



School Prospectus

Chair of Governors:

Mr D Higgens

Headteacher:

Mrs H Wright

Assistant

Heateachers:

Mrs N Leggatt &

Mrs E Bunting

Morley Street, Sheffield S6 2PL

Telephone: 0114 2341304

Website: www.rivelinprimary.co.uk

Email: enquiries@rivelin.sheffield.sch.uk

The School Day

We have a computerised registration system and this takes place at the beginning of the morning and afternoon sessions and we ask you to ensure that your child arrives at school in good time. Any child arriving after 8:50am should report to the school office.

Foundation Stage 1 (Nursery)	
Morning Session	8:30 am – 11:30 am
Lunch Club Session	11:30 am – 12:15 pm
Afternoon Session	12:15 pm – 3:15 pm

Foundation stage 1 children have their own separate entrance located to the right of the building as you come in from the Morley Street entrance.

Foundation Stage 2 and KS1	8:50 am – 11:45 am	12:45pm – 3:05pm
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Foundation stage 2 and KS1 children can go into school from 8:40am when the gates are opened, ready for registration at 8:50am. KS1 children have a morning break 10:30am – 10:45pm and one in the afternoon 1:45pm – 2:00pm.

KS2	8:50 am – 12:15 pm	1:15 pm – 3:10 pm
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KS2 children can go into school from 8:40am when the gates are opened, ready for registration at 8:50am. The school gates and doors close promptly at 8.50am.

WELCOME TO RIVELIN

We hope your child will enjoy his or her schooldays at Rivelin. This prospectus is intended to give you the information you need to know about our school. If you feel that you would like anything explained further, or if you have any other questions, please do not hesitate to get in touch with the school staff or the governors.

Our School Aims

The governors and staff at Rivelin School are committed to providing a safe and healthy environment for all the users of the school.

Our aims are-

- To ensure the best academic and pastoral achievements possible for each child
- to encourage each child to be healthy
- to prepare children for the next stage of their education ensuring they are confident, independent and take responsibility for themselves and their actions
- To provide a school culture in which children feel valued and are actively encouraged to respect themselves and others.
- to protect the children from harm and neglect



At Rivelin, Children come first – their pastoral and academic achievements are our highest priorities.

We provide a safe and caring learning environment for everyone based on mutual respect, where everyone feels listened to, valued and has a sense of belonging and pride in our school. Children are inspired and motivated to learn because we have the highest expectations of them and we provide challenging, creative and engaging learning opportunities.

Rivelin children are determined, well behaved, hardworking, and treat everyone with respect, all adults in school model these positive attributes for children.

We instil in children the importance of integrity, conscience, independence and leadership. Children are well prepared for further academic success and make a positive difference to our world.

Everyone is a leader at Rivelin, we all have a unique and invaluable role to play in the success of our school. Together we strive to provide the best outcomes for all individuals.

We make every hour, every lesson, every day count for our children.

All of this is encapsulated in our motto:

