

# Introduction

Welcome to Ramsbury School.

This folder has been produced to give you information to help you make the important decision of where to send your child to school. We hope the contents will provide you with useful information but we cannot convey the full atmosphere of the school in a few pages. Please come and visit us and talk to the Head Teacher, to other members of staff and to the parents of children attending our school.

We are very proud of our school for many reasons:

- Our most recent Ofsted Report in April 2006 rated us as Grade 1 Outstanding. This placed us in the top 10% of primary schools in the UK. A copy of the Ofsted Report is included with this folder.
- Our SATS results at both Key Stage 1 and Key Stage 2 have been consistently very good over many years.
- Our Grade 1 rating and our SATS results have been achieved through the hard work of our dedicated teachers and support staff who set very high standards and have high expectations of our pupils.
- The behaviour of our children is excellent; they are polite, warm and welcoming to adults and treat each other with respect.
- We are very proud of our music provision, with a choir and orchestra and with every child having the opportunity to learn a tuned instrument.
- We have interactive whiteboards in every classroom and a purpose built computer suite.
- We have a very active and committed Governing Body and strong support from our Parent Teachers Association.
- Our parents engage well with the school and provide assistance to us in many different ways.
- We have very good links in to the Ramsbury community.

We very much hope you will send your child to Ramsbury School. We believe that the first years of schooling are of tremendous importance and we will do our utmost to ensure that your child receives a high quality, well – rounded education, which will provide the foundation for his/her future success and happiness.

We look forward to meeting you in Ramsbury School.

Susan Suchopar  
Chair of Governors

Joanna Price  
Head Teacher

## Aims of the School

The aims of Ramsbury School are set out in more detail in the document 'The Strategic Aims of Ramsbury School' which is also in this folder. As it says there:

**'Our primary Strategic Aim is to provide the best possible education for our pupils. By this we mean a broad and balanced education which allows each child to develop to his/her maximum potential.'**

This aim is the same for all children, but the starting points are diverse and their speed and direction vary. They are individual! Not the same as their parents! Not the same as their siblings! Not the same as their friends! They are unique!

Great emphasis is placed on the provision of this broadly based education within an environment which is:

- Safe and secure
- Healthy
- Positive and stimulating
- Happy, supportive and caring
- Well – structured

and where:

- The children enjoy participating in diverse learning experiences
- They are encouraged to achieve in all aspects of school life
- It is recognised that the stage a child has reached is more important than the child's age
- Direct experience is critical
- They develop into 'good citizens'
- They are exercising appropriate levels of choice and responsibility
- They are met with trust, understanding and tolerance

The school positively encourages each child to adopt the values of:

- Respect for the truth
- Respect for reason and imagination
- Respect for self, family and others
- Responsibility towards self, society and the environment
- Hard work, commitment and perseverance
- Tolerance, compassion, integrity and honesty in their studies and personal relationships
- Co-operation and competition

The school aims to foster close and harmonious relationships with teachers, parents and children as partners in the development and education of the child, to engender an enthusiasm for life and the love of learning.

## **Organisation of the School**

The school has 210 pupils which enables each year group to have its own class. This gives seven mixed ability classes with an average class size at present of 30.

The Foundation Stage class, Class R, admits children who are four years of age and will be five at a point during the school year. Class 1 caters for children between the ages of 5 and 6 years, Class 2 for children between the ages of 6 and 7, and the pattern then continues up to Class 6 at the top end of the school, catering for children of 10 and 11.

## **Admission of Children**

Currently children are admitted to the Reception Class of the school in Term 1 of the academic year in which they are 5. We operate a staggered intake, which phases the class in gradually, based on their date of birth, over a period of time during the Autumn term. These arrangements are detailed in a letter sent to parents in the May of the term prior to the September entry date. Parents will also be asked to sign a Home-School Agreement which indicates their support for the aims and values of the school and their willingness to work in partnership with the school.

