

Headteacher

Mrs. T Allen

Tel: 0191-917 1910

Fax: 0191-521 1224

Email: info@ryhopeinfantschool.org.uk

Website: www.ryhopeinfantschool.org.uk

Ryhope Infant School Academy

Shaftesbury Avenue

Ryhope

Sunderland

SR2 0RT

Welcome to Ryhope Infant School Academy

Headteacher Mrs. T Allen

Chair of Governors Ms. S. Brown



School Prospectus



Ryhope Infant School Academy.

This prospectus sets out information about Ryhope Infant School Academy which should be of help to those choosing a school which can offer both before and after school care, and to parents whose children already attend the school and who may need to access additional services.

If you need clarification or further information about any part of the prospectus please do not hesitate to let us know. Wherever possible advance notification is given of any changes affecting children or parents.

This prospectus refers to the 2021/2022 school year and all information was correct at the time of printing. It is possible that changes beyond our control could affect the contents described.

Mission Statement

“Learn to Live”

We are an infant school with a large nursery class, working in partnership with the community, to provide education and care to the community of Ryhope. We prepare our learning community to develop confidently and successfully, supporting lifelong learning.

We are a caring organisation and by example encourage the children to show concern for others and to become aware of their influence on the environment and the need to care for, and celebrate, the rich and diverse cultural heritage and ethnic diversity within the school and the wider community.

We believe that the provision of a secure, caring, and stimulating learning environment will enable the children, regardless of race and gender, to acquire positive attitudes, the skills, knowledge and understanding necessary to become confident, independent learners.

Within a creative curriculum each individual will learn to be reflective, build relationships, show resilience and be resourceful within a nurturing environment which supports risk taking.

We are committed to creating a feeling of partnership within the school community, involving parents/carers, staff, children, governors and all other stakeholders, by responding to change and innovation in a positive, flexible and inclusive manner.

We provide a safe, happy, responsible, well organised community where all members can learn and be valued as individuals.

The Academy Governing Body

Academy Trusts are charitable companies limited by guarantee. They have two layers of governance:

- **The Members of the Trust** - who operate at a strategic level (they are the owners of the company, rather like shareholders) and
- **The Governors (Trustees)** - who are responsible to the members, for ensuring the quality of educational provision, challenging and monitoring the overall performance of the academy, ensuring good financial health and supporting the Headteacher in the strategic management of the academy.

Some members are also governors (trustees) but together they make up the Governing Body. The Governing Body of Ryhope Infant School Academy consists of parents, staff and representatives of the community.

When a vacancy for a Parent Governor arises, nominations are invited from parents of pupils at the school. All candidates are allowed to distribute an election address to parents which is followed by an election ballot. Governors usually serve for 4 years.

The Members of the Trust are:

Mrs. J. Belshaw Ms. S. Brown Mrs. A Collingwood
Ms. R. Leonard Mr. C. Davidge

The Governors (Trustees) are:

Chair	Ms. S. Brown (Designated Governor for Child Protection)
Vice Chair	Mr. K. Nicholson
Ex-officio Governor	Mrs. T. Allen (Headteacher & Accounting Officer)
Governors	Dr. R. Leonard
	Mr. D. Walton-Jonas
	Mrs. H. Hays
	Mrs. C Gibson
	Mr. S. Hughes (Parent)
	Mrs. K. Pinchen (Parent)
Chief Finance Officer	Mrs. E. Swansbury (School Business Manager)

Staff

Leadership Team

Mrs. T Allen	Headteacher – Designated Safeguarding Lead/EYFS Lead
Miss E Lumsden	Deputy Headteacher/KS1 Lead/SENCO/Deputy Designated Safeguarding Lead
Mrs. E Swansbury	School Business Manager

Teaching Staff

Mrs. A Scott	Class Teacher
Mrs. A Simpson	Class teacher
Mrs. K Cruise	Class Teacher
Miss S Clarke	Class Teacher
Mrs. F Matthews	Class Teacher - Music Specialist

