



Rogerstone Primary School Prospectus



Head Teacher: Mr S. Rayer
Chair Of Governors: Mrs S Knight

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Rogerstone's Learning Community **Aims and Objectives**

"Nurture Maethu – Inspire Ysbrydoli – Achieve Cyflawni"

To achieve our vision statement we will ensure a safe, secure, happy learning environment, that provides a variety of opportunities for all, making learning fun, that will allow every child to develop life long skills for the future and to reach their full potential.

Our Aims

- To ensure all pupils of all abilities and backgrounds achieve their full potential.
- To establish and maintain a caring and inclusive ethos, with the wellbeing of all a priority.
- To support all our learners in becoming **ambitious**, capable learners who are ready to learn throughout their lives.
- To enable our children to be **enterprising, creative contributors** who are ready to play a full part in their education, life and work.
- To support all children to become **ethical, informed citizens** who are ready to become citizens of Wales and the world, and who have respect for each other.
- To ensure children develop into **healthy, confident individuals** who are ready to lead fulfilling lives as valued members of our society.

To achieve our aims we will

- Listen to our children and provide opportunities for pupil participation in school life
- Provide a stimulating, caring and safe environment, both inside and out
- Provide a versatile curriculum, that is challenging, creative and highly stimulating
- Equip our children with 'Learning Assets.' These skills and dispositions will act as important assets to them as learners across the curriculum, in school and beyond: **collaborating, researching, communicating, self-managing and thinking.**
- Ensure a relevant 'Pupil Offer' of experiences and opportunities that is unique to the needs of our learners and learning community.
- Provide an open door policy for parents and carers
- Provide high quality, caring, well trained staff
- Provide opportunities for pupils to confidently work independently and collaboratively
- Provide consistent and fair positive behaviour management strategies to ensure a calm working and learning environment
- Provide appropriate and good quality resources to aid teaching
- Provide strong, effective management and leadership
- Celebrate our learners' successes with our enthusiasm and smiles!





School Details



**The school is a Primary School accommodating a maximum of 615
3-11 year old pupils living within the area of Rogerstone in
Newport.**

**Rogerstone Primary School ,
Ebenezer Drive,
Newport,
Gwent.
NP10 9YX**



School Hours

Juniors 8:50 am- 12:15pm - 1:00pm- 3:20 pm

Infant 8:50 am- 12:00 - 1:00pm - 3:20 pm

Morning Nursery 8:45 am- 11:15 am

Afternoon Nursery 1:00 pm- 3:30 pm

Morning break 10:30 am-10:45 am Reception

10:45 am – 11:00 am Year 1 and 2

10:45 am – 11:00 am Juniors



School Term Dates



In addition to the closures below, we shall also close for five days per academic year for teacher training. We will confirm closure dates to all parents and carers via newsletters and our text service.

2017 - 2018	
Term begins	4 th September 2017
Half Term Begins	30 th October 2017
Half Term Ends	3 rd November 2017
Term Ends	22 nd December 2017
Term begins	8 th January 2018
Half Term Begins	19 th February 2018
Half Term Ends	23 rd February 2018
Term Ends	29 th March 2018
Term begins	16 th April 2018
May Day	7 th May 2018
Half Term Begins	28 th May 2018
Half Term Ends	1 st June 2018
Term Ends	24 th July 2018



Useful Information



School Organisation

All classes have approximately 30 children and for some work, children may be placed in groups that match their stage of development.

We currently have two classes per year group however we do have three classes in year 5,4 and Year 1.

Charging and Remission

As part of our approach to teaching we try to link projects with educational visits.

We have to ask for voluntary contributions from parents to cover the cost of these visits.

We always attempt to find ways of keeping these costs to a minimum, but if there are insufficient funds then trips may have to be cancelled.

Pastoral care

Class teachers are responsible for the children in their class. The Headteacher has overall responsibility for the pastoral care and the class teacher will refer matters of serious concern to the Headteacher or Head of Phase.



Newsletters

The Rogerstone Newsletter comes out on a fortnightly basis and contains bundles of information on recent and forthcoming events. It also celebrates our achievements.

If you want anything put in an edition then please let the Headteacher know.



Homework

Children are encouraged to read each day in a calm and encouraging setting.

Literacy and or Numeracy homework is issued weekly to children in year 1 to 6. This is optional. All homework is available on the school website.