In order to prepare children for school, we organise various settling visits in the term before they begin. We also carry out home visits in Term 1/6.

# The National Curriculum

Like all other state schools, Ramsbury School follows the National Curriculum.

The National Curriculum is made up of ten subjects.

At the centre are the “core” subjects of:

1. English
2. Mathematics
3. Science
4. Religious Education (RE)
5. Information + Communication Technology (ICT)

The other foundation subjects are:

6. History
7. Geography
8. Design and Technology
9. Music
10. Art and design
11. Physical Education (PE)
12. Personal, Social + Health Education and Citizenship (PHSE)
13. Early Language Learning (ELL) - French

The National Curriculum recognises that a broad approach should be followed and is framed in terms of ‘programmes of study’. These set out guiding principles of what the children should be taught in order to reach the targets of attainment.

Each subject has specific targets of attainment that set out what the children should know or be able to do at each stage. To find out more please follow the National Curriculum link on our website.

The children are regularly assessed in each “core” subject and periodically on each foundation subject. These assessments help us to set a pace which is right for your child, building on strengths and providing appropriate support. It cannot be over emphasised that **different children progress at different speeds, and the same child may move more quickly in some subjects than others.**

In addition to these regular assessments, whilst at Ramsbury School, your child will take Standard Assessment Tests (SATs) at the age of 11 at the end of Key Stage 2. The children in Year 2 are also formally assessed, but this is based on Teacher Assessment.

## Key Stage 1 and Key Stage 2 Results (SATs)

The results for Key Stage 1 Assessment for age 7 and Key Stage 2 Assessment for age 11 for the School in 2007 are included with this folder.

## **Religious Education**

The subject is taught by following the programmes of study and attainment targets laid down by the Wiltshire Standing Advisory Council for Religious Education. A thematic approach is adopted to draw upon the Christian values and traditions of our society. We also compare and contrast our own culture by studying other major world faiths, such as Judaism Islam, Sikhism and Hinduism.

There is a collective act of worship every morning. Assemblies are interdenominational and conform to Wiltshire's religious education guidelines.

Our approach is intended to be inclusive. However, under the terms of the Education Reform Act, parents may wish to withdraw their children from school assembly and religious education lessons. Suitable alternative arrangements will be made in such cases.

## **Further Information**

If you require further information on the National Curriculum, you can write to:

Her Majesty's Stationery Office Publications Centre  
P O Box 276  
London SW8 5DT

The provisions of the National Curriculum are set out in "The Education (School Curriculum Related Information) Regulations 1989".

Copies of the Education Reform Act documents are available in school. You may also follow the link on our school website [www.ramsburyschool.org](http://www.ramsburyschool.org).

The address for publications issued by the Department for Education & Skills is:

Department for Education & Skills  
Sanctuary Buildings  
Great Smith Street  
Westminster  
London SW1P 3BT

The school follows the guidelines for the National Curriculum contained within Wiltshire's Statement of Policy relating to the secular curriculum. Copies of the Statement of Policy may be obtained by writing to:

The Chief Education Officer  
Wiltshire County Council  
County Hall  
Trowbridge  
Wiltshire BA14 8JB

## The School Curriculum

Children throughout the school learn skills covered by all areas of the National Curriculum as outlined previously and all subjects are considered essential to their all round development.

We do, however, give greater emphasis to the teaching of English and Mathematics (Literacy and Numeracy). We have implemented the recommendations of the National Literacy and Numeracy Strategies and devote most of each morning to teaching the fundamental skills relating to these two areas.

The classrooms have many interesting and enjoyable books that the children will want to read. We encourage them to use a wide variety of skills when learning to read, including phonics. They will take a book home every night to read with you.

The afternoons generally involve teaching the other areas of the National Curriculum – Science, History, Geography, Art, Music, Physical Education, Design and Technology and Information Technology, PSHE + C and French. This can be taught through stand-alone lessons, but are mainly taught in a topic / cross curricular approach.