Support Staff

Mrs. H Blakeman	Safeguarding & Family Liaison Officer/Deputy Designated Safeguarding Lead
Mrs. L Boyd	HLTA (Paediatric 1st Aider)
Mrs. L Henry	Nursery Nurse (Paediatric 1st Aider)
Miss V Welch	Nursery Nurse (Medication Manager/Paediatric 1st Aider)
Mrs. C Ashurst	Nursery Nurse (Paediatric 1st Aider)
Mrs. M Carroll	Curriculum Support (Paediatric 1st Aider)
Miss C Tait	Curriculum Support

Admin and Premises Staff

Miss D Bent	Administrative Assistant
Mr. D Connelly	Site Supervisor
Mrs. M Pallas	Cleaner in charge
Miss S Henry	Cleaner
Mrs. K Connolly	Cleaner

Lunchtime Staff

Mrs. S Dunn	Midday supervisor/Breakfast Club and After School Care
Miss K Hume	Lunchtime Assistant/After School Care
Mrs. K Robson	Lunchtime Assistant/Breakfast Club and After School Care
Ms J Bewick	Lunchtime Assistant
Mrs T Dunn	Lunchtime Assistant

Admissions

At Ryhope Infant School Academy, we admit children between the ages of three and seven from Nursery through to Year 2. There is an open invitation to parents and children who wish to look around school or the Nursery setting prior to admission. Please contact the main office who will organise a visit. If a place is available for your child the Headteacher will make all the necessary arrangements to ensure that your child has a smooth introduction to Ryhope Infant School Academy.

Admissions to the Nursery

Parents are asked to register their child at the school with the child's birth certificate, after their second birthday. Children who are to be admitted to our school Nursery Class will have a number of visits organised including a home visit. Parents will be informed well in advance of the proposed visits and will be given an opportunity to visit the school and meet the Headteacher and relevant members of staff. At this meeting there will be an opportunity to ask questions about a range of issues including how and where to purchase school uniform and the availability of lunches.

Admissions to Reception (2022/23)

Parents may register their child's name for the school of their choice. Registrations are organised centrally by Sunderland Local Authority, but registration forms will be available through the school, for parents with children already attending the school nursery. Parents will be asked to state their preferences usually around a year before the child is due to start in Reception.

Our Published Admission Number (PAN) is 65.



Children who are to be admitted to our school Reception classes will have a number of organised visits before they join us. These visits are an opportunity to meet the Headteacher and other relevant members of staff.

Parents of children joining the school mid-year are welcome to arrange a visit to the school, to meet the Headteacher and other relevant members of staff.

These visits are also be an opportunity to ask questions about a range of issues including the availability of Breakfast Club, After School Care and how and where to purchase school uniform.



School Dress Code

We believe that school uniform is important because it:

- Fosters equality,
- Looks smart.
- Contributes to a sense of belonging.
- Fosters a feeling of pride.

Extreme colouring of hair or hair styles such as Mohicans, tribal patterns and shaved heads are not permitted. Nail varnish should not be worn.

Shoes - These should be dark coloured school shoes, no brightly coloured laces/logos are allowed. Footwear should be suitable for children to play outside in, no open toes/high heels.

Your child should **not** wear earrings or clear space savers in the interests of health and safety.

In the interest of Health and Safety, the Headteacher and the Governing Body has the right to decide whether certain types of clothing or particular items are deemed suitable to wear in school.

Uniform

- Navy or grey skirt or pinafore dress, navy, grey or black trousers,
- Summer dresses (summer term) - Royal blue and white or navy and white,
- Royal blue sweatshirt or cardigan,
- Light blue or white polo shirt.
- Book Bag

Outdoor/Indoor PE kit – Please ensure that you provide your child with a PE kit. This should consist of: Navy shorts, blue or white t-shirt , navy/black jogging bottoms and suitable PE footwear.

All children are provided with a PE bag which remains the property of Ryhope Infant School Academy.

