

Rosehill Methodist Community School

Rose Hill Road, Ashton-under-Lyne, Tameside, OL6 8YG

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Website: www.rosehill.tameside.sch.uk

Headteacher: Ms K Allen

Deputy Head: Mrs L Crosby

Assistant Heads: Mr D Whiting and Mrs A Goodwin

School Information Pack 2017 - 2018



School Staff January 2018

Headteacher	Ms K Allen
Deputy Head	Mrs L Crosby
Assistant Heads	Mr D Whiting & Mrs A Goodwin
Nursery	Mrs E Platt Mrs F Thomas
Teachers	Miss D Bell Mrs D Walsh Mrs A Goodwin Miss L Hart Mrs J Mason Mrs S Aspinall Mrs Allen Mr L Hartney Mrs N King Mrs A Greenwood Mrs L Styche Mrs M Barker Miss B Taylor Mrs G Homer Miss K Wise Mrs L Crosby Mrs V Kennedy
ECaR	Mrs C Feakes
French Teacher	Mrs L Morrison
Learning Mentors	Mrs G Beeley / Miss S Kent
School Chaplain	Rev Julie Coates
ICT Manager	Mr G Oliver
Family Cohesion Coordinator	Miss N Rider
Higher Level Teaching Assistants	Miss E Dransfield Miss S Kirkham Mrs K McGinn Mrs L Marshall Mrs D Oliver
Teaching Assistants	Mrs M Blease-Beddows Mrs H Feerick Mrs S Goodwin Mrs A Griffin Mrs R Hanmer Miss J Jones

Miss L Kingsley
Mrs H Liptrot
Mrs J Edwards
Miss R Rathburn
Mrs D Riding
Miss M Robinson
Miss B Roscoe
Mrs A Rowson
Mrs N Shove
Mrs N Walker

School Business Manager

Mrs E Sayer

School Secretary

Mrs K Pietsch

PA to Leadership Team

Mrs G Clayworth

Administration Assistant

Miss L Byrne

Site Manager

Mr M Holt

Assistant Caretaker

Mr J Burgess

Cleaners

Mrs J Barrett
Miss L Byrne
Miss S Kays
Miss K Hacking
Miss J Loughman
Mrs C Steele

Midday Assistants

Mrs M Blease-Beedows (Supervisor)
Miss L Byrne
Miss J Chadwick
Miss J Desborough
Mrs A Dixon
Miss K Hilton (Nursery)
Mrs A Kusznir
Miss J Loughman
Miss V Moores
Miss C Mort
Mrs C Steele
Miss J Sutton
Mrs A Williams
Miss Z Wilson

School Background Information

Rosehill Methodist Community School opened in September 2003, in a new building designed to meet the needs of children in the 21st Century. The school was built to replace Hurst Infant School and Hurst Methodist Junior School.

Rosehill is a two-form entry school. However, there are currently two year groups that are three form. It caters for pupils ranging from 3 to 11 years of age and has a newly relocated nursery which offers sessions each morning and each afternoon.

As a Methodist School we have close links with the Methodist Church. We are fortunate to have our own school Chaplain, Rev Julie Coates, who visits school regularly and supports the school community in a variety of ways.

The school has excellent facilities including a media suite, a computerised library and interactive LED Screens and hand held ICT devices available in all classrooms. In Foundation Stage and KS1, pupils have access to a secure purpose built outdoor area where they can develop their gross motor skills through use of a range of outdoor equipment.

The sporting facilities are extensive with a floodlit all weather pitch, playing fields and a tennis court. There are trim trails and fitness markings on both infant and junior playgrounds. We also have a Forest School provision around the perimeter of our school fence. The grounds are managed by a Sports Trust and, when not being used by the school, are available for community use.

Further information is also available on the school website at www.rosehill.tameside.sch.uk

Mission Statement

At Rosehill Methodist School we:

- ❖ Share Christian values with all
- ❖ Respect the individual differences of all
- ❖ Provide exciting learning experiences for all
- ❖ Fulfil the potential of all
- ❖ Care for God's world and all people world wide

We Believe

"All God's Children are gifted and talented"

The School Day

The times relating to the school day are as follows:

Doors are open from 8:45am and close at 8:55am

The School day commences promptly at 8:50am

Registers close at 9am

IMPORTANT NOTE - Doors close at 8.55am. Children who arrive after 9:00am will be regarded as late. They should report to the Reception desk via the main entrance doors, to obtain a late attendance mark and request a school dinner if required.