Policies have been formulated which set out our approach to teaching all subject areas. Additionally, a scheme of work has been produced for every class in each subject that sets out what has to be covered and gives guidance on how the subject should be taught. The school's policies and schemes of work are available for parents to examine.

Where possible we work through integrated 'topics' which bring together many subjects of the primary curriculum under a single theme.

Our fundamental aim is to bring alive the requirements of the National Curriculum and to make learning relevant by planning and delivering lessons that are lively, meaningful and engage the imagination.

The children may work individually, in small groups or as a whole class. This variety enables the teacher to match the activities closely to the needs of the child or group. Group work, in particular, encourages children to co – operate and share information, talk, listen and value each other's contributions. Throughout the day teachers, sometimes aided by Teaching Assistants (T.A.s), will help individuals, groups or the whole class. They will intervene, where appropriate, to ask questions and promote discussion in order to help understanding and extend thinking.

Whichever teaching method is used, we ensure that the work is perceived by the children as having relevance to their own knowledge and experience both in the class and in the world outside. We believe this is best achieved by giving the children the opportunity to learn through direct experience.

## **Sex Education**

Children will encounter matters relating to sex education at quite an early age since the biological processes of life are included in science covered within the National Curriculum.

The school operates a clearly defined sex and relationships education policy. It seeks to ensure that the subject is dealt with at a level appropriate to the child's age. In the early years children will encounter such topics as: "Ourselves", "Growth", and "Change".

All children at Ramsbury School are taught about sex education in their final school year. This includes visits from the school nurse and other relevant outside agencies.

All teaching staff address matters relating to sex education, and puberty, as and when they arise. This approach is consistent with the governors' overall policy. We ensure that any issues discussed with the children are explored within the family context. Parents are invited to view any material we use to teach Sex Education, prior to the visits from the school nurse.

Parents do not have the statutory right to withdraw their children from sex education lessons that form part of the National Curriculum, but they may withdraw them from any such lessons beyond this. Teachers must still answer all pupils' questions openly and honestly. The Head Teacher will provide a copy of our Sex and Relationship Education policy should anyone request it.

## **Healthy Schools Award**

We promote a healthy lifestyle for all children and in Spring 2007 we achieved our Healthy School Award.

All children have weekly lessons in physical activity, which total at least 2 hours a week in every class. These include dance, gymnastics, games and athletics but vary according to the time of year. Further to this children in Year 4 have a weekly swimming session at Marlborough Leisure Centre. Each morning every class starts the day with Wake and Shake where children and teachers dance to their favourite music.

All children in Years R, 1 and 2 are provided with a piece of fruit during snack time in the morning. The School Council, which is made up of two representatives from each Class, have decided that all KS2 children must bring in a healthy snack (e.g. fruit and vegetables, cereal bar (with no chocolate/icing) on Monday – Thursday but can bring in a snack of their choice on Fridays. Woe betide anyone who disobeys them!

We also provide after school clubs such as football, cricket, netball, hockey, Tag Rugby, Ultimate Frisbee and archery. These vary depending on the time of year. A current list of extra-curricular activities are included in this pack. In addition, we run fee-paying multi-skills breakfast club 'Rise and shine', which is available for all children from 8.10am.

Ramsbury has also been awarded Activemark. We have been received this as the percentage of pupils participating in at least 2 hours high quality PE and school sport each week is significantly above the national average; and we also hold a Sports Day in Term 6.



## **Early Language Learning**

Our Early Language Learning programme was introduced in September 2006 and all children now learn French. At present each class has one lesson per week which is taken by one of our teachers. The new vocabulary introduced in the lesson is then reinforced by the class teacher throughout the week. The emphasis is very much on speaking and listening but some writing is introduced for the older children. Our local feeder school, St John's, has been providing specialist help with the older classes and is helping us develop a whole school programme to ensure ongoing skills development. We have been delighted by the positive response of the children.