Above all children need a quiet place and need a routine in place for completing homework. Please help in anyway possible so that children see learning as constant and not just when they are in school.



Useful Information



Additional Learning Needs (ALN)

The progress of each child is carefully monitored and assessed. Where the progress of an individual child is giving cause for concern the parents will be informed. The school's ALN policy is available to all parents and outlines the school's procedures for children with additional learning needs. Mrs M. Dunn, Deputy Headteacher has responsibility for Additional Needs. Mr C Williams is the Additional Learning Needs Link Governor. Those children that are placed on the school's ALN database will receive individual education plans (IEP). IEP's are reviewed by the class teacher, ALNCO, children and parents. There are two Learning Resources Bases within the school which support children with statements of special educational needs from across Newport.

More Able and Talented (MAT)

The school has a More Able & Talented policy. Working with the LA, the school aims to provide additional opportunities for those children that are displaying a particular talent or ability in individual areas. These children are supported through differentiated planning.

Equality and Inclusion

The school has clear policies in place and are committed to providing equality and an inclusive education. All children have access to all activities and support is available to ensure this. We encourage respect for all within the school and the wider community.

Pupils with Disabilities

The school's admissions policy does not discriminate against disabled children. Anyone can apply for their child to be admitted to our school and places are allocated by the LA according to their policy.

Safeguarding Arrangements

Children may disclose information to staff regarding problems with their home or personal life. All staff are instructed to inform Mrs M Dunn or a member of the Senior Leadership Team immediately. The appropriate steps will then be taken in conjunction with Social Services, if appropriate.



Useful Information



Health and Safety

We aim to ensure that children are safe and secure at all times. Any Health and Safety concerns are to be reported to the Headteacher or Mr N. Brain the School Business Manager.

- All visitors must report to the school office and sign in and out of the visitors book.
- Only Blue Badge holders and recognised Newport City Council transport providers are allowed to drive their vehicles onto the school site. There is a limited amount of parking in the external car park.
- A daily Health & Safety inspection is carried out by the School Business Manager. At break times staff monitor the children to ensure their safety.
- We do not allow dogs on site.
- We are a non-smoking site.
- The site is monitored by CCTV cameras 24 hours a day.



First Aid

All staff have First Aid qualifications, 10 of whom have received the advanced training.

There is a designated First Aid station and mobile kits are placed at strategic points around the school. If there are any issues that arise which cause us concern, then we shall contact you, therefore emergency contact details are vital. If a child has a bump to the head we will notify you by text message or a phone call depending on the severity of the bump. If they have visited first aid a note will be sent home.

School Discipline

Pupils are expected to conduct themselves in a way which demonstrates their respect for others and their concern to uphold the good name of the school. To achieve this we require your full support. We have a policy statement on behaviour as well as strategies for dealing with bullying and inappropriate behaviour. As stated in the Safe Guarding Children Act 2004, 'Teachers at school are allowed to use reasonable force to control or restrain pupils under certain circumstances. Other staff may also do so, in the same way as teachers, provided they have been authorised by the Headteacher to have control or charge of pupils.' Please come and see us immediately if you have any concerns.



Useful Information



Attendance and Punctuality

We take this matter very seriously at Rogerstone. Each year we have to report to the Welsh Assembly Government the number of unauthorised absences and the percentage of attendances. Each individual child's attendance figures shall be reported at the end of each academic year and we also report the schools attendance in Rogerstone Newsletters.



Registers are closed at 9:00 each morning and at 1:10 each afternoon, which means that if your child arrives after these times they are considered absent. It is very important that children arrive on time for school. A child arriving late disrupts his / her continuity of learning and also, the learning of others in class. Late marks are recorded. Please ensure your child attends school on time. The school will regularly monitor children who arrive late.

In the case of absence due to illness, the school must be informed on the first day of absence, by 9.00am in order for us to record the absence as authorised. This should be done by letter, telephone or in person. We have an answer phone service to report a child's absence.

Where the absence or lateness is due to medical appointments the school must be informed beforehand. If a child is absent and the school have not been informed then a text will be sent or telephone call made to parents/carers asking them to contact with a reason for absence.

A child who is unavoidably taken on holiday during term time must understand that it is classified as an unauthorised absence. Individual absences are scrutinised by the Education Welfare Officer half termly and they may decide to visit individual children's homes to ascertain any poor attendance. A fixed penalty notice may be issued in the event of more than 5 unauthorised absences.

