

# WELCOME TO BISHOP RIDLEY CHURCH OF ENGLAND PRIMARY SCHOOL

*'This is a good school of which staff, pupils, parents and governors are justifiably very proud, a school where pupils achieve well, teaching is good and standards are above average. Children develop as well-rounded, happy individuals.'*

*Ofsted Inspection Report  
2009*

Dear parents,

This prospectus contains much of the information you will need to know about our school. We hope you find it useful and informative and hope that your child's years at Bishop Ridley CE Primary School are happy and successful.

Steven Hall  
& Alice Early  
Head Teachers

<i>School address</i>	Northumberland Avenue Welling Kent DA16 2QE	
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<i>Website</i>	www.bishopridleyschool.org.uk	
<i>Head Teachers</i>	Mr Steven Hall, BA (Hons) Mrs Alice Early, BSc (Hons), PGCE, NPQH	
<i>Chair of Governors</i>	Reverend Tim Hatwell	
<i>School status</i>	Church of England Voluntary Aided (Diocese of Rochester)	
<i>School type</i>	Primary co-educational with nursery unit	
<i>Age range</i>	3 to 11 years	
<i>Number on roll</i>	381 pupils (as of September 2011)	
<i>School hours</i>	Nursery	9am – 11.30am 12.40pm – 3.10pm
	Infants	8.50am – 3.15pm
	Juniors	8.50am – 3.20pm

## Starting School

### Visiting arrangements for prospective parents

We hold regular open mornings for prospective parents and children. Please contact the school for further information. We look forward to welcoming you to Bishop Ridley CE Primary School and showing you around.

### Admissions

We admit children into the Nursery at two times during the year. Children whose birthday falls between 1<sup>st</sup> September and 28<sup>th</sup> February start in September. Children whose birthday falls between 1<sup>st</sup> March and 31<sup>st</sup> August usually start in January.

The Local Authority has produced an informative booklet about the admissions procedures, which can be obtained from the Admissions Team, Directorate of Education and Leisure, Hill View, Hill View Drive, Welling, Kent, DA16 3RY (tel: 020 8303 7777).

Children joining our nursery will be invited in for a morning at the end of the term prior to their admission, for them to meet their new teacher and become familiar with the nursery. Parents of children moving into the reception class are invited to attend our 'New Entrants' afternoon, when your child will meet their new teacher and spend some time in their new classroom. At the same time you are also invited to a meeting at which the Head Teacher will outline school procedures and policies and answer any queries you may have.



*The Nursery*

## Starting School

*'Children benefit from a carefully planned induction process and settle well once they start school because staff provide good care and support.'*

*Ofsted Report*

Children start primary school with a variety of experiences and skills. Some may be used to sharing with others, playing co-operatively or independently, knowing some sounds and numbers, whilst other children may not be used to being in a large group of children. With this in mind we aim to make the transition from home to school as smooth as possible.

In the first week of term you and your child will be invited to an interview with your child's new teacher at which you will be able to share any particular information you may have and for the teacher to meet you and your child on a one-to-one basis. It will also be a valuable opportunity for the teacher to assess your child's level of achievement on entry to school.

In the second week of term the nursery children start their morning sessions, while children in the reception year usually come in for half a day and go home before lunchtime. In the third week of term they stay full time. Parents are then invited to attend a reading workshop led by the Literacy Co-ordinator, who explains how we teach reading at Bishop Ridley and how you as parents can help your child at home. We strongly encourage all parents to attend this meeting.

Towards the end of the Reception year the children are assessed by their class teacher using the 'Foundation Stage Profile'. This is used to assess each child's progress through the Foundation Stage, which is a programme of work followed by the children through Nursery and Reception and which is designed to prepare them for the National Curriculum which starts in Year 1.

*'Good teaching and a good curriculum provide children with a good range of opportunities to develop their skills and achieve well.'*

*Ofsted*



*Reception classes at their 'Wedding' at Bishop Ridley Church*

## Our Mission Statement

Bishop Ridley School will diligently promote effective learning and discipline through the support of the school, the family, the Church and the wider community to achieve academic excellence as well as personal, social and spiritual fulfilment within a Christian foundation.

## Our Aims

At Bishop Ridley we aim...