## **Special Educational Needs**

Some children may experience learning difficulties. Such difficulties can arise for a variety of reasons and our first task with these pupils is to ascertain their individual learning issues. It will assist us if you inform us at the initial interview if your child has a specific problem.

If a problem persists, or if a child cannot adjust to the school, then we will follow the guidelines on Special Educational Needs. These detail procedures to be followed once we have a concern about a child that will affect his or her ability to make normal academic progress.

The procedures are in stages from one to five:-

1. Recognition of an initial concern
2. Planning by teaching staff to address the needs of the child by a greater level of differentiation. This may involve the production of an Individual Education Plan (IEP) for the child if the degree of need warrants it
3. Involvement of outside agencies, like the Educational Psychologist
4. Initiation of statementing procedures by the Local Educational Authority
5. A formal statement of the child's educational needs

Most children identified with learning difficulties will fit within stages one or two of the policy. A very small percentage of children (about 2%) will need a formal Special Needs Statement. Parents are kept fully informed throughout all stages and are encouraged to enter into partnership with us so that we can work to overcome the difficulties that have been identified.

There are also certain children who are described as 'Gifted and Talented'. These children may have a particular strength, either in or out of the school environment, e.g. Tennis, Maths, Design Technology, Dance; and we ensure these children are given every opportunity to further develop their abilities.

## **School Council**

The School Council was established in 2002. It consists of two representatives (one boy and one girl) from each class from Year 2 to Year 6. The representatives are selected by their peers through a class voting system. The representatives meet every two weeks to discuss matters that are important to them and their class colleagues. An agenda and minutes are produced for each meeting. After each School Council meeting, the representatives feedback to their Class Councils.

The School Council has led many important and successful initiatives in the school. e.g. they have set up a sensory garden in a disused sandpit, chosen play equipment for the field and led Healthy Eating and Walk to School initiatives.

## Parents and School

The school aims to engage and work with parents in all aspects of school life.

Your primary concern will clearly be for the quality of education given to your child and the progress he/she is making.

You will find out how your child is progressing in a number of ways:

- The school carries out regular assessments of every child in every curriculum area.
- At the end of both Key Stages a formal assessment is carried out through Standard Assessment Tests (SATs).
- As a school we also test, when necessary, for a variety of needs.

All information gained from assessment may be shared with parents.

In addition:

- You will receive an annual report on your child's progress in the National Curriculum and other aspects of school life.
- The school organises a Curriculum Evening at the beginning of each academic year to enable you to meet the new class teacher and find out what your child will be doing that year and how you can help him/her.
- Parents' evenings are held three times per year to enable parents to talk to teachers and to see their children's work.
- Teaching staff, including the Head Teacher, are available at other times, either by popping in to see them, or, if more time is needed, by appointment.

However we much prefer that parents raise concerns when they arise rather than wait for Parents' evenings.

On a more general basis we will communicate with you regularly about broader aspects of school life through Newsletters, which are sent home every 2 weeks. These can also be accessed on our school website [www.ramsburyschool.org](http://www.ramsburyschool.org), or as a parent, you can sign up to Parentmail, and all relevant letters can be emailed to you.

**It is very important that home and school work together for your child. With mutual trust and understanding we can ensure that your child derives maximum benefit from his/her time in our school.**

### How parents can help the school

There are many ways that parents can actively help the school and widen the scope of our activities.

Firstly we ask for your support at our school assemblies and events like Sports Day, the Easter Service, the Harvest Festival Service, the Christmas Carol Concert and Christmas productions and our summer Music concert. We also have Family Learning Days, when families are invited in to school to learn alongside their children. This year we have had 'Book Week', 'Art Enrichment Week' and 'Fitness and Healthy Eating Week'. The staff and children put a huge amount of work into these events and really appreciate having you there.

In addition some parents are able to offer voluntary work in school, for example, hearing children read, teaching sewing or craft, helping in the classroom, driving to matches and running after- school activities. Such help is very much appreciated as there is always so much to do in the busy school day. Other parents may have professional skill such as marketing or legal expertise that the school can call on for specific projects. If you are interested in helping in any of these ways, please contact the Head Teacher.