It is **essential** that you put your child's name in **all** articles of clothing, including footwear/hats etc. The school will not be held responsible for any lost items.

All logoed items of uniform are available to order online from Total Sport NE, Hendon Rd., Sunderland SR1 2JD Tel: 0191 5679043

<https://totalsport.co.uk/product-category/school-college-wear/primary-schools/ryhope-infant-school/>



School Organisation

The school has 4 classes:

- Reception
- Mixed Reception/Year 1
- Mixed Year 1/Year 2
- Year 2

The Nursery class has up to 100 places for 3 and 4 year olds. We currently offer 15 hour and 30 hour places (subject to entitlement and availability), mornings or afternoons between 8:30am and 3:30pm, 2 ½ days or 5 days, term time only.

Morning Session

School Nursery	8:30am to 11:30am
Reception, Year 1 and Year 2	8:50am to 12:00noon

Afternoon Session

School Nursery	12:30pm to 3:30pm
Reception, Year 1 and Year 2	1:10pm to 3:15pm

The school bell rings at 8:50am.

Nursery, Reception and all children in KS1 enter school through the playground. Gates will be open at 8:30 to 8:40am for Nursery and then at 8:40-8:55am for Reception and KS1 children. A member of staff will be on duty in the yard each morning (and lunchtime for Nursery) to take any messages or answer any queries you may have.

Doors close for Reception, Year 1 and Year 2 at 8.55am.

If, for whatever reason, you cannot collect your child from school and you nominate another person who is on the school contact form, please ensure that you inform the school as we cannot release a child to someone else, if we have not previously been informed. This will prevent any unnecessary upset for all concerned; as it is essential the child's welfare comes first.

Attendance

(see our Attendance Policy)

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

At Ryhope Infant School Academy we recognise our part in assisting parents to meet their legal obligations in this respect. The school is pro-active in its work around attendance and the school regularly monitors pupils' absence and punctuality.

Publication of school absence is a statutory requirement.

The schools attendance in 2020/21 was 97.4%. This is regularly reported to the Governing Body and the Department for Education.

If your child is sick or away from school for any reason, please ring or call at the main school office to let us know at once.

If you need to take your child out of school during the day it is very important that you:

- produce a copy of the appointment card for medical appointments
- let us know in advance by speaking to the School Office (where possible)
- come to the school office to collect your child

If no reason is received, these absences are recorded as unauthorised on your child's record.

Failure to report reasons for absence or persistent lateness may result in further action being taken.

If you are experiencing any problems. in getting your child to school, please let us know.

Lateness

Poor punctuality is not acceptable therefore at least once a term we will tell you the number of minutes of education your child has missed. If your child misses the start of the day they can miss work and daily routines including building relationships with their class teacher or key worker. It is in this period they receive vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child.

Any parents or carers arriving with their child after 8:55am will find the door and gate closed. They will then need to take their child to the school office.

Please inform the school immediately of any change of address, telephone number, email address or names.



Attendance
Matters

Extended Services

Breakfast Club

Nursery from 8:00am to 8:30am **£2.50 per session, including breakfast**

Reception to Year 2 from 8:00 to 8:50am **£3.50 per session, including breakfast**

Breakfast Club takes place in the school hall. Children have their breakfast in a safe environment where they can enjoy a healthy breakfast, interaction with other children and have a fun start to the day.

At 8:30am nursery children are escorted to the classroom where they are handed over to a responsible adult.

At 8:50am Reception, Year 1 and Year 2 children are escorted to the classroom where they are handed over to a responsible adult.

After School Care

All year groups (Nursery to Year 2)

From 3:15pm until 5:00pm **£4.50 per session including a light snack**

Our After School Care takes place within the school hall where the children can enjoy a range of supervised activities.

Children attending will have a light snack/tea, which is planned for as part of a Healthy Eating Programme.

As part of our safeguarding procedures, there are strict protocols in place for collecting and handing over children, such as registers and signing in/out records.