- to provide an excellent education for pupils of all abilities and backgrounds in the context of Christian belief;
- to create a Christian ethos built upon the belief in the uniqueness and worth of the individual, based on Christian principles and a respect for other faiths;
- to create a secure and happy family atmosphere, committed to the care of each member of the school community;
- to maintain and develop strong supportive links between school, home, parish, diocese and the wider community;
- to build and nurture our children's confidence, self-esteem, creativity and skills within an inclusive and caring Christian environment.

The RE curriculum and worship have a significant place in the life of our school, nurturing the spiritual, moral, social and cultural development of all our pupils.



*Christingle Service at Bishop Ridley Church*

## The Staff – 2011/12

<b>Teaching Staff</b>	<b>Year group and curriculum responsibilities</b>
Mr S Hall	Headteacher (0.6); Child Protection; Looked After Children
Mrs A Early	Headteacher (0.4); Deputy Headteacher (0.6); Literacy; More Able Pupils
Mrs M Torrance	Year 2; Assistant Headteacher (0.4); Senior manager; RE
Mrs M Thompson	Nursery; assists with Science
Miss S Tullett	Year R; Science; Health Education; Curriculum manager
Miss D Casizzi	Year R; D&T (Design & Technology)
Miss D Sears	Year 1; PE
Mrs M Kenway	Year 1; Early Years/Foundation Stage
Mrs E Taylor	Year 1; ICT; Curriculum manager
Miss M Carr	Year 2
Mrs H Hawker	Years 3/4; Geography; Citizenship
Miss B Smalley	Years 3/4; Music
Miss E Haslam	Years 3/4; Art and Design
Mr S Martindale	Years 5/6; Mathematics
Mrs C Coles	Years 5/6; French
Mrs G Thompson	Years 5/6; History
Mrs J Kerrigan	PPA cover
Mrs K Davies	Inclusion Co-ordinator & Assistant Headteacher release

### **Teaching Support Staff**

*Nursery Nurse* Mrs S Potts

*Higher Level Teaching Assistant*

Mrs A Barnet (PPA cover)

*Teaching Assistants*

Mrs D Plows, Mrs S Staples; Mrs D Gosling, Mrs H Lay, Mrs J West, Mrs J Farrelly, Mrs J Wade, Mrs J Shuttleworth, Mrs S Purcell, Mrs C Donegan, Mrs A Gooden and Mrs J Cook

### **Office Staff**

Secretaries Mrs S Croft  
Mrs S McNulty

Attendance officer Mrs M Miller

Office Assistant Mrs J Fleming

**Site Manager** Mr C Smith

### **Midday Supervisors**

Mrs L Sears, Mrs J Morris, Mrs M Smedmor, Mrs L Smyth, Mrs E Martin, Mrs S Purcell, Mrs R Bagnall, Mrs L Butler and Mrs A Gooden

### **School Cleaners**

Mrs K Newvell, Mrs C Hatcher & Ms E Smalley

## The Curriculum

Each area of the curriculum is managed by a member of the teaching staff. The National Curriculum subjects are: English (including Literacy), Mathematics, Science, ICT, History, Geography, Music, Art and Design, PE and D&T (Design and Technology). We have adopted the diocesan RE (Religious Education) syllabus and also teach French.

We place a strong emphasis on the personal, social and health education of our pupils (PSHE). As a school, we are committed to involving our pupils fully in all aspects of school life, to reward and celebrate excellence and effort and to recognise achievement. We have a School Council made up of elected pupil representatives, who meet regularly to discuss issues affecting pupils.

The Curriculum is thoroughly planned to meet the statutory requirements of the National Curriculum, and all teachers follow these plans when teaching their class.

*'Good teaching and a good curriculum contribute well to pupils' good achievement. Lessons are planned well to meet the needs of pupils of all abilities and ages in the mixed-age classes.'*

*Ofsted*

### English

Every class has a daily Literacy lesson lasting approximately an hour. In these lessons aspects of speaking, listening, reading, writing, spelling and handwriting are covered in increasing depth, from Reception through to Year 6.

### Mathematics

Every class has a daily Mathematics lesson of between 45 minutes and an hour (depending on the age of the children). These lessons cover all aspects of Mathematics, namely number, algebra, space, shape, measure and handling data, as well as using and applying Maths (problem solving).