Excellence for Every Child Every Day



Our Staff

Headteacher	Mrs H Wright	
KS1 Assistant Head	Mrs N Leggatt	
KS2 Assistant Head	Mrs E Bunting	
Senior Learning Mentor & Safeguarding Lead	Mrs T Naylor	
Academic Support Manager	Mrs K Clixby	
School Manager	Mrs S Wilson	
SENCO	Mrs K Grayson	
Teaching Staff	Foundation Stages/KS1	KS2
	FS1 Mrs K Grayson/Miss H Gooch FS2 Mr J Pottinger FS2 Miss K Spencer Y1 Miss A Baker Y1 Mr Dahlin Y2 Miss Smith Y2 Mrs N Leggatt/Mrs S Pehl	Y3 Mrs H Kingston Y3 MrS a Bannister-Gregory/MRS A Thacker Y4 Mrs Misukanis Y4 Mr Smith Y5 Mrs N Horbury Y5 Mr Ross Y6 Miss Hague Y6 Miss Woods/Mrs E Bunting
Classroom Support	FS1 Miss I MacDonald FS2 Mrs S Hetherington/Mrs R Royles/ Mrs A Savage Y1 Miss M Cooper/Mrs K Stevenson Y2 Mrs J Bullas/Mrs D Jones	Y3 Mrs E Wistow/Mrs M Eades Y4 Mrs M Oates Y5 Mrs M Behal Y6 Mrs D Ryan
SEN Support	Mrs M Eades	Miss T Melia
Administration Staff	Mrs E Brammer	Mrs D Holder Mrs K Sherratt
Kitchen Staff	Contracted by Taylor Shaw	
Lunchtime Supervisory Assistants		
Play Leader	Mrs K Jkinson	
Lunchtime Assistants	Mrs K Allen-Stevenson Mrs K Davidson Miss C Rhodes	Mrs D Smith Mrs D Burling Miss T Melia

	Mrs M Breeze	
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Wraparound Staff (Breakfast and After School Club)

Manager	Mrs M Eades	
Pastoral Support Workers	Mrs K Davidson	
Playworkers	Mrs M Oates Mr Darren Sykes Miss M Cooper	
Premises Staff		
Resident Caretaker	Mr D Sykes	
Cleaning Staff	Mrs T Howe Mrs C Rhodes Mrs D Jones Mrs J Boswell	Mrs K Helliwell Ms C Yuille Mrs D Shaw

Our Staff (continued)

Our Governors

Like all schools in Sheffield, Rivelin School has a governing body drawn from the community which the school serves. The governors, through the agency of the Head, have general direction of the conduct and curriculum of the school, subject to the policies of the LEA and government legislation. Governors meet to discuss an agenda of school and LEA related issues. They receive a report from the Head teacher and are involved in strategic decisions regarding the running of the school. The day to day running of the school is delegated to the Head. The school has fully delegated status under Local Management of Schools legislation. Rivelin consists of up to 16 members plus the Head, some of them elected and some of them appointed by Sheffield Children's Service Authority (LEA). They are:

Headteacher	Mrs H Wright		
Assistant Headteachers	Mrs N Leggatt & Mrs E Bunting		
Chair of Governors	Mr D Higgins	Vice Chair of Governors / Parent	Mrs R Kirby
Staff Representative			
Parent Representatives	Mrs K Rothwell		
Mrs C Crabb	Mr P Jow	Mrs C Crabb	
Local Education Authority Representatives	TBC		
Co-opted Governors	Dave Higgins	Mrs T Naylor	Ms A Stothard

School Dates

Lists are issued by the Local Authority each year. The school is unable to authorise holidays in term time. We always ask that you arrange your family holidays during the 13 weeks of school holidays during the year.

In addition to these 13 weeks' holiday there are 5 training days through the school year. These training days are decided by the Executive Head and Head of School.



School Organisation

There are two classes per year group, each class should have no more than 30 pupils.

We have a 26 place Nursery on site with session in the morning from 8:30am – 11:30am and afternoon from 12:15pm – 3:15pm. These sessions can be taken as mornings, afternoons, beginning or end of the week or if you are interested in using your free 30 hours entitlement please contact the school office.

Children in the Foundation Stage class are taught in an open plan area where two classes share the same base with access to an outside area.

Children in our main school are taught in a whole class situation, in groups or individually according to the needs of the child.

In addition, we have a school run Wraparound Club which provides before and after school childcare provision.

We continue to seek improvements and over recent years we have gained the following awards in recognition of our work:

- **Eco-Schools**
- **LPPA (Leading Parent Partnership Award)**
- **School Games Silver Award**
- **Healthy Schools**
- **Sheffield Healthy Settings**
- **Sheffield Loves Learning Charter for Quality Provision**
- **Primary Science Quality Mark**



The following information has been agreed by our school governors. We ask that children come to school in the school uniform as detailed below:

Children have the choice of wearing navy sweatshirts or cardigans, with white polo shirts. Trousers and skirts can be black or navy. Navy gingham dresses can also be worn. Black flat heeled shoes.