Morning Break:	Key Stage 1:	10:30am to 10:45am
	Key Stage 2:	10:55am to 11:10am
Lunchtime:	Key Stage 1:	12:00pm to 1:00pm
	Key Stage 2:	12:15pm to 1:15pm

Afternoon Break:	Key Stage 1:	2:00pm to 2:15pm (Variable)
	Key Stage 2:	None taken
Home Time:	Key Stage 1:	3:10pm
	Key Stage 2:	3:20pm
	After school activities	Variable between 3:15pm and 4:30pm

Nursery

Morning session	08:30am to 11:30am
Afternoon session	12:30pm to 3:30pm

Admission To The Nursery

If you would like your child to have a place in the Nursery please register by completing an application form, which is available from the school office. After your child is offered a place in the Nursery you will be invited into school when you will have the opportunity of seeing the Nursery and meeting the staff. The children are admitted on a staggered basis over a period of a week. This is to enable the class teacher to have time to speak individually to parents and find out more information about your child and to answer any questions that you may have.

Admission To Reception Class

1. Reception class children are admitted in the September following their fourth birthday.
2. The school's current standard admission number is 60.
3. In years when requests exceed this, the Local Education Authority if requested institutes an appeals procedure.
4. A place at Rosehill Methodist Community School Nursery does not guarantee a place in the Primary school. Applications for admission to Reception classes should be made via the Local Education Authority.
5. Parents are always welcome to make an appointment to look around the school.

Admissions during Term Time

Prospective parents are very welcome to visit the school. Should you wish to make an appointment, please contact the school office. (Contact details are on the front page of this information pack). The staff will be happy to show you around at any appropriate time.

Secondary Education

The Council provides guidance each year in the 'Moving On' booklet which is available on line to parents of Y6 children. An appeals procedure exists in the case of dissatisfaction. In the case of transfer applications to

Independent Schools, all necessary arrangements and contacts have to be undertaken by the parents themselves.

The Parents, Teachers & Friends Association - (PTFA)

The PTFA aims to develop the social life of the school by arranging events where parents, teachers and others can enjoy themselves together. The PTFA raises money, which is used to improve the opportunities the school can offer pupils.

Home/School Partnership

A child's education will be more successful if there is a consistent on-going relationship between parents and the teachers. We are always pleased to see parents and hold formal parent/teacher interviews where you will have the opportunity to ask questions regarding your child's education. You are advised to telephone in advance to arrange an appointment, to save disappointment if someone is unavailable due to a prior commitment.

Home/School Agreement

The staff, governors and parents of Rosehill School have worked together to create a Home School Agreement. We hope this will promote mutually supportive links between home and school by formalising the expectations that school has of you and your child, and visa versa, what you may expect from the school. The agreement is sent out to new parents in the Autumn Term and signed by parents, pupil and headteacher.

Home/School Communication

We know that parents are always interested in what is happening in school and how their children are doing. We are proud of the support and involvement that our parents and friend's give to our school, many of whom hear children read, help with maths, arts and craft etc.

We have a number of ways, both formal and informal, in which we communicate with parents:

- ❖ Open Door Policy
- ❖ A termly newsletter that goes out to all parents, informing them of the events, activities and successes of our students and our school
- ❖ Curriculum Information Sheets - At the beginning of each term, parents are sent information about the topics that their children will be covering
- ❖ Individual classes post class blogs on our website
- ❖ Follow us on twitter
- ❖ Like us on facebook
- ❖ Up to date information can be found at www.rosehill.tameside.sch.uk
- ❖ Regular class assemblies and good work assembly
- ❖ 2 Parents Evenings each year
- ❖ A detailed end of year report on each child's progress

However, parents can arrange to see either the Headteacher or their child's class teacher, on any other occasion for any reason.

Attendance

Here at Rosehill Methodist Community School, we believe that punctuality and good attendance are essential if pupils are to take full advantage of the school curriculum. We therefore award a cup every week to the class with the best attendance. Parents are responsible for ensuring that their child attends school and that they arrive on time.