Every year there will be two formal fact-finding opportunities for parents to tell us what they think about the school and how we are doing. We send a questionnaire to parents in the Autumn term and ask for parents to give their ideas towards the School Development Plan in the summer term. Such feedback helps inform our School Development Plan for the forthcoming year, and make appropriate improvements.

We would also ask you to get involved with and support the work of the Ramsbury School Parent Teacher Association (PTA) who do a great job in raising extra funds for the school and organise excellent social events. Further details of their activities are given on P 16

If you are able to do so, we would ask you to make a regular financial contribution to the Ramsbury School Development Trust (RSDT). Further details are given on P 17

Finally you might like to stand as a Parent Governor. School Governors help set the strategic direction of the school, monitor its performance and act as a 'critical friend' to the Head Teacher and the staff. The role does carry responsibilities and requires a significant time commitment but is hugely rewarding and interesting. Further information is available from the Chair of Governors.

**We ask you to support us and work in partnership with us in whatever ways you can to make Ramsbury School even better than it is at present.**

## **Ramsbury School in the Community**

We believe our children are very fortunate to be part of such a lovely which has such a strong sense of community spirit. We actively encourage this and have many links in to this community. Some examples are:

- The Christmas Carol service and Harvest Festival service at Holy Cross Church
- Our Christmas production which includes a show for the elderly in our community
- Links with, and use of , the Project 2005 recreational facilities in the village, especially with the Tennis Aces programme at the Tennis Club
- Use of the Kennet Leisure Centre in Marlborough particularly for swimming and tuition for hockey, tag rugby, athletics + Kwik Cricket.
- Participation in the Ramsbury Horticultural Society Shows
- Our Choir sings at village events
- Local people come in to the school to talk about relevant topics, such as Islam, climbing the 3 Peaks, Beating the Bounds
- Good links with local businesses
- Each class has a link with an area of the village. Currently the links are as follows:
  - Class R : The Belted Galloway Farm
  - Class 1: Fire Station
  - Class 2: The Nature Reserve
  - Class 3: Kidson-Trigg Estate Agent
  - Class 4: Parish Council
  - Class5: Project 2005
  - Class 6: Whitton Ways

## School Administration

### Medical Information

Children starting school receive a medical examination from the school nurse to which parents are invited. Subsequently there are regular checks carried out for hearing and eyesight deficiencies, as well as general hygiene, by the School Medical Service.

### Administration of Medicines

We urge parents to ensure that medicines are timed in such a way that they can be given at home. However, if this is not possible, we can assist administration. Forms need to be filled in. Your class teacher will help you with this.

Where there is a need for the school to keep and administer medicines due to a child having a serious medical condition, then we draw up and agree a Health Care Plan jointly with the parents.

We keep epipens for children who have severe allergies.  
Our school is NUT FREE, so please ensure you never send your child in to school with nuts of any type.

### Pastoral Care, Discipline and Behaviour Policy

To ensure consistency, pastoral care and discipline are handled within the positive framework of our whole school approach to the development of self-esteem and positive behaviour.

We have a list of "Golden Rules" which are common to all classes. The Rules are all embracing and are regularly promoted throughout the school. The Rules are:

- Be gentle
- Work hard
- Listen to people and show respect
- Look after property
- Be honest

Good behaviour is recognised through the use of rewards and privileges. Inappropriate behaviour is discouraged through positive reinforcement of each child's achievements. Our overall aim is to achieve a harmonious and caring environment in which children can thrive and develop academically, socially and emotionally. We are proud to say that these aims are achieved – children in Ramsbury School are, caring, considerate and well behaved. Children who behave appropriately are rewarded with praise, stickers, certificates, 'Child of the Month' 'Child of the Year' and Golden Time.