Nursery Lunches

The cost for any Nursery children attending over the lunch period (11:30am to 12:30pm) **is currently £4.50 per day** (£2.20 for lunch and £2.30 for care).

Children have their lunch in the nursery school hall with dedicated lunchtime assistants. Menus are available from the school office and any special dietary needs can be discussed before your child starts lunches.

We may be able to offer your Nursery child 30 hours of education subject to you meeting specific requirements. For more information, please contact us to discuss.

Health and Well-being Strategy

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for their mental, emotional, social and physical wellbeing now and in the future.

Ryhope Infant School Academy, working with partners, takes an holistic approach to promoting health and wellbeing that takes account of the stage of growth, development and maturity of each individual, and the social and community context.

As a learner at Ryhope Infant School you can expect your child's learning environment to support them to:

- *develop self-awareness, self-worth and respect for others*
- *meet challenges, manage change and build relationships*
- *experience personal achievement and build resilience and confidence*
- *understand and develop physical, mental and spiritual wellbeing and social skills*
- *understand how what they eat, how active they are and how decisions they make about their behaviour and relationships affect their physical and mental wellbeing*
- *participate in a wide range of activities which promote a healthy lifestyle*
- *understand that adults in the school community have a responsibility to look after them, listen to their concerns and involve others where necessary*
- *learn about where to find help and resources to inform choices*
- *assess and manage risk and understand the impact of risk-taking behaviour*
- *reflect on their strengths and skills to help them to make informed choices when planning their next steps*
- *acknowledge diversity and understand that it is everyone's responsibility to challenge discrimination.*

Personal, Social and Health Education

The development of the whole child is a priority stated within the aims of Ryhope Infant School Academy. Pupils' personal and social development is of equal importance as academic achievement. PSHE and Citizenship is a school's overall provision for its pupil's personal and social development. It helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active responsible citizens. It is recognised as the entitlement of every child.

- To develop self-esteem, confidence, independence and responsibility; and to make the most of their abilities.
- For all children to have respect for all members of society and the environment in which they live.
- To promote positive values and attitudes in school through recognition of and implementation of the school rules.
- To enable children to develop effective relationships with others.
- To develop a healthy lifestyle and understand how to keep themselves and others safe.
- To see the beginnings of informed, active and responsible citizens.

We aim to create a climate in which children and adults are encouraged to respect each other's personal space and children feel able to ask questions and have them answered in an age appropriate, yet sensitive manner. The content of our SRE teaching is delivered through a programme which is age appropriate and has been drawn up in accordance with Sunderland City Council's guidelines and approved by the School Governors. RSE is part of our personal, social and health education policies.

Inclusive Education

Special Educational Needs and Disabilities.

The School Information Report on our website gives up-to-date information regarding SEND.

Ryhope Infant School Academy is committed to continually reviewing policies, practices and procedures to ensure that any child with a disability will not be placed at a substantial disadvantage. The school has due regard to the principles for inclusion as set out in the Early Years Foundation Stage and the National Curriculum guidelines and works in partnership with parents and professionals to ensure the school is able to provide for their child's specific needs.

Ryhope Infant School Academy welcomes all children from within our community, ensuring that there is equality of opportunity regardless of need. Children demonstrate a rich and diverse range of strengths and needs and as a school we celebrate this diversity.

Children with special educational needs can benefit from additional support. This may be because they experience particular learning difficulties. Such pupils work on personalised learning programmes within their classrooms wherever possible, but there can be occasions when individuals or small groups work in other areas of the school.

For a very small proportion of children the school may need to involve other specialist support, in a formal assessment of complex special educational needs. Parents and carers are always consulted before contact is made with such specialists and are involved at every step of the process that is aimed at meeting a child's specific need(s).