If your child is going to be absent for whatever reason, please **telephone school by 9:30 am on the first day of absence**. The school implements a 'first day absent' response policy and we may contact you if your child is not in school and we have not received any reason why. This is for your child's safety and welfare in case they have left for the journey to school, but not arrived. **We cannot stress enough, the importance of contacting school in the event of absence**. The school's inability to obtain a reason for absence will result in an unauthorised absence being recorded. Recurrent absence and lateness will be monitored and could result in a referral being made to the Education Welfare Officer. Parents are asked to put in writing the reason for their child's absence on the child's return to school.

Where possible, all hospital, dental and doctor's appointments should be made out of school time. If this is not possible, then school must be notified beforehand. Parents collecting pupils for treatment are asked to give school prior notice to school and must report to the office on arrival. **No** child will be allowed to leave school without an accompanying **adult** (over 16 years old). If the age of the person collecting the child is in question, the child will not be allowed to leave with that person unless evidence of their age is produced. Again, this is for the welfare and safety of your child.

Penalty Notices

Since September 2009 the local authority has been issuing penalty notices to parents of children who attend Rosehill Methodist Community School in cases of unauthorised absence. Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. New legislation from June 2013 means that parents/carers may receive a Penalty Notice fine if their child:

- Has unauthorised absence of 10 sessions (5days) or more in any 12 week period (where no acceptable reason has been given)
- Is persistently late after the register has closed.

NB: ALL HOLIDAYS IN TERM TIME ARE NOW CLASSED AS UNAUTHORISED ABSENCES

This fine will be a minimum of **£60 per parent per child**. For example if 2 pupils go on holiday with both parents and this has not been authorised then the parents will receive a fine of **£240**.

What will happen?

Parents are informed of the fine by the Local Authority. This must be paid within 28 days. If payment is not made after the 28 days, then the fine is increased to £120.00 per parent per child. If after 42 days the fine still has not been paid the matter will be referred to the Borough Solicitor.

PLEASE NOTE: The purpose of this information is to help parents avoid receiving a penalty notice. At Rosehill School we are committed to providing the best education for your child but we can only achieve this if your child attends regularly.

School closures - INSET DAYS

The Local Education Authority decides the statutory closure days (School holidays), but the Governors have the discretion to arrange three extra Occasional Days each year (INSET/staff training days). Details of all closures and staff training days are available on holiday lists which are sent to parents and are available from the school office.

Home Contact

Unfortunately, accidents and illnesses do happen and therefore we need to know how to contact you in an emergency. In addition to your home telephone number and any available mobile number, please make sure that you have provided the school with the telephone number of a friend, relative or your work place, and that this information is updated if circumstances change. Emergency Contact forms will be available to amend during the Spring Parents Evening, and are available to update at any time by calling into the school office.

Behaviour

We have adopted a policy of Assertive Discipline in our school. We encourage our pupils to respect one another and show love and care at all times. We give positive rewards with stickers and certificates and put great emphasis on praise and recognition reinforcing good behaviour. The school's behaviour and attendance policy is available to read on our website.

If, sadly, pupils let themselves down with unacceptable behaviour, parents are contacted and the pupil's name is entered in the 'Purple Book', the Discipline Book.

Exclusions

At Rosehill Methodist Community school we believe that exclusion should only be used as a last resort. The school behaviour policy incorporates many rewards and sanctions that help pupils to modify their behaviour and thus make exclusion unnecessary.

Parental Involvement

Parents are kept well informed of their child's behaviour and are encouraged to work with school to resolve any difficulties. In most cases before a child is excluded the school will have made contact with parents several times.

School holds a regular Parents forum, this is your voice to get involved with the development of our school. Keep a lookout for texts messages and posters around school inviting you to attend.

Pastoral Support Plan

Pupils who are at risk of regular fixed term exclusions or permanent exclusion will have a Pastoral Support Plan put in place to ensure that all additional support and strategies have been considered.

Lunchtime Exclusions

Lunchtime exclusions will be considered for pupils whose behaviour at lunchtime is a major problem but who are able to control and modify their behaviour during the school day. The exclusion must be for a limited time, as an indefinite lunchtime exclusion 'would not be lawful'.

N.B. a lunchtime exclusion is equivalent to a $\frac{1}{2}$ day exclusion.

Fixed term Exclusions

A pupil may be excluded for up to 45 days in total in a school year.

The Headteacher must inform the parents as soon as possible (by telephone if possible) when their child is excluded. Written notification will follow.