If a problem exists with regard to a particular child, the class teacher, or, more seriously, the Head Teacher will contact the parents of the child concerned. A system of levels are used, with appropriate consequences. If a child behaves inappropriately: Level 1 is a warning; if a child chooses a Level 2, they sit away from their group for a short period of time and fill in a 'Think Sheet'; if a child continues to behave inappropriately or they use physical force, they will receive a Level 3. For this they will be sent to a 'Foster Class' for the entire session and fill in a 'Think Sheet' and their parents will be contacted. If a child continues to behave inappropriately they will then be sent to the Head Teacher.

A copy of the school's behaviour policy is available on request.

## Child Protection Issues

It is important for parents to know that the Local Authority requires the Head Teacher to report any obvious or suspected case of child abuse – which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk and schools are encouraged to take the attitude that, where there are grounds for suspicion, it is better to be safe than sorry. This does mean that the Head Teacher may risk upsetting parents by reporting a case, which, on investigation, proves unfounded. In such circumstances, it is hoped that these parents will understand and accept that the Head Teacher was acting in what was believed to be the best interests of the child.

## Complaints Procedure

From time to time parents, and others connected with the school, may become aware of matters which cause them concern. To encourage resolution of such situations, the Governing Body has adopted a 'General Complaints Procedure'. The procedure is designed to:

- Resolve problems by informal means wherever possible
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur

Full details of the procedure may be obtained from the Bursar.

## School Times

	<b>Morning School</b>	<b>Afternoon School</b>
Infants	8.50 a.m. – 12 midday	1.00 p.m. – 3.05 p.m.
Juniors	8.50 a.m. – 12.05 p.m.	1.00 p.m. – 3.10 p.m.

Children should not arrive before 8.40 a.m. because we cannot guarantee supervision prior to this time.

Children who go home for lunch should not arrive back before 12.45 p.m. unless permission has previously been given.

Children should be collected promptly at the end of each school day and should leave the school grounds by 3.20 p.m. except when taking part in after school activities.

The time spent learning during each normal school week is 22.5 hours in FS/KS1 and 23.5 hours in KS2 and the entire curriculum is covered during this period. Time is also allocated for playtimes, lunch times, registration and for the daily collective act of worship.

## School Uniform

Here at Ramsbury School, we take pride in our appearance. Being smart shows we are ready to learn. Although wearing a school uniform at Primary Schools can not be

enforced , we very strongly encourage it. The smartness of our children is often commented upon by visitors, and when we are out of school we are easily recognised. We recommend:

<b>Colour</b>	<b>Boys</b>	<b>Girls</b>
Royal blue - choice of:	Jumper Cardigan Sweatshirt* T-shirt*	Jumper Cardigan Sweatshirt* T-shirt*
Grey/Black:	Trousers Shorts	Skirt or Trousers or Shorts
Blue/white: stripe		Dress
Blue/white: gingham check		Dress
Black	Shoes/Sandals	Shoes/Sandals
(*Available with the school logo from school)		

We believe children should come to school in suitable clothes of smart appearance. Casual wear, like jeans and highly coloured shorts, cargo pants is not permitted.

Children are rewarded for dressing smartly, by, for example, tucking their t-shirts in, with a 'Smart Leaf'.

### **P.E. Clothing**

It is essential for safety reasons that children are properly equipped for P.E. lessons by wearing white/blue T-shirts, black or grey shorts and plimsolls, or trainers – (tracksuit bottoms and sweatshirts in the winter).

Children wearing uniform PE kit is essential, if they wish to represent the school in sport competitions.

All items should be marked with the child's name and kept in a P.E. bag also named.

### **Art Wear**

An apron or overall is useful for practical work. These are supplied by the school for infants. An old shirt with shortened sleeves does very well for a junior child.

### **Lunchtime Provision and Snacks**

The children are encouraged to eat healthily both at break time and at lunchtime.

A hot meal is available to order at lunchtime, aimed at providing a healthy well-balanced lunch. Take up of the service is very good and feedback from the children is very positive. Sue Brady provides our hot lunches. The meat is from Sumblers Butchers, Marlborough and the fruit and vegetables are as locally sourced as possible.