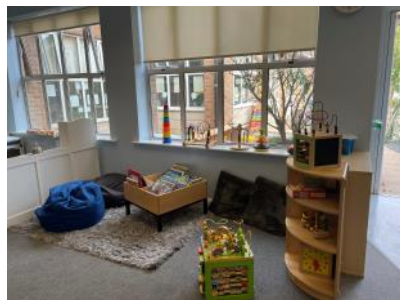
At Ryhope Infant School Academy we have a dedicated Inclusion Team. Class teachers are assigned responsibility for managing the required special educational needs in the classroom, in consultation with the Special Needs Co-ordinator (SENCo) Miss Lumsden and the Inclusion Team. We seek to work in partnership with all stakeholders to meet individual pupil needs.

Children with SEN are supported through a variety of strategies:

- Consultation with parents and teacher
- Early identification of need
- Assigning individual adult support
- Matching specific need to an appropriate intervention programme
- Providing support to improve attitudes and dispositions towards learning through a Nurturing approach
- Involving other agencies where necessary
- Regular Reviews
- Monitoring progress and attainment

All procedures as set out in the SEN Code of Practice 2014 are followed.

‘The Nurture Room’



Medical Matters (see Supporting Pupils with Medical Conditions Policy)

If your child has specific health difficulties please inform the school staff as soon as possible.

Please do not send medicine into school with your child or give it to the class teacher.

If it is essential that your child should have any medication during the day, please come to see the Headteacher or Designated Person for Managing Medication (Miss Welch/Mrs. Henry/Mrs. Ashurst) who will try to meet this need. The school's 'Supporting Pupils with Medical Conditions' Policy sets out the school's procedures regarding the administration of medicines by school staff. Appropriate forms need to be completed before medicines can be administered by the designated staff.

First Aid

Staff trained in Paediatric First Aid are on site and the school has very clear procedures with regard to minor accidents and what to do in a case of emergency.

The class teacher or First Aider will inform the parent of the incident or accident and of any treatment given. This will usually take place at the end of the day or sooner, if required. All such accidents and incidents will be recorded in the Accident File.

In the event that your child is taken ill at school, a trained First Aider will care for your child and parents will be contacted as soon as is possible and arrangements made for the child to be taken home.

For this procedure to work effectively it is important that we have an up to date contact telephone number and address for the person(s) with parental responsibility in order to act swiftly.

Keeping Children Safe in Education

In cases where the school has reason to be concerned that a child may be subject to ill treatment or neglect or any forms of abuse, staff have no alternative but to follow Sunderland Safeguarding Procedures and inform Social Care of their concern.

All staff employed at Ryhope Infant School Academy have taken part in appropriate 'Safeguarding' Training as set out in the policy for Child Protection with regard for the 'Keeping Children safe in Education' Sept 2021. In order to safeguard your child we ask your permission to video your child on our contact form. Any performances that parents are invited to are recorded by school staff and therefore no other videoing or photography takes place during the performance. There are always opportunities at the end of a show to take photographs of your child.

Behaviour and Discipline.

Pupils will be expected to follow the school Behaviour Policy which is based upon the SEAL & Nurture programmes, which support children to self-regulate. They emphasise each child's ability to employ 'Personal Power' in making a responsible choice and includes the following:

- Conduct themselves around the school premises in a safe, sensible and respectful manner.
- Arriving on time and ready to learn.
- Follow reasonable instructions given by the teacher.
- Behave in a reasonable and polite manner to all staff and pupils.
- Show respect for the opinions and beliefs of others.
- Complete all class work/activities as requested (at an age appropriate level)
- Hand in home work at the time requested.
- Reporting unacceptable behaviour.
- Show respect for the working environment.

School Behaviour Policy

Children are expected to show respect for others within a calm and welcoming environment.

The children and school council decided on our School Rules which are displayed in all classrooms and other areas in the school.

The rules are:

- ◆ Treat each other with respect
- ◆ Always follow instructions
- ◆ Listen carefully to EVERYONE
- ◆ Sit smartly
- ◆ Always try our best
- ◆ Be confident and have a go

Staff from our Inclusion team support children across the school to understand what constitutes unacceptable behaviour at Ryhope Infant School Academy. This includes behaviours such as swearing, fighting, disrupting lessons and not completing work. The team then works with the child and their family, at an age appropriate level, to explain that this will not be tolerated and to put a plan in place.