### Science

Every year group follows a structured programme in science, covering scientific enquiry, life processes and living things, materials and their properties and physical processes. Children follow an investigative approach to science as far as possible, being encouraged to develop enquiring minds and a methodical approach.

*'By the time children leave standards are above average in English, Mathematics and Science. The proportion of pupils reaching higher levels than expected for their ages is more than found nationally. This is considerable in science.'*

*Ofsted*

## **ICT**

We have a purpose-built ICT suite, with 30 computers fully networked and linked to the Internet, as well as an interactive whiteboard and projector. Each class is timetabled to use the suite, to enable the children to develop their ICT skills and to take full advantage of the latest technology. In addition every classroom is fitted with an interactive whiteboard linked to the main server and the Internet, which teachers use as a valuable teaching and learning resource.

## **RE**

We have adopted the RE syllabus produced by the Diocese of Rochester. It is largely Christian in content and emphasis, although the children are also provided with the opportunity to learn about the other major world religions, namely Hinduism, Sikhism, Buddhism, Islam and Judaism.

*'Parents associate the school's kind and caring ethos with its Christian values and say that their children develop a more thoughtful approach to life because it is a church school... RE is a popular subject... Pupils have a very good knowledge and understanding of Christianity and they are also well taught about other religions.'*

*SIAS (Statutory Inspection of Anglican Schools) Report  
2009*

## **Collective Worship**

Aspects of RE are also covered in the daily act of Collective Worship, which is Christian in character and led by members of staff. Children take part in prayers throughout the day (eg. saying 'Grace' before lunch and a prayer to reflect upon the events of the day before they go home). The Vicar of Bishop Ridley Church visits the school regularly to lead assemblies and the children visit the Church regularly for Harvest, Christmas, Easter and Pentecost and as part of the curriculum. We also invite other individuals and groups to lead worship at various times.

*'In many ways, Christian worship is very important in this school... The quality of worship is good... [Children] say that they enjoy singing the Christian songs and having time for prayer and thinking about God.'*

*SIAS Report*

## **Geography**

Our pupils follow a planned curriculum covering geographical enquiry, learning about places and understanding environmental changes and sustainable development. We hold a European Day in the summer term, when each class looks at various aspects of life and culture in other European countries.

## **History**

In the infant classes history is taught in topics such as 'Toys and Games' and 'Famous People'. In the junior years there are separate topics for each year group: Invaders and Settlers, Ancient Greece, The Second World War, Ancient Egypt, Tudor Times, the Victorians, Tudor Explorers and the Normans. We hold a 'History Week' every year in the summer term, when the

children dress up in the costumes of the period they have been studying and take part in activities and events connected with each period.



*Victorian Day*

### **Art and Design**

We place a great emphasis on fostering creativity through Art. Children study the work of established artists and develop their own artistic skills. Visits to galleries and exhibitions are planned to enrich the curriculum.

### **Music**

From the earliest years our children are taught to listen to and respond to a variety of musical forms, to enjoy and create sounds using instruments and their voices. We have a highly successful handbell group, choir and brass band, as well as offering lessons in strings, woodwind and brass. Our music groups have played at music festivals, civic ceremonies in Bexley, church services and have also toured other schools in the borough, giving concerts and recitals.

### **PE**

All our children follow a programme of physical activity, incorporating dance, games, gymnastics, athletics and outdoor and adventure activities. We have very close links with Charlton FC, who run coaching sessions after school for our junior children. Our pupils have successfully represented Charlton FC in competitions against other teams. We also have dance clubs for all ages and we regularly have Kent Cricket Club run cricket coaching for our older pupils. Pupils in the junior classes have swimming lessons at the local baths.

### **Design and Technology**

Our pupils are taught to develop, plan and communicate their ideas; to work with tools, equipment, materials and components to make quality products; and to evaluate what they have designed and made.

## **French**

All classes have regular lessons in French and year 6 pupils go on a residential trip to France.

## **PSHE and Citizenship**

Personal, Social and Health Education (PSHE) plays a very important part in the education of our pupils. It begins as soon as the children start school, and includes aspects such as learning to live together, the importance of rules, staying safe and healthy, being responsible members of the community (Citizenship), developing good relationships, respecting differences and a basic sex education programme (in years 5 and 6). Since 2005 we have held the Healthy Schools Award.

