform you as soon as your child becomes unwell in school, and for this reason you need to make sure that we have up-to-date emergency phone numbers.
- As a parent/carer you are responsible for the administration of medicines to your child. Most routine medicines, such as antibiotics, can be timed to avoid the hours when your child is at school. If your child does require medicine to be administered during the school day then a form (available from the school office) must be completed giving full instructions and medicine will then be given by specified staff



members. Children should **not** bring medicines to school and keep them on their person except in the case of asthma sufferers.

- Children requiring an inhaler for asthma should carry it with them and self-medicate; please inform the Office if your child uses an inhaler.
- In the unlikely event of your child requiring long term medication for a chronic condition, it may be possible to make special arrangements, and you should discuss the matter with the Head teacher. You will be required to sign an indemnity form.

### **School Security and Health and Safety**

The school has a security system on the doors, and visitors are required to sign in at reception where they are issued with a visitor's sticker/badge. Gates at the side of the building are kept locked throughout the day.

We ask that parents make sure that their addresses and phone numbers, particularly those for use in an emergency, are kept up to date with the office.

### **Photographs and videos of school events**

Parents and relatives should note that any photographs or video film they take at school events are likely to contain images of other children whose parents will not have given permission for them to be filmed or photographed. Such images should not be circulated more widely than the family, ie they should be just for the family's use. Our advice is that any manipulation or distribution of images of children could result in prosecution.

All parents are asked to sign a letter giving permission for their child to be photographed by local newspapers when they visit from time to time. We never give individual children's names to the Press.

### **Uniform/clothing policy**

Children are required to wear the school uniform at Richard Hill; conforming to it overcomes the need to worry about a child's everyday wardrobe. It also gives the school an identity of which the children can be proud. It should be worn as intended: to look smart and to be safe - trousers with flaps and loose decorations should not be worn, for example.

School uniform items are available by ordering on line with our supplier School Trends.

Boys: Royal blue sweatshirt or fleece  
White polo shirt  
Grey long or short trousers

Girls: Royal blue cardigan or sweatshirt or fleece  
White blouse or polo shirt  
Grey skirt or grey trousers or pinafore dress  
A blue checked dress may be worn in the summer term

Shoes: Black school shoes. Socks to be worn at all times (except in PE)  
(no open-toed sandals)

Hot Weather: Sun hats are encouraged.

### **PE Kit**

Indoors: White t-shirt, royal blue shorts, white socks  
Plimsolls for indoor activities  
Please note: Children undertaking apparatus work will be required to do so in bare feet.

Outdoors: Tracksuit or dark, plain joggers and sweatshirt for cold weather  
Footwear – trainers (no football boots)

### **The Wearing of Jewellery**

Children are not to wear jewellery for school as it can present a danger to themselves and others. If earrings must be worn they should only be studs, and **must be removable by the children themselves** for PE and swimming. This is a health and safety requirement. If you intend to have your child's ears pierced, the best



time to do this is at the beginning of the summer holiday as they will be healed when they return to school in the Autumn Term. This is a health and safety requirement.

### **Hair**

Hair, which is long enough, must be tied back off the face at all times for safety as well as good hygiene.

### **Educational Trips and Residential Visits**

Children will take part in a number of education trips and visits each year. Year 4 children go on a residential to Beaumanor Hall each summer term and Year 6 children go on a residential visit to Kingswood after their SATs.

### **Charging Policy**

The school does not charge for any activities that are part of the normal curriculum. However, for out-of-school trips, theatre visits and swimming, we invite parents to make a financial contribution towards the cost. There is no legal obligation for parents to contribute and no child will be treated differently according to whether or not parents have contributed in response to any request from the school. However, if a significant number of parents decline to contribute towards the cost of an activity, the school may not be able to bear the cost and the activity or event may need to be cancelled. Governors review this policy on an annual basis.

Parents with financial difficulties should speak to the Head teacher in confidence in order to come to an arrangement so that a child is not excluded from any activity.

Exceptions to the above policy are:

- Individual and small group peripatetic music lessons that are provided at school; the full cost of these lessons is passed on to parents.

### **OFSTED - [www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

The last OFSTED inspection of the school under Section 5 of the Education Act 2005 took place in 2018 with

the finding that the school '*requires improvement*'. A copy of the report is available on the Ofsted website ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)) as well as the school website. Action has already been taken to implement the necessary improvements. If you would like further information on this then please speak to Terena Moreton Headteacher.

RE and Collective Worship were inspected under a separate Section 48 inspection in November 2016. A report was issued, copies of which are available from the school website. The overall judgement was that the school is '*good*' in terms of Christian ethos, Leadership and Management and Collective Worship.

### **What next?**

Children leave the school at the end of year 6 (aged 11+) and many transfer to Martin High School, Anstey. Rawlins Academy in Quorn or De Lisle in Loughborough. We have close contacts with our Secondary Schools and there is a well-established and effective transfer process, including invitations to parents to attend open evenings.

**After reading our prospectus if you have any further questions then please do get in touch!**