Our Curriculum

At Ryhope Infant School Academy, the Headteacher, Staff and Governors believe that the provision of a secure, caring and stimulating environment in which to learn and develop, will enable children to acquire skills, knowledge, understanding and personal effectiveness, to become confident, independent learners.

We offer a rich and varied curriculum built upon a strong foundation of basic skills whilst providing creative opportunities for all children to think critically, when applying their knowledge and skills to explore the world in which they live.

At Ryhope Infant School Academy we believe that all children should receive high-quality teaching at all times. This means that teaching is centred on learning and the learner and underpinned by a belief that all children can succeed.

The range of teaching approaches employed include practical and reflective activities. Individual, group and whole class learning; these are supported by a wide variety of written published material at an appropriate level. We also offer enrichment opportunities during curriculum time for sport, music and drama.

Our ultimate goal is for each child to achieve personal goals within all aspects of learning; to be literate and numerate, and to explore how the world works through age-appropriate experiences. We believe children learn best when all their senses are engaged and tasks are relevant to their own lives. Visits and visitors also provide first hand experiences for children to explore and make sense of their world.

Reading

At Ryhope Infant School Academy we want to nurture a love of literacy as part of our pupils' life-long learning journey by developing all pupils' ability to speak, listen, read and write for a wide range of purposes, including using language to learn, communicate, think, explore and organise.

To teach reading, we follow 'Little Wandle, Letters and Sounds Revised' which is a complete systematic synthetic phonics programme (SSP). All staff in school have received training in this programme. The progression of this programme has been organised so that children are taught from the simple to more complex GPCs (Grapheme Phoneme Correspondence— the individual letters or letters strings which represent individual sounds in the language). All the graphemes taught are practised in words, sentences, and in fully decodable books. Children review and revise GPCs and words, daily, weekly and across terms and years, in order to move this knowledge into their long term memory. Children need to learn to read as quickly as reasonably possible, so they can move from learning to read, to reading to learn, giving them access to the treasure house of reading. Children who are not keeping-up with their peers will quickly be identified and given additional practice immediately through keep-up sessions.

Phonics workshops and online videos sharing how we teach our phonic sessions are offered to parents and carers at the beginning of each school year to show how the children can be supported at home.

In school, children will read in a small group with an adult up to 3 times a week. Their reading sessions with an adult in the classroom will focus on decoding the text, prosody (the rhythm, stress, and intonation of speech) and comprehension (the children's understanding of what they have read). The book which they read will match their phonic ability and be fully decodable. Children will bring this book home to read with their families.

Children will bring home 2 books weekly— their reading book which they have read with a member of staff and also a book to share with their family which they will have chosen from their class library or the main school library.

Each classroom has an inviting reading area, which has a range of books and reading materials available for children to choose and share. We encourage children to read books for pleasure. We also have a well stocked school library which the children access weekly to develop their own interests through reading.

All children in school have a daily story session, listening to an adult read. They may choose to share an information book, poetry or fiction. This is accompanied by songs and rhymes in the Early Years.

A Healthy School

At Ryhope Infant School Academy we recognise that there are increasing levels of obesity and that we need to play our part to improve the health of children and adults.

By encouraging children to be healthy, enjoy good physical and mental health and live a healthy lifestyle', we hope to support all members of the school community to lead a healthier lifestyle.

We recognise the connection between healthy eating and a pupil's ability to learn effectively and achieve high standards.

School Fruit and Vegetable Scheme

All children aged four to six and who attend fully state-funded infant schools, are entitled to receive a free piece of fruit or vegetable each school day through a government funded scheme. Fruit and vegetables on offer may include bananas, apples, pears, carrots, tomatoes, easy-peel citrus fruits, such as satsumas.