Lunchtime lasts an hour and is taken in various sittings in the Hall, usually with the younger children eating first. When the children are not eating, they are out in the

playground or (if it is dry) on the school field. We provide play equipment and climbing equipment on the field. The children are supervised at all times by our Midday Supervisory Assistants (MDSAs).

Fruit is available free of charge to the infants at break time as part of a recent government healthy eating initiative.

### **Transport**

Transport is provided in certain cases for children who live long distances from school. These cases have to be approved by the Education Welfare Officer. Application forms are available from the school office.

The main form of transport provided by the local authority is the school bus which runs at the beginning and end of the school day. The bus starts its morning run in Marlborough and passes through Mildenhall and Axford before dropping the children off at school. This journey is reversed at the end of the school day. Children who live out of catchment and who live within access of this route may choose to take the bus but must do so by arrangement with the bus company and will incur a charge. Further details are available from the school office.

### **Use of the School Car Park**

The school car park is very small and the roads surrounding the school get very congested with the traffic generated by the school run. We therefore ask parents and children to leave the car at home and walk to school as matter of routine.

We realise that walking to school is not practical for some families as they live too far away or are on route to work. To ease traffic congestion at school, the owners of The Bell have very kindly agreed to allow parents to use their car park and to walk the relatively short distance to school with their child/ren. If you need to drive to school we strongly recommend that you use The Bell car park.

### **Educational Visits and Charging**

All classes leave school on occasions for outings or visits, which extend their studies. These outings range from local trips taking an hour to residential courses lasting several days.

Please note that all major trips, i.e. those involving transport from the school site, will require your written permission.

Local trips around the village, on foot, are a fairly regular occurrence. All such trips are supervised with proper regard for safety. We do not write for permission for your child to be involved in these local visits but we do ask you to sign a form when your child starts school giving your blanket permission for your child to leave school for local trips under the supervision of school staff.

We have adopted the Wiltshire Local Authority policy on charging. This policy states that payment for outings is by voluntary donation, although children whose parents are unwilling or unable to pay should not be excluded. School funds are available to help parents who are unable to pay through financial hardship and a confidential approach to the Head Teacher will be dealt with sympathetically. However funds

are not available to subsidise parents generally who are unwilling to pay. Therefore, if a significant number did exercise this right then the trip would be cancelled.

## **Clubs**

Various clubs and activities are organised throughout the year, either during lunchtime or as an after school activity. The exact range of clubs will vary according to the time of the year and the interests of the children. Bookworm, Cricket, Cookery, Art, Big Fishes, Recorders, Green Fingers, orchestra, Football, Netball, Cycling Proficiency, Archery, Choir, Paper Craft, knitting and Violin clubs are on offer as extra curricular activities. Club places are limited so we would expect you to discuss with your child the commitment of attendance they will need to make, in order to make the most of the opportunity. If you would like to volunteer to help run a club, please contact the Head Teacher.

## **Insurance**

Clearly we hope that the school will be a safe and secure environment for your child and we work very hard to make sure that this is the case.

Whilst at school your child is covered by the Local Authority Public Liability Insurance. It is important for you to know that, in the event of an accident to your child at school, compensation can only be claimed under this insurance if negligence by the Local Authority or its employees can be proven.

In practice, it can be very difficult to prove negligence and parents may wish to take out extra insurance. This cannot be arranged through the school, but we can give you details of a scheme recommended by the National Confederation of Parent Teacher Associations. Please approach the Head Teacher for details.

## **Homework**

All children are set work to do at home.

In the infant years this takes the form of reading and learning phonics. As we want the children to look upon reading as an enjoyable activity, we hope the label "work" can be avoided. Children may also be asked to learn 'key words'.

In the junior years the children will be expected to learn multiplication tables, spellings and read every night, and occasionally complete a project.