Polo shirts, sweatshirts and sweat cardigans (with the school logo) can be ordered via the school office or direct with supplier. Expensive and 'designer' label clothes are not suitable for school wear.

Only flat low-heeled shoes are safe and suitable for school.

P.E. Games and Swimming

Children also require equipment for Games, P.E. and swimming:

P.E. & Games Pale blue OR White T-shirts
 Black shorts
 P.E. pumps (will be worn for some activities)

P.E. clothes are best kept in a drawstring bag, clearly marked with the child's full name.

Swimming (Y4) Swimming costume and towel

Please ensure that all the children have their name either sewn into their clothes - especially P.E. kit.

Jewellery

For reasons of safety, we discourage the wearing of jewellery at school. We do insist that if your child has pierced ears, then simple studs must be worn. Staff are not able to assist in the taking out and putting back in of earrings. There is no provision for the safe keeping of any valuables e.g. watches and mobile phones and no responsibility for loss can be accepted by the school or the City Council.

All jewellery including pierced earrings must be removed for P.E. as a matter of safety.

Attendance

Good attendance and punctuality is key to your child's educational and social development. We always ask that parents support this by ensuring any appointments or holidays are not taken during school time (we appreciate that for some medical appointments this will not always be possible)

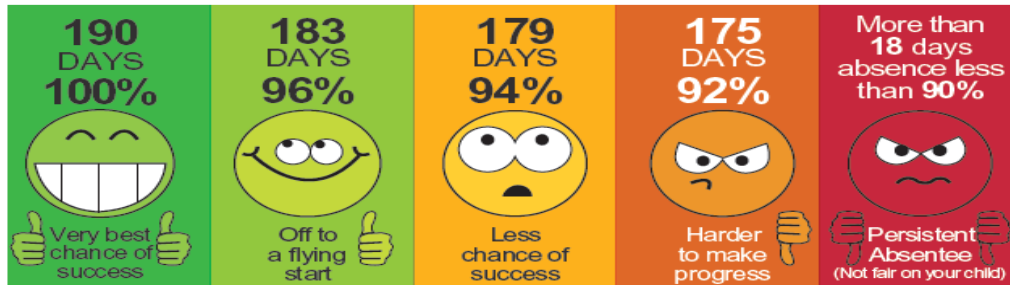
Please see below which shows how much a few minutes late each day can add up to over the school year:

5 mins everyday = 3.5 days

10 mins every day = 7.2 days

20 mins every day = 14.4 days

Ideally we would love all children to have 100% attendance and for many this is the case, however children do get ill from time to time which may affect their attendance, please see chart below for at a glance the impact of attendance on your child's progress:



GOOD Attendance = GOOD Progress

Absence

If your child is ill, please let the school know **as soon as possible** by one of the following methods:

- A telephone message to the school by an adult.
- A verbal message by an adult to the school office
- An email via enquiries@rivelin.sheffield.sch.uk or a message on the school gateway app

Please note that a verbal message from a child is not acceptable.

This is particularly important in the case of infectious diseases which could affect other children or adults. For older children who often travel to school on their own, it is particularly important to let us know at the beginning of the school day if your child is unable to attend, as we would become anxious if they had not arrived.

The school is required by law to keep a very careful check on attendance at school and **any absence where an acceptable explanation is not received by the school will be recorded as unauthorised absence.**

We work very closely with our Education Welfare Officer, Mr Dale Edwardes who monitors attendance every half-term and will in certain circumstances visit your home if your child is absent from school and school have not been informed or if your child's attendance is falls below an acceptable level.



Lunchtime

School meals are freshly cooked on the premises. A simple choice of menu is offered, one of which is a vegetarian option.