Healthy Eating Standards

All food in schools must meet nutritional standards so that children have healthy, balanced diets. This means there must be:

- High-quality meat, poultry or oily fish
- At least 2 portions of fruit and vegetables with every meal
- Bread, other cereals and potatoes

School Meals

The Government introduced Universal Free School Meals entitlement for all children in Reception, Year 1 and Year 2 to have a Free School Meal from September 2014. We aim to be flexible enough to meet the needs of all parents/ carers and children and have 100% of children at Ryhope Infant School taking up their entitlement and we therefore, will not be able to accept any packed lunches from home.

If your child has specific needs or needs that cannot be met then we invite parents to make an appointment to discuss these with school, in order for us to support your child to eat a school meal.

Children starting school will be able to stay for school meals from their first day. We find that this helps them to interact with the other children in a social atmosphere, where staff model personal social skills. The midday meal and break are supervised by a team of qualified staff who are trained to meet the needs of all children.

Some children may be entitled to free meals which are... forms still need to be completed in order for the school to receive the money from the Government. Please speak to our school office staff for further information. You must apply online <https://www.togetherforchildren.org.uk/families/free-school-meals>

Lunchtimes

We have a successful programme of lunchtime activities, however, on the rare occasion that a child persistently misbehaves during lunchtime, appropriate sanctions will be imposed. Parents will be informed of any persistent behaviour issues and an appointment arranged to discuss a pastoral support plan to support expected behaviour.



Parent Partnerships

At Ryhope Infant School Academy we believe that the education and care of your child is a shared responsibility between yourselves and us. We work in partnership with parents/or carers, to promote the learning and development of all children and to ensure they are ready for school. Parental support in school is always appreciated and is a great encouragement for the children.

If you would like to be more involved in the life of the school or help us to fund raise, please get in touch.

Communication

If you are concerned about any aspect of your child's schooling, please speak to the class teacher as soon as possible. Most matters can be resolved immediately but sometimes they need to be dealt with by the Headteacher. It may not be possible for the Headteacher to see a parent immediately, but an arrangement will be made as soon as possible. Staff are available to speak to parents briefly at the end of each day, once all children have been handed over to a parent or carer.

If your child attends After School Care then arrangements will be made to allow the class teacher to inform you of any accidents or issues that may have occurred during the school day. (This may include a phone call and/or a Home/school link book)

Parents can contact the school from 8.00am to 4.00pm daily (the answer machine will take any messages before/after that time). Requests for appointments to discuss any matters can be made at the school office at the above time or via telephone at other times. Staff are always willing to discuss with parents any concerns about their child's progress or worries their child might have.

Home School Partnership Agreement

Our Home School Partnership Agreement explains the school's aims and values, the school's responsibilities towards the children, the responsibilities of parents and what the school expects of the children. The agreement also covers the standard of education in our school, our ethos, our expectations on attendance and good behaviour, and our expectations about homework. **We ask parents to sign this agreement when their child starts in our school.**

Reporting to parents

In Reception to Y2, we will provide a written report to parents annually. The report identifies areas of strength and areas for future development. In our school we involve the children in their progress and ask parents for their comments. You will receive this report at the end of the Summer term report and it will sum up the child's progress over the year.

Parent Consultation Meetings

You will have the opportunity to come into school to discuss your child's progress with the class teacher during Parent Consultation meetings which are held twice a year, at designated times. As part of this meeting you will receive a mentoring report which gives you an overview of current achievements and targets as well as attendance. Staff will always try to be flexible in order to meet the needs of parents.

Volunteering

After specific training and the relevant safeguarding checks, parent volunteers are able to work with children under the supervision of the class teacher. We are always looking for more volunteers. Please contact the school if you would like to join us.

Family Learning

We work with several different providers to enable us to deliver Family Learning including SAFC, Groundworks and APEXTRA.

After Schools Clubs

Our After School Clubs build upon the school curriculum and offer opportunities for children to further develop interests or talents. In the past we have offered a range of After School Clubs for KS1 including, Creative Club, Sports-Skills, Lego, Gymnastics & Outdoor. These clubs run from 3.15pm until 4.30pm and children can be collected from the Nursery entrance.