Letters of notification must state the period of the exclusion; the reason(s) for the exclusion and the parents' right to make representation to the governing body. The letter should also include the date and time that the

pupil should return to school and arrangements for meeting with the parents to discuss strategies to prevent another exclusion in the future.

The Governing Body's Discipline Committee and LEA must be notified of exclusions which result in the pupil being excluded for more than 5 school days or 10 lunchtimes in any one term.

Permanent Exclusions

Parents of pupils who are excluded permanently must be notified as soon as possible (by telephone if possible). Written notification will follow.

Letters of notification to parents must make it clear that the pupil is being excluded permanently, the date from which it takes effect and any previous history relevant to the exclusion. The letter must state the parents' right to make representations to the governing body and the latest date by which the governing body must meet to consider the circumstances in which the pupil was excluded. It should also include information about the arrangements for enabling the pupil to continue his or her education.

The Governing Body's Discipline Committee and the LEA must be notified within one school day.

Governors' Role

For fixed period exclusions of between 6 and 15 days a meeting should be held no later than 50 school days after the exclusion. This is only necessary if the parent wishes to make representations to the discipline committee.

For fixed period exclusions of between 16 and 45 days a meeting must be held within 15 school days.

For permanent exclusions a meeting must be held within 15 school days.

Golden Rules

The school has a set of golden rules which children and staff alike follows. Parental support of this ethos is encouraged and welcomed:

- | | |
|-----------------------|------------------------|
| ❖ Do be gentle | Do be kind and helpful |
| ❖ Do work hard | Do look after property |
| ❖ Do listen to people | Do be honest |

Our full behaviour policy is available to view on our website.

Bullying

In support of our 'Golden Rules', bullying of any kind is not tolerated at Rosehill Methodist Community School. We believe that every child has the right to expect its learning environment to be a safe secure place. Even the very youngest children are encouraged to respect and value each other. Above all, the children know that the staff are there to support them and will deal promptly with bullies.

Homework

Homework is an essential element for every child's progress. We recognise the importance of homework and involving parents in their child's education, and parents are asked to support school and their children by encouraging positive attitudes towards homework. Homework will cover a range of activities including reading practice, learning tables and spellings, and carrying out research to help with topic work etc.

Religious Education and Collective Worship

The spiritual, cultural, religious and moral education of our pupils is of great importance to us, and there is a special place in the teaching of Religious Education to help children develop a spiritual awareness and understanding of the world around them. Rosehill is a Methodist Primary School and the ethos of the school is strongly influenced by Methodist values and teachings.

Religious Education is taught according to the TMBC Agreed Syllabus where pupils explore both the beliefs and practices of world faiths and, their own responses to questions about the meaning and purpose of life. We aim to promote the values and attitudes needed for citizenship in a democratic society by encouraging pupils to respect themselves, others and the natural world. Every school day begins with an assembly which contains stories and traditions of all faiths.

It is the school's policy that all children have the right to access Religious Education. However, we respect the right of parents to withdraw their child from Religious Education and Collective Worship. If you do not want your child to take part in Religious Education or Collective Worship, please contact the school to arrange an appointment to see the Headteacher.

Special Educational Needs (SEN)

The school is committed to a policy of inclusion where the teaching, achievements and well being of all children matter, including those identified as having special educational needs.

The school aims:

To value all children in our school and ensure that those shown to have SEN have access to a broad, balanced and creative curriculum which is differentiated to meet their individual needs.

To create an atmosphere within school of encouragement, acceptance, respect and sensitivity towards the individual needs of all pupils.

To be proactive in the early identification and assessment of children who may have special educational needs, and ensure correct provision is put in place when needed.

To encourage an effective working partnership between school and parents in developing a joint learning approach to supporting children.

To seek the views of the child and take these views into account when devising provision.

Many children will experience some form of special educational need during their time at school. These children may have learning difficulties or a physical or medical problem. They may also have emotional or behavioural problems. Many of these difficulties can be overcome with extra help and support, whilst other difficulties may affect the child throughout their time in school.

The school has a SEN Co-ordinator (SENCo) and a Special Needs Support Assistant (SSA), as well as two Learning Mentors. The SENCo ensures that each child receives the support they need and will liaise with a variety of support agencies. The SSA works with individuals or groups of children, providing extra support and helping them to develop specific skills. The Learning Mentors work with pupils who have emotional or behavioural difficulties that are preventing them from making the progress they should.