Please help us achieve our whole school target of 95.9% by sending your child to school everyday. Not only does it help them to learn, it develops their social and interaction skills and makes our school a better place to be.



Useful Information



Attendance

2012-2013	93.2
2013-2014	95.5
2014-2015	95.7
2015-2016	95.8
2016-2017	95.5

Remember our target this year is 95.8%

Sport and PE

All children should have a full and suitable sports kit for all parts of the school's PE curriculum. It is our joint responsibility to encourage children in personal hygiene, so, we expect children to have a clean kit in school so that they can complete activities in a safe and comfortable manner.

For indoor PE/Games the children require navy shorts and a white t-shirt or house colour t-shirt

For outdoor PE/Games the children require navy shorts or joggers, a white t-shirt and trainers.



Please put names on all kit in school.

No jewellery can be worn during PE. We therefore recommend that the children don't wear jewellery to school at all. If jewellery is worn (We only allow stud earrings for health and safety reasons) we are obliged to place a plaster or micro pore tape over it during PE sessions.



Home School Agreement



Rogerstone Primary School **Home School Agreement**

Child's name: _____ **Class** _____

Agreement for School

To help your child at school we will try our best to:

- Provide a safe, ordered and caring environment for learning
- Encourage achievement through offering the best learning opportunities
- Contact you if there is a problem with attendance or punctuality
- Let you know of any concerns over your child's work or behaviour
- Provide Home Learning Activities to consolidate skills and learning taught in the class
- Send home an annual report of your child's progress
- Arrange Parents' Evenings so that progress can be discussed
- Keep you informed through letters home, text messages and notices on the website
- Provide your child with a reading book to read at home
- Provide a range of extra-curricular activities to enhance and enrich your child's school experiences
- Treat all school community members with mutual respect

Agreement for Parents and Carers

To help my child at school I will try my best to:

- Make sure my child attends school regularly and is on time for school
- Listen to my child read several times a week
- Work with the school to try and make sure that my child behaves well and get in touch if there are any problems that may affect my child's work or behaviour
- Contact the school by 9am by phone, or in writing, if my child is absent
- Attend parents evenings and discussions about progress
- Encourage my child by talking and listening to him / her about school and supporting our child in Home Learning activities
- Treat all school community members with mutual respect

Agreement for Children

To help myself at school I will try my best to:

- Care for everyone and everything
- Do as I am asked, first time
- Listen to the person speaking
- Always try my best
- Keep my hands and feet to myself
- 'Do the right thing'

Signed _____ **Date** _____



The Leadership Team



Senior Leadership Team

Headteacher: Mr Rayer

Deputy Headteacher: Mrs Dunn

Head of Foundation Phase/Literacy: Miss Pugh

Head of Key Stage 2/Numeracy: Mr Fitzgerald

Core and Key Priority Team Leaders

Additional Learning Needs: Mrs Loizos

Science: Miss Burden

Technology: Miss McAllister

Foundation Phase: Mrs Jenkins



Teaching Staff



Nursery:	Miss Derraven
Reception:	Mrs Jenkins
Reception:	Mrs Barry/Mrs Davies
Year 1:	Mrs Boladz
Year 1:	Mrs Birch
Year 2:	Miss Pugh
Year 2:	Mrs Morgan
Year 2:	Mrs Wilson
Year 3:	Miss Ryan
Year 3:	Miss Chard
Year 4:	Mr Fitzgerald
Year 4:	Mr Elliman/Mrs Williams
Year 5:	Miss Gibbs
Year 5:	Miss McAllister
Year 5:	Miss Gale
Year 6:	Mrs Beckett
Year 6:	Miss Burden
Year 6:	Mr Fitzgerald
LRB 1:	Mrs Williams
LRB 2:	Mrs Loizos
PPA:	Mrs Gwynne



Who's Who!



School Business Manager: Mr N.Brain

School Clerks:

Mrs S. Brooks, Mrs A. Skinner & Mrs A. Ireland

Caretakers: Mr L. Birch; Mr C. Podmore

Lunchtime Supervisors:

Mrs D. O'Brien; Mrs J. Rowe, Mrs T. Whittaker,

Mrs D. Webber, Mrs E. Micallef, Mrs H. Spink,

Mrs J. Daniel.