The choice of dessert always includes fresh fruit. A large number of children eating together is a very different experience from eating at home and children are taught to use their manners and clear up thoroughly after themselves, leaving the space clean and tidy for the next person. Children quickly become familiar with the lunchtime staff as teachers do not supervise children over the lunch hour. Our children may choose a hot meal or sandwich platter, or they may bring a lunch from home, we encourage parents to pack a healthy lunch that is balanced and does not include fizzy drinks, confectionary and bars of chocolate.

Meals must be paid for in advance via SCHOOLCOMMS our online payment system. Alternatively, you can send dinner money for the whole week on Monday morning in a sealed envelope with child's name, class and amount clearly marked (this option is currently being phased out).

Universal Free School Meals

All children in Reception, Year 1 and Year 2 are currently entitled to the Universal Infant Free School Meals. The menus for the following week are displayed in the dining room window on our school website and in the external display cabinets near the entrance to KS1 building and KS2. Also a copy will be included in the Friday Newsletter that is emailed to parents each week.

Income Based Free School Meals

Families receiving Income Support are not required to pay for school dinner once they have successfully applied for the income based Free School Meal, this is something that the school can do on your behalf. Please call into the school office to enquire if you think you may be eligible, if your application is successful your child will be entitled to a free school sweatshirt and for KS1 children they will also receive a free

school book bag. Facilities are available for children who prefer to bring a packed lunch. A drink of water is provided.

Snacks

Consistent with our teaching of Health Education, the school has adopted a healthy eating policy of fruit/vegetables for snacks and this has proved most successful. Key Stage 1 receive free fruit as part of the National Healthy Eating Campaign only fruit can be brought in as a snack for Key Stage 2 children.

Milk

Milk is provided free to any children under the age of 5. Milk can be ordered for all other children at a cost set by the Education Department. As this cost is subsidised, there are no refunds when children are absent from school. This can be paid for in advance on-line via SIMS Agora for the full year, alternatively Cheques should be made payable to 'Sheffield City Council'.

Toys in School

We discourage children from bringing toys into school because we cannot guarantee their safe keeping.

Money

Large amounts of money should not be brought into school other than payment for dinners or school trips, these should always be in a clearly labelled sealed envelope. We always encourage parents wherever possible to use our on-line payment system, SIMS Agora to avoid sending children into school with money.

Working with Parents

The school is committed to a policy of working in partnership with the families of our children and is taking part in the Leading Parent Partnership Award (renamed RaPT – Rivelin and Parents Together). The school recognises and values the learning that takes place outside school, before the child is admitted and during the child's school life. Teachers and parents have quite different roles to play in a child's education and it is very important that we work closely together in order to provide the very best education for the needs of every individual child. Communication is key to building and maintaining strong relationships

Keeping Parents Informed

The school places great importance on keeping parents fully informed about their own child and about developments in school as a whole. Copies of any letters and newsletters which are sent to parents will also be posted on the school's website. Reminders of key events, meetings and individual communication are made via school's text messaging and emailing system. Any parent who has any anxiety about school life, or feels they would like more information about the school is asked to contact the class teacher in the first instance and then a member of the Senior Leadership Team if necessary.

Parents Evenings

During the autumn and Spring Term we will hold Parents Evening where you can make an appointment to meet your child's teacher to discuss their progress. These appointments will be set up using School Spider, which is a new app we having been using and hoping to use this resource more often.

Progress Reports

Staff are making and recording observations about the children throughout their life in the school. The emphasis is upon the children's achievements and experiences and supporting children where difficulties are encountered. At Rivelin we use a system called Assertive Mentoring which helps children understand and identify the aspects of learning in which they are doing well and areas for development. Your child will have a 1:1 meeting with their class teacher each term to talk through how they are doing, following this a mid-term interim report will be produced which your child's teacher will go through with you at Parents Evening, At the end of each year parents/Carers receive a written report on their child together with an invitation to discuss the contents with staff at the end of the Summer Term an end of year report will be sent home with your child.