In Year 5 and Year 6 the children are given formal homework assignments. These are designed to give the children the opportunity to carry out research for themselves and the work covers a variety of subjects. It is very important that the children learn to work independently at home and we monitor very carefully the output that is produced. We find that this experience of regular homework assignments ensures that the children have the minimum of difficulty in coping with homework when they transfer to secondary school.

The school website will detail the precise homework set in each class.

## **After School Care**

The school has an arrangement with Woodleys. 'Out of School Club' in Aldbourne to provide after school care. Children are transported by car or minibus to Aldbourne and collected by their parents at 6 p.m. Further details are available from the office.

## **Ramsbury School P.T.A.**

You may be a new parent to school life or you may have children at school already. We would like to take this opportunity of introducing ourselves to you. We are the Ramsbury School Parent Teacher Association (PTA).

Our objective is to raise funds for the school to provide those items which are not normally available in the normal course of school funding. Recent examples of PTA funding are the purchase of science and technology equipment and assistance with major purchases of ICT equipment, and a significant contribution has been made to the refurbishment of new girls and boys toilets, as well as the provision of extra toilets for use by Reception Class children. We do this mainly by holding events such as a jumble sale, Popcorn Club, an Italian lunch, a Safari Supper, a skittles evening, a quiz evening, regular after school 'tea and cake' get togethers, and most importantly the annual Christmas bazaar. We are also holding a Summer Fete for the first time this summer. These events are not just excellent for fundraising. They are also a great opportunity for parents, teachers and Governors to socialise and get to know one another... and are always great fun.

The PTA consists of a committee which is made up of teaching staff, parents and Governors. Meetings are held on a regular basis during the term.

Every year a proportion of the committee stands down and other parents are asked to put their names forward for election. This takes place at the Annual General Meeting. Existing members of the committee who stand down can stand for re-election.

As a parent, we ask for your help in supporting our functions, helping at our functions, generating ideas and possibly joining the committee at some point while your child is at Ramsbury School.

If you have any questions or ideas you would like to put to the PTA, you will find a list of committee members on the school notice board. Have a chat to one of them, they will be more than happy to help. Alternatively ask one of the teachers to pass a message on to a member of the committee to contact you.

We look forward to seeing you at our functions this year.

Ramsbury School Parent Teacher Association (PTA)

## **Ramsbury School Governing Body**

The Governing Body of Ramsbury School has three major functions:

- It sets the strategic direction of the school
- It monitors the performance of the school
- It acts as a 'critical friend' to the Head Teacher and the teaching staff

There are 14 members of the Governing Body (inclusive of the Clerk to Governors), including 5 Parent Governors. Full Governing Body meetings are normally held 6 times per year with Sub Committee meetings in between.

A list of Governing Body members can be found on p.3 of the addendum and on the notice board at the front of the school. Please feel free to contact any Governor if you have any concerns. A member of the Governing Body hosts one of our three coffee meetings a year, to give you the opportunity to discuss any issues or questions you may have.

Clearly being a Governor carries with it real responsibilities and requires a significant time commitment. However it is hugely interesting and satisfying and enables you to make a real contribution to the direction and performance of the school.

Please consider putting your name forward when we next have vacancies on the Governing Body.

## **Ramsbury School Development Trust (RSDT)**

The Governors formed the Ramsbury School Development Trust in January 1998 to fund larger special projects supplementing the PTA's normal fund raising activities and to be a depository for parental covenants and gifts.

Examples of how the RSDT has helped the school are the addition of the new school classroom, the new computer suite, and currently the funding of French lessons and extra Teaching Assistants (T.A.s) throughout the school.

Parents are invited, **if they are in a financial position to be able to do so**, to make a regular monthly subscription to the RSDT for the duration of their child's education at Ramsbury School. Alternatively a single donation would also be very welcome.

Should you like more information about the Trust, please contact the Head Teacher. If you would like to make a contribution, please contact the Bursar for the necessary paper work.