The Governing Body

Chair of Governors: Mrs S. Knight

Vice Chair: Mr B. Mitchell

Headteacher: Mr S. Rayer

Clerk: Mrs C Williams

Parent Representatives: Mrs J. Bowen,

Mrs K. Powell, Mrs E. Smith, Mr C. Williams

Teacher Representative: Mrs S Jenkins, Miss Derraven

Staff Representatives: Mr J. Lawrence

Local Council Representative: Mr N. Ireland

Cllr S. Mlewa, Mrs C James

Community Governors: Mr M Batten, Rev M. Thomas

Mrs A Tansley, Mr D Parker

Areas of Learning Experience

The curriculum is currently under review (Successful Futures) and will be implemented over the next few years. In addition to our discrete Welsh, literacy and numeracy teaching, we provide all children opportunities to develop skills through Areas of Learning Experience as detailed below:

Area of Learning Experience	Links with current Foundation Phase Area of Learning	Links with current KS2 National Curriculum
Humanities	Knowledge and Understanding of the World	R.E History Geography
Health and Wellbeing	Physical Development Personal and Social Development, Well-being and Cultural Diversity	P.S.E. Physical Education
Expressive Arts	Creative Development	Art Music
Science and Technology	Knowledge and Understanding of the World	Science ICT Design and Technology
	Welsh Language Development	Welsh



Curriculum Information



The Curriculum

Learning at Rogerstone Primary School embraces a thematic approach to learning, based on the pupils' interests, and in line with all statutory curriculum documents.

Welsh



Welsh is taught throughout the school as a second language and conversational Welsh is encouraged throughout the day as opportunities arise. All classes have a daily 15 minute Welsh session. When appropriate children learn about Welsh culture and heritage through other subjects.

Religious Education

All children take part in an act of collective worship each day and follow the statutory Religious Education framework. If parents wish to exclude their children from these activities, they must inform the Headteacher in writing.

Relationships

- Physical development as they grow into adults
 - Respect for their own bodies
 - Keeping clean and healthy
 - Moral issues
- Respect for the views of others
 - Relationship issues

We also use the School Nurse to deliver particular parts of the curriculum to Year 6 in line with our sex education policy. We will of course inform you when we arrange these sessions and you will have a chance to view any material we use.

We always deal with issues in a sensitive and professional manner, however, if you have any queries then please don't hesitate to contact us.



Reporting to Parents



The Foundation Phase Profile assessment will be completed during the first six weeks of your child entering school. The purpose of this assessment is to determine what he or she can do and understand and provide a 'baseline' for each child as they enter the Foundation Phase. This information will help to ensure that each child's first experience of education is appropriate to their stage of development and the activities and experiences planned for them will help them to move forward in their learning. Staff will assess each child's stage of development through observing them in their everyday activities and use the information to plan the next stage in their development.

Throughout the academic year there will be two Parent Consultations where the class teacher will share your child's progress with you and discuss new targets.

You will receive a written report at the end of each year as your child moves through the Foundation Phase and into Key Stage Two. The report will give information on your child's progress in the seven Areas of Learning and the National Curriculum subjects in KS2.

At the end of the phase, the report will include the teacher's assessment of your child's achievements during the academic year.





Admission and Transition Procedures



Admission

Children start morning/afternoon Nursery the academic year (September) after their third birthday. We also accept children in January and April following their third birthday (rising threes) space permitting.

For any new admissions to the school the LA procedure must be followed:

1. Parents to contact pupil admissions on 01633 656656 and request admission to your chosen school
2. Admission Department will contact school direct and inform of new placement
3. Parents will be informed and will be asked to contact the school to arrange start date and visit date

If you wish for any further information then please call into school.

Transition

Bassaleg School is the destination for the majority of children leaving Rogerstone. A great deal of effort is made to ensure a smooth transition between schools. The Year 6 children pay regular visits to Bassaleg school, for both curriculum and social development. The close liaison between our schools is imperative and driven by our desire to offer our children the best opportunities. If the child is not going to our partner secondary school (Bassaleg School) opportunities are created for them to visit their chosen school. On occasions, additional transition links are set up for pupils with specific needs.

We also have procedures in place to ensure the smooth transition from Foundation Phase to Key stage two, through moving up day and transition meetings.