Our P.T.A. (Parent, Teacher Association)

Our school is very fortunate to have a dedicated P.T.A. Their main aim is to provide memorable events for our children and families whilst raising some much needed funds for the school. They support the school in many ways such as organising our annual May fest events, school disco's, coffee mornings, buns sale and much more. They are a valued part of our community and new members are always welcome, they have their own section on our website where you can register your interest in joining.



Fund Raising

In addition to the fundraising carried out by our P.T.A, the school fund helps to subsidise school activities and is used to buy some items that the school would not otherwise be able to afford. The fund is maintained through fund-raising

Medicines in School

If a child requires 3 or 4 doses of medicine, doctors recommend that doses are evened out to avoid the need for schools to administer. If, however, your child needs to have medicine administered in school times please speak to the Headteacher and fill in the required forms at the office. **Please note we can only administer prescribed medicine in school.**

Disease/Illness Minimal Exclusion Period

The following guidance is set out by the Health Protection Agency:

DISEASE/ILLNESS	MINIMAL EXCLUSION PERIOD
Chickenpox and shingles	5 days after onset of the rash. Immuno-compromised children / adults – should take separate advice from their GP
Conjunctivitis (pink eye)	A child should stay away if eye is discharging until treated for 24hours and/or eye(s) appear normal again
Diarrhoea & Vomiting	Until there has been no diarrhoea for 48 hours or vomiting for 24 hours
German Measles (Rubella) or Measles	5 days from onset of rash and until child feels well
Head lice	No period of exclusion but helpful to let school know
Impetigo	Once the spots have crusted or healed or 48 hours of antibiotics and the child feels well
Mumps	7 days from onset of swollen glands and child feels well
Scabies	Child can return to school the day after treated

Scarlet Fever	When child feels well, and 48 hours after start of antibiotics
Threadworm	Child may return the day after treatment
Verruca	Child does not need to stay away from school and can go swimming if verruca is covered with a waterproof plaster
Whooping Cough	5 days from commencing antibiotics or 21 days without treatment

Extra-Curricular Activities

Many of the staff voluntarily take children for various activities both in and outside school hours. We also work closely with local sporting organisations to provide after school sporting activities.

Before & After School Care (Wraparound Club)

We have on site a school run Wraparound Club which provides before and after school childcare provision during term time as follows:

Morning: 7:45am – 8:50am

Evening: 3:05pm – 6:00pm

You will need to register your child to use this facility but once this has been done your child can attend regularly or ad-hoc, whichever you prefer, there is a charge for this provision. For more details, please visit our Wraparound Club page on our website www.rivelinprimary.co.uk or contact our school office for a registration pack.

Charging and Remissions

If the children are going on a visit, parents will be informed in advance of the cost to the school. The school relies on voluntary contributions from parents and carers which help to offset our expenses. No child would be excluded from a visit because their parents were unable to contribute. A costlier visit could, however, be cancelled if insufficient voluntary contributions are received.

Keeping Our Children Safe

Insurance

Although the City Council's insurance covers damage or injury arising from Council negligence, the Council does not have general personal accident insurance to cover pupils.

Safety

Parents are reminded that they are responsible for their child's safety in journeying to and from school and until the doors open in KS1 and KS2 at 8:35am. The responsibility still applies in the early morning when children are coming to Breakfast Club and on the occasions when the crossing patrol is unattended. The school crossing patrol is on duty at the following times:

Junction of Walkley Lane & Morley Street:

⇒ **8.30am to 8.55am**

⇒ **3.00pm to 3.25pm**

Parents who bring their children to school by car are asked to respect the traffic markings outside the school. Parents should **not** use the yards for parking or turning their cars. **The small car park is for staff cars only.** The road outside school is busy and dangerous; the co-operation of parents is essential in keeping our children safe, particularly at the beginnings and endings of school sessions. We ask parents to help us by ensuring gates are closed during school times.