The children with Special Educational Needs are put on the Special Needs Register so that their progress can be monitored. Each term, the school's SENCo meets with each teacher, the SSA's and the Learning Mentor to discuss their progress and future needs.

They may write an IEP (Individual Educational Plan) or an IBP (Individual Behaviour Plan) for a child, which details the support they are receiving and the targets that have been set.

Parents are kept fully informed about their child's needs and the progress they are making at all stages.

In many cases the child will be supported by the teacher and other adults in the school. However, in some cases it may be necessary to involve outside agencies that can give specialist help and advice. For example the Educational Psychologist, the Speech and Language Therapist, and the EBD outreach team etc.

If a child's needs are likely to be long-term and additional support is needed, then the child may require a Statement of Educational Need. (Parent Partnership).

Sex and Relationship Education

Appropriate and responsible sex education is an important element of our personal, social and health education programme, in preparing children for adult life.

The school has recently developed an SRE scheme of work which is taught in short blocks from Year 1 through to Year 6. We also invite the school nurse to come into school to speak to the Year 5 and 6 pupils regarding puberty issues. They are given guidance and support and have their questions answered in a way that is appropriate to their age and understanding.

Parents are invited to look at the resource materials prior to their use. We acknowledge the right of parents to withdraw their child from lessons but hope that parents will appreciate their value and importance for their social development.

Information And Communication Technology (ICT)

As we enter the 21st Century we live in a society which has undergone a technological revolution. In order to prepare the children of Rosehill to take a full and active part in this society we need to teach them the skills required to utilise the amazing potential that current technology represents.

The school is equipped with the latest technology, which includes:

- 🔊 A Media suite with Green Screen
- 🔊 Interactive LED screens in every classroom
- 🔊 Computer workstations in every classroom
- 🔊 A variety of hand-held ICT devices including iPads and Netbooks

Internet provision is available throughout the school via Broadband technology. If you do not wish to let your child use the internet, please inform the class teacher. Children also have access to a digital camcorder, digital cameras, scanners and programmable machines in order to develop skills throughout the curriculum.

The children use ICT tools to find, explore, analyse, exchange and present information. They learn to use a variety of different types of programs, such as word processing, databases, spreadsheets and graphics packages. In addition, they learn how to model effects on screen and control devices; use email; and create multimedia presentations.

The school also has a computerised library system on which all school books are entered. The system is called Micro Librarian. We have nearly 50000 books on the database, which has opened up enormous opportunities for children to both use and enjoy books. In order for pupils to fully access the facility, each child is given a unique personal identification number that is created from their thumb scan. Parents, who do not wish their children to participate in this system, should 'opt out' by putting their wishes in writing to the Headteacher.

Educational Visits and After School Clubs

All pupils have many opportunities to involve themselves in a wide range of out of school activities. These include visits to museums and field centres and places of interest connected with curricular studies.

An important aspect of educational trips is that they give your child one of their first opportunities to travel without their immediate family, thus fostering independence, which we hope to encourage during their formative years. We always welcome parental support for these trips and your help is always appreciated. The coaches we book for the trips meet all current safety requirements and the statutory number of adults accompanies each group. Risk assessments are carried out prior to the trip taking place in order to ensure your child has a safe and enjoyable visit.

A weekend residential course currently held at Caythorpe Court, Nr Grantham, Lincolnshire, is available for Year 5 and 6 children who wish to attend. The children are able to take part in a vast range of outdoor pursuits, combined with a stimulating off site visit.

The cost of school trips - children will not be prevented from taking part in a school trip if a parent is unable to meet its cost. Unfortunately however, many of our school visits could not take place without such contributions and we trust that parents will make every effort to make the requested contribution. In cases of extreme hardship, please consult your child's class teacher or the Headteacher. Please note that school trips are non-profit making, and the contribution requested will cover only its cost.

School teams participate frequently in inter-school competitions including football, hockey, and rugby. We have a school choir that takes part in the annual Young Voices event at the MEN Arena, and who also sing for the Methodist Church. Instrumental tuition is also currently available via The Music for Schools Foundation. Members of staff also run various clubs either during the lunch break, or after school, to include Football, Cookery, ICT, recorder, Drama, and Rugby.

Outside Agencies

To assist and enhance our teaching of P.E. at Rosehill, we also use sports coaches from Tameside. They share their expertise in games throughout the school each term.