School Premises

Security

To ensure that all children, staff, parents and visitors are safe and secure on the premises we adhere strictly to Health and Safety guidelines. Security of all the school building is a priority. Risk assessments are carried out regularly and all exterior doors are secured during school session times. Visitors must report to the school office to be identified as having the right to be on site.

Accessibility

Ryhope Infant School Academy has wheelchair access and some disabled facilities. The building is single story. The facilities consist of accessible toilets.

On-site parking

There is no access to the car park for parents dropping off or collecting children. The car park has an automated barrier system in operation at peak times (8:15-9:15am and 2:30-3:40pm).

Parking at the rear of the school is designated for staff only. Speed restrictions must be adhered to at all times.

Violence at work policy

Parents should be aware that the school will take any reasonable actions to ensure the safety of its children, staff, visitors and parents.

Anyone who physically or verbally assaults, abuses or threatens a member of staff, another parent or a visitor, will be removed from the premises and reported to the Police.

Complaints

Ryhope Infant School Academy is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from any mistakes.

Under normal circumstances Mrs. Allen, Headteacher, will be responsible for managing complaints. If you are not happy with the outcome, or the complaint is in relation to the Headteacher, the next step is to make a formal complaint to the Governing Body.

Section 29 of the Education Act 2002 states that the Governing Body of a school shall establish procedures for dealing with all complaints relating to the school, other than those to be dealt with in accordance with any other statutory provision.

This procedure does not cover concerns about the following, for which there are separate arrangements laid down by law:

- The school curriculum, collective worship and religious education and the provision of information required by law
- Matters relating to the exclusion of pupils from school where there are separate arrangements in place
- School admissions
- Home to school transport
- Education, Health & Care Plans and provision of Special Educational Needs

Further information can be found in the Academy's Complaints Procedure.

Data Protection

Here at Ryhope Infant School Academy, we take Data Protection very seriously. Under the new General Data Protection Regulations (GDPR) and the Data Protection Act 2018, schools are required to inform pupils and their families about how their personal data may be collected, used and shared. This is detailed in our privacy notice and contact and consent forms.

If you would like any further information regarding Data Protection or GDPR, please contact the school in the first instance:

Mrs. E Swansbury, School Business Manager – Tel: 0191 9171910

Email: info@ryhopeinfantschoolacademy.org.uk

The school's Data Protection Officer can be contacted via the following methods:

Write to: Data Protection Officer, Governance Services, Civic Centre, PO Box 100, Sunderland SR2 7DN.

Tel No: 0191 520 5555

Email: Data.Protection@sunderland.gov.uk

Freedom of Information

Legislation states that schools must make certain pieces of information available for viewing by parents or members of the public. This includes the documents listed below which are available to view at the school.

Any Statutory Instruments (including those for national curriculum subjects) circulars and administrative memoranda relating to:

- Powers and duties under 'Curriculum' section of the Education Reform Act
- Any published OFSTED reports on the school
- Any schemes of work and syllabuses current used by teachers in the school.
- A full copy of the curriculum complaints procedure.
- The local education authority's agreed syllabus for RE

Charging Policy

By law no school can charge for school time activities. However, when costs for some activities cannot be met by the school, parents may be invited to make voluntary contributions. For further information please ask for a copy of our Charging Policy.



Thank you for considering our school!!

We look forward to welcoming you to our family here at Ryhope Infant School Academy however, if you have any further questions, please do not hesitate to contact us.

Yours sincerely,

A handwritten signature in black ink, appearing to be "T. Allen", with a small dot at the end.

Mrs. T Allen

Headteacher



Ryhope Infant School Academy

Shaftesbury Avenue

Ryhope

Sunderland

SR2 0RT

Headteacher

Mrs. T Allen

Tel: 0191-917 1910

Fax: 0191-521 1224

Email: info@ryhopeinfantschool.org.uk

Website: www.ryhopeinfantschool.org.uk