Dogs are not allowed in the school grounds. This includes the school field where it is particularly important for the health and safety of all the children.

In line with all public buildings **smoking (including E-Cigarettes) is not permitted** in school or on any of the school grounds including the playground and the school field.

Evacuation Procedure

If the school has to evacuate all the pupils for an emergency which cannot be immediately resolved the children will be taken initially to the school field and then onto Sacred Heart Primary School on Dodd Street. News will also be put on Radio Hallam and Radio Sheffield.

Home School Agreement

From September 1999, the government required all schools to have a Home/School Agreement. The agreement should be signed by the parent(s), by a representative of the school and by the student. The agreement is not legally binding but is a statement of intent between the school, parents and students. It describes what will be done by each in order to make the educational experience of students as positive as possible. You will be asked to complete a Home School Agreement when your child joins our school.

Rivelin School's agreement has been arrived at following careful consultation with parents, governors, staff and pupils at the school. We hope the agreement will be an affirmation of our existing good practice.

Data Storage and Data Protection

Sensitive personal data

The Data Protection Act provides that a data controller (the school) may only process ('processing' includes the obtaining, recording, holding and disclosing) the personal data (anything held that identifies a living individual and that may affect his or her privacy — such as names and addresses) of a data subject (pupils, staff and parents) in accordance with the Data Protection Act.

Rivelin School complies with the eight data protection principles. These state that all personal data held must be:

- processed lawfully — that is, in accordance with the Act
- obtained and processed for specified purposes only — those set out in school's data protection registration
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- processed in accordance with the rights of data subjects (who all have rights to see copies of their personal data)
- kept securely
- transferred outside the EU only in very limited circumstances

The Act sets sensitive personal data apart from the ordinary data (such as names and addresses). Rivelin School will need to hold sensitive personal data so that we can look after our pupils and staff properly.

Such data include: details of medical conditions; details of the commission or alleged commission of offences; and trade union membership details.

In processing sensitive data, school has the benefit of one of the Schedule 2 conditions; also have the benefit of one of the Schedule 3 conditions. For example:

- the school has the explicit consent of the data subject to hold or disclose the sensitive personal data
- the processing is necessary for medical purposes
- the holding or disclosing is necessary:
 - to protect the vital interests of the data subject or someone else
 - for the exercise of any functions conferred by law

Further details in relation to the law regarding why and how schools store personal data can be found at www.ico.gov.uk

Complaints Procedure

We want your child's time at Rivelin to be happy and successful however, we know that on occasion the need can arise to express dissatisfaction or make a complaint. We would always hope to address any concerns or complaints as quickly as possible and at the lowest level possible for all concerned.

If you have a complaint to make, please (in the first instance) talk to your child's class teacher. If you are not satisfied with the response please see a member of the Senior Leadership Team. If you are still not satisfied please contact the Headteacher.

If, after this you are still dissatisfied, you may make a formal complaint to the governing body.

The L.A has an established procedure to deal with any complaints made in respect of the provision and implementation of the National Curriculum (including Religious Education). This document is available for inspection at all schools, public libraries and the Education Office.

Admission and Transfer Arrangements

Rivelin Primary School adheres to the Sheffield Authority admissions policy. This policy can be found in the annual document entitled "A Guide for Parents." This can be obtained from

**Pupil Admissions,
Level 5, North Wing
Moorfoot Buildings
Sheffield
S1 4PL**

Disclaimer

The information published in this booklet is as accurate as possible at the time of publication. We are constantly looking for ways of improvement and parents are always notified when significant developments are made. It is therefore possible that in future there may be some changes to the arrangements described in this booklet.

City of Sheffield Children and Young Peoples Service

Derwent House

150 Arundel Gate

Sheffield

S1 2JY

Telephone 0114 273 5722