Uniform

The School uniform colour is red, comprising sweatshirt, cardigan or fleece, and a white or red polo shirt. To compliment the uniform, a red pump bag, book bag and back pack are also available. All of these items bear the school logo and are available from the school office. Black skirts or trousers/shorts are part of the uniform, and red gingham dresses are encouraged as being appropriate summer wear for girls. Skirts, trousers and dresses are available from local uniform stockists.

It is expected that uniform be worn at all times, including on trips unless you are informed otherwise. The co-operation of parents is sought on the rare occasions when children appear in school in what we may consider to be unsuitable clothing. For P.E. your child will need black shorts and a red T-shirt and pumps. Pumps without laces are easier to manage for younger children. Your child will not be able to take part in P.E. lessons if they do not have their kit.

We wish our children to be proud of their school and the wearing of school colours is a positive means of ensuring identification.

Parents should ensure that all items of clothing are clearly identified with their child's name.

Jewellery and Other Valuables

Children are discouraged from bringing valuable possessions into school, as we are unable to accept responsibility for their safe keeping. This applies to mobile phones and, especially to items of jewellery. Pocket money should be sensibly limited on school trips, as this also remains the child's own responsibility. Children may wear earrings, and for health and safety reasons they should be either small sleepers or studs. These will need to be removed for P.E. and swimming lessons. There are no exceptions. Children are allowed to wear a watch.

Meals

School Dinners are still very popular amongst our pupils and are cooked on the premises every day. The menus are designed to provide a healthy balanced diet and the children have a good choice of meals, including a salad bar.

Dinner Money should be sent into school on Monday mornings. The current cost of a school meal is £2.18 per day (£10.90 per week). Please send your payment in an envelope marked 'Dinner Money', bearing your child's name and class. **Please note that cheques should be made payable to TMBC and not the school.** We ask that where possible the correct money be enclosed. This helps to minimise any change being returned via your child, being mislaid. Children who bring a packed lunch will be accommodated along side those children having a school dinner. Packed lunches should be brought in a named plastic box and drinks should be brought in leak-proof containers. As we are a healthy eating school, fizzy drinks are not permitted.

Parents of children, who wish to change from sandwiches to school meals or visa versa, will need to give 3 weeks' notice in writing to the school office.

Free School Meals

You may be entitled to claim for Free School Meals, this is the qualifying criteria:-

- ❖ Tameside resident
- ❖ In receipt of Income related employment and Support allowance
- ❖ Income Based Job Seekers Allowance
- ❖ Support under part VI of the Immigration and Asylum Act 1999
- ❖ Guaranteed Element of State Pension Credit
- ❖ Child Tax Credit Only with an income less than £15,860.00 and NOT in receipt of Working Tax Credit
- ❖ Working Tax credit run-on - paid for 4 weeks after you stop qualifying for Working tax credit/universal credit
- ❖ Children who receive a qualifying benefit in their own right are also allowed to receive free school meals
- ❖ Children under the compulsory school age who are in full time education may also be entitled to receive free school meals

You can apply for free school meals in three easy ways (all using the same on-line form)

- ❖ Self completion on-line at home (www.tameside.gov.uk) - follow links to free school meals
- ❖ By phoning the Council call centre Tel: 342 8355

- ❖ In person at one of the Council's Customer Service Centre, Tameside Council Offices, Wellington Road, Ashton-under-Lyne (a Customer Service Officer will complete the on-line form)

Please do not delay submission of your application. Whilst the authority may backdate your entitlement subject to personal circumstances, parents should note that if the claim were not backdated, any meals taken would need to be paid for. The school can only accept notification of free meal entitlement from the Local Authority.

Healthy Eating Policy and Snacks

Our School operates a Healthy Eating Policy. All pupils have the opportunity to have a healthy fruit snack and a carton of milk (water will also be available) for the mid-morning break.

As the school is part of the Government Fresh Fruit Scheme, the fruit and milk is free for all children in the Key Stage 1. However, there is a charge for Key Stage 2 milk and fruit. Payment should be sent into school on Monday in an envelope marked 'snack money' bearing your child's name and class. Crisps and sweets are not permitted.