General Information



School Uniform

Navy trousers/skirt

white polo shirt

Green School

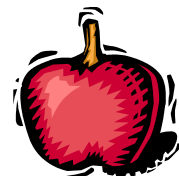
sweater/cardigan

(available via Tesco online)

Dinners

Cost: £2.05 and is payable via Parent Pay

Fruit



Cost: 30p per piece

(To encourage the children to be healthy, water, milk and fruit is available at break times).



Parent Information



Information from Parents

In order that our records are up to date and accurate we ask parents to complete a form which provides us with essential information. It is very important that we are kept informed of any changes in circumstances, change of address or phone number so that in an emergency we can contact you.

We will require a daytime number that is available at all times.

We will also require an up-to-date mobile phone number so that we can contact you via text with reminders.

All medical details need to be provided. We are unable to administer everyday medication to children however, if your child requires prescription medication, please contact the school office.

Parent Visits

Parents are invited to as many functions as possible, such as Christmas Concerts, Sports Days , Open Days and other special events. It is hoped that we create a welcoming atmosphere where you can enjoy all that is good about our school.

For security reasons all visitors and parents must report to the main office using the main entrance of the school. A security door is installed. **All visitors must sign in.**

Please make appointments to see staff beforehand as teaching the children and after school clubs must not be disrupted. The Headteacher or Deputy Headteacher are available upon request

We look forward to working with you.



Parent Information



Planning, Preparation and Assessment- PPA and staff training.

All teachers are entitled to 10% non-contact time of their working week.
This amounts to ½ a day each week.

The Foundation Phase PPA is covered by Level 3/4 Teaching Assistant, who will continue and extend activities that are already set up in class.

In addition to PPA time, staff will also attend appropriate training according to their own and school professional development needs. An Agency supply teacher will often cover these when they are out of class.
We do try to keep this to a minimum.

Healthy Schools

We are working hard to be a Healthy School. We only sell fruit and we only permit children to eat healthy snacks at breaktime and drink healthy drinks.

We recycle paper, cardboard, cans and plastic bottles. We also compost fruit peelings, grass cuttings and cardboard.

All children have a water bottle when they first enter Reception class in school and are responsible for bringing this to school with **water** in it.

Please note that we will not allow crisps, sweets and fizzy drink during break time as this is considered unhealthy. Those who bring packed lunch may however bring crisps and chocolate if they wish. This will be eaten during lunchtime. We would urge you to **think healthy** though.



Parent Information



Volunteers

We are always looking for people to add their names to our list of helpers. The more help we get the more we can offer the children. If you can help or know someone who would like to, then let us know. We will be pleased to welcome you.

Rogerstone Parents Teachers Association (PTA)

We have a very supportive set of parents and friends who work closely to provide fun activities and fund raising opportunities. They then use the money to purchase the extra items that we cannot always afford. We are very fortunate to have this support and are always on the look out for new members. The more help we have the less there is to do and we also build a stronger team!

Meetings are frequently held in the School, during the first week of every month at 7pm. So keep an eye out for the newsletter and ask at reception for further details.

The PTA e-mail address is: rogerstonepta@sky.com

The PTA website address is: www.rogerstoneprimary.co.uk

Please log on and keep in touch with them or you can follow them on Facebook.

Reporting to Parents

The Headteacher and staff are always ready to meet parents to discuss matters involving children. It is however important to try to make an appointment in the first instance. Viewing our school is also always welcomed and should be done by appointment with the Headteacher or Head of Department.

Formal parent consultations are undertaken in October and again in the Spring term.

These meetings offer you the chance to discuss the progress of your child.

We will also ask parents to sign a Home/School agreement to ensure a clear working partnership between us.

A full and comprehensive written report is provided in July which clearly sets targets for the future.



Parent Information



School Complaints

The Governing Body take all complaints very seriously as we are committed to providing high-quality education. We aim to make the schools complaints procedure easy to follow with three easy steps. The full version of the complaints policy is available from the school

Step 1 – Informal Stage – You must contact the Headteacher of the school first as the vast majority of complaints are resolved at this stage

Step 2 – Formal stage - All complaints will need to be addressed to Mrs B Cook at the school in writing where they will be thoroughly investigated and a response made in writing.

Step 3 – School Complaints Committee – If you are unhappy with the investigation you must write to the school and request the Clerk to the Governing Body convenes the Complaints Committee of the Governing Body to review your complaint.

There are other statutory processes for complaints and appeals relating to the curriculum, Special Educational Needs (SEN), religious worship, admissions, exclusions, staff grievance, teacher capability and staff disciplinary.