Medical Information

The medical fitness and physical development of children is carefully monitored throughout their school life. The School Nurse visits school regularly and is always willing to advise parents if you have any health queries. She has regular 'drop-in' sessions but can be contacted by telephone at Crickets Lane Health Centre on 0161-339 9400. We request that parents pass on to the school, any information of a medical nature regarding your child. This will enable us to help your child should they become unwell and, also prevent school inadvertently putting your child in a situation that could cause them to become unwell.

Medication in School

We try to discourage children having medication in school. However, there may be occasions when this is not practical. If this is the case, please could you take note of the following procedure, which is in compliance with Local Education Authority policy.

The medicine should be brought into school by the parent/carer of the child, and should be clearly marked with contents, patient's name and the correct dosage.

A completed and signed form - available from the school office or classroom - should be filled in by the parent/carer.

Please note the following: If medication is required 4 times per day, school will administer the 3rd dose only. It is expected that where medication is required to be taken 3 times per day, school will not administer the medication and that parents will administer one dose in the morning, one after the school day finishes, and one at bedtime.

Head lice

Head lice are no longer considered an issue for the school nurse. Parents should check their child's hair regularly (weekly) for any signs of head lice. You should inform school if your child is affected so that we can remind other parents to check their child's hair. Head lice are a common problem in children of school age, and are caught through head to head contact. Their presence has nothing to do with bad hygiene and parents should not feel embarrassed about it. An information leaflet is available from the school office that provides details regarding detection, and treatment. Please feel free to ask for a leaflet.

Family Cohesion Coordinator

The school employs a Family Cohesion Coordinator to work with and support families with any difficulties they may be experiencing. The Family Cohesion Coordinator liaises with outside agencies to ensure families have the appropriate support that is needed.

Learning Mentor

The school employs two Learning Mentors whose role it is to ensure that barriers to learning are removed. This enables children to have an equal opportunity to access the curriculum, whilst addressing any difficulties they may be facing at school or at home. The Learning Mentors are able to provide one to one support for pupils, parents, and small groups either in the school setting or, via home visits. The Learning Mentors are also able to develop important links with outside agencies, to afford children the best opportunity to develop and learn.

Travel to and from School

In order to foster the goodwill of the neighbouring community, the school asks that parents encourage their children to maintain the high standards of behaviour that it expects of its pupils, whilst travelling to and from school. We urge all parents and children to use the crossing patrols available. The Local Authority Road Safety Unit visits the school annually to educate the children in traffic awareness.

In the interests of safety and again for the goodwill of the neighbouring community, parents bringing or collecting children by car are asked to be mindful of other road users, parents and children whilst using the school car parks.

For parents bringing children to school by car, entry to school is made by the uppermost entrance to the school grounds, and works on a one-way system. There is a drop-off point for those parents who do not wish to escort their children into school together with car parking facilities. Can we once again stress caution and care whilst driving on school premises, as children are not always aware of the dangers of traffic.

Child Welfare

All the members of school have had Child Protection Training, one of whom is the nominated Child Protection Officer. The school also works closely with a number of agencies to ensure that the children are well supported.

Schools now have an important part to play in the detection and prevention of child abuse. Parents should be aware therefore, that where staff has serious concerns about the wellbeing of a child, the school has a duty of care to report the matter to Social Services. Consequently, in such situations, it is likely that a social worker will contact the parents and not the school.

Security

All outer doors remain locked during the day and admittance is only through the Reception areas. Visitors must wear appropriate passes after signing the visitor's book. A digital door entry system with video cameras operates around the school. A Closed Circuit T.V. system is always in use and is linked directly to the local authority 24 hours a day.

Threatening and Abusive Behaviour

We want to ensure that school is a safe place and a secure environment for our pupils, staff and other members of the community.

Any threat, assault, aggressive or abusive behaviour will be treated with zero tolerance. Appropriate steps will be taken to remove from the premises anyone who behaves in this manner. This could also result in the person being excluded from school or even prosecuted.

Photographs

The school photographer visits school twice a year. One visit is to take class photographs and the other is to take individual or family group photographs. Proofs will be sent home, but parents are under no obligation to purchase.

Over the course of the year, there will be occasions when the children are photographed. These photographs may be used in school documents such as the school newsletter or web site, or they may be printed in the local newspaper.

We would of course ensure that the children's identities are not revealed. However, if you strongly disagree with your child having their photograph taken and used in this way, please advise the school office using the form enclosed with this information pack as soon as possible. If notification of your objection is not received, we will assume that you have no objections.

Disability Equality Scheme

The school is committed to ensuring equal treatment of all its employees, pupils and any others involved in the school community, with any form of disability and will ensure that disabled people are not treated less favourably in any procedures, practices and service delivery.

The school will not tolerate harassment of disabled people with any form of impairment and will also consider pupils who are carers of disabled parents.

We will actively seek to:

Promote equality of opportunity between disabled persons and other persons.

Eliminate discrimination that is unlawful under the Act.

Eliminate harassment of disabled persons that is related to their disabilities.

Promote positive attitudes towards disabled persons. This means not representing people in a demeaning way, and it also means not pretending they do not exist and not representing them anywhere at all.

Encourage participation by disabled persons in public life. It is also important to respect the wishes of disabled children in an educational setting so that they do not feel pushed into activities they do not wish to take part in.

Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

Access To Documentation - The Freedom of Information Act (FOI)

The Department for Constitutional Affairs, (formerly the Lord Chancellor's Department), introduced the Freedom of Information (FOI) Act 2000. The Act is being brought into force according to a timetable set by the Lord Chancellor.

The Act was introduced to promote greater openness and accountability across the public sector. It requires all public authorities, including all maintained schools, to have set out in an approved 'publication scheme' that details what information they hold, and where and how the information can be accessed by an interested individual.

From January 2005 any individual has the legal right to ask a school to have access to information held by that school, subject to the legal exemptions, and that the provision of that information is in compliance with the Data Protection Act (1998) and the Environmental Regulations (2004). There is a need to protect sensitive

information in certain circumstances. The person enquiring is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

There are prescribed time limits for responding to requests for information. Requests should be dealt with within 20 working days, excluding school holidays.

The school has a FOI Publication Policy that sets out how it will deal with requests for information. The Education (School Curriculum and Related Information) Regulations state that the following documents should be available in school:

- ❖ School and National Curriculum policies in all subjects
- ❖ The LEA's Curriculum policy statement and subject documents
- ❖ The LEA agreed R.E. syllabus
- ❖ Statutory Instruments
- ❖ The Complaints Procedure, devised by the LEA and approved by the Governing Body
- ❖ All syllabus and schemes of work used in school. In addition, the full details of the School Charging Policy and Admissions Policy are also available on request

Privacy Notice - Data Protection Act 1998

Rosehill Methodist School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- support your teaching and learning
- monitor and report on your progress
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DFE).

If you want to see a copy of the information we hold and share about you then please contact **Mrs K Pietsch**.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

http://www.tamesideschoolsupport.net/index.php?option=com_content&view=article&id=1616&Itemid=252
and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>
<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- John Atkinson by email: john.atkinson@tameside.gov.uk or phone: 0161 342 3387
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

Complaints Procedure

The staff and governors at Rosehill Methodist Community School are committed to providing a high quality education for your child in a secure and supportive environment. Whilst all concerned strive to achieve their best for the welfare of the pupils at the school, it is appreciated that there may be occasions when you have concerns about your child's education or about particular incidents which have occurred at school.

The school has procedures in place to ensure that your concern or complaint is dealt with expediently. Full details regarding these procedures, and the manner in which they should be followed, are available from the school office, but are outlined briefly below:

- 1) Initially, your concern or complaint should be referred to your child's class teacher
- 2) If your concern or complaint has not been resolved, make an appointment to see the Headteacher.
- 3) If the matter remains unresolved, you may contact The Chair of Governors at the school. They can be contacted at the school's address.
- 4) If you wish to pursue your concern or complaint, you have the opportunity of a formal hearing before a Complaints Panel of the Governing Body.
- 5) If you feel that the Governing Body have acted "unreasonably" or "illegally" in coming to their decision, you can complain to the Secretary of State for Education and Employment.

The staff and governors of the school will deal with the vast majority of concerns and complaints. Please remember that they, like you, only want to achieve the best they can for the children in their care.

Other Complaints Procedures

In addition to this general complaints procedure, there are a number of other statutory procedures, which relate to specific aspects of the education system. These may need to be followed if you have concerns about the following:

- (a) The school curriculum and related matters.
- (b) Admission of your child to school.
- (c) Exclusion of your child from school.
- (d) The assessment of your child's special educational needs.

If you require more information about any of these procedures, you should contact either the Headteacher or, the Local Education Authority.