*‘There is a strong sense of community within the school. The School Council is active and influential... they relish their responsibilities and take them very seriously. Pupils feel safe and secure because of the good relationships that are forged.’*

*Ofsted*

## **Extra-curricular activities**

We provide our pupils with a wide range of out-of-school activities to enrich their education and broaden their interests. These include clubs for football, sewing, cricket, brass, dance, art, choir, handbells, gardening and drama.

*‘Events such as themed weeks, visits and visitors to school and after-school activities successfully add to the richness of the curriculum.’*

*Ofsted*



*Year 6 school journey to Paris – at The Louvre*

## **Educational Visits**

We try to arrange visits during the school year to support work in various subject areas. Venues include the National Gallery, the British Museum,

Greenwich, London Zoo, the Imperial War Museum, Broadstairs, the Museum of Kent Life and the local Environmental Centre at Avery Hill. Parents receive a letter informing them of the trip and requesting a contribution towards the cost. We also organise a week-long residential trip for our Year 6 pupils; venues have included Normandy, Paris and the Isle of Wight.

### **Homework**

From the very start we encourage parents to become involved in their children's learning. We have a home-school reading scheme which operates throughout the school. During the course of year 1 pupils start to bring home spellings and number bonds to learn. The amount of homework gradually increases as children move up the school. By the time they are in the juniors children will be bringing home English and Maths regularly, as well as number bonds and times tables to learn, spellings, reading and research connected with their topic work.

At the start of each term we send out detailed 'topic letters', which outline what is being taught that term and give suggestions as to how parents can support this at home, through suggested activities, visits, websites and so on.

### **Special Educational Needs (SEN)**

There will always be a proportion of pupils who experience some difficulty with aspects of their learning. These pupils are often identified as having Special Educational Needs and as such are entered on our SEN register. They have Individual Education Plans (IEPs) drawn up by their class teacher and the Inclusion Co-ordinator, designed to address these needs within the classroom.

Where the problems are more acute, a child may receive extra help from our Inclusion Co-ordinator. Parents are kept informed of these arrangements, receiving copies of the IEPs and being able to come into school to discuss their child's progress. It may become necessary to involve external agencies (eg. Assessment Teachers, the Speech and Language Therapist, English Language Support teachers) and, in a few cases, for the pupil to receive a 'Statement' of their educational needs, when the Local Authority will become involved and funding for additional support may be provided.

*'All pupils have the same opportunities, whatever their backgrounds or abilities. As a result, pupils with specific learning needs and those who learn English as an additional language make similar progress to others. .*

*Ofsted*

### **English as an Additional Language (EAL)**

Where pupils' understanding of English is weak, additional support is sometimes provided by the LEA. The child will follow a basic programme to help them to grasp the basics of the English language as quickly as possible and to support them with their class work.

## **Equal Opportunities**

Bishop Ridley operates an Equal Opportunities policy in accordance with Local Authority guidelines, which aim to give all children equal access to learning and equality of opportunity and treatment in all areas of school life.



*The Courtyard*

## **The Organisation of the School**

Up until 2009 we admitted one-and-a-half classes each year, which we organised into mixed age classes. However, for the past three years the school has been over-subscribed and we have reverted to being two-form entry, that is, admitting 60 children in reception. We now have two full classes in the reception year, year 1 and year 2. Where we have mixed age classes (ie. in years 3 to 6), we arranged it so that there are three parallel classes across two year groups (eg. three classes of years 3 and 4, and three classes in years 5 and 6). Their teachers share planning to ensure that the needs of all the pupils across the age and ability range are met. They follow the syllabus of the older age group where it is practical to do so, to ensure that the older children are not held back. It also enables subject specialist teaching to take place.

The curriculum is thoroughly planned and teachers use a variety of methods to teach it. The methods used (such as whole class or group teaching) depend very much on the lesson content and on the needs of that particular group of children. Children with special needs usually have work differentiated for them (mostly in Literacy and Mathematics) and the more able pupils are given extension activities or set more challenging tasks wherever appropriate. Teachers are supported by a team of Teaching Assistants, who work with small groups and individuals within the class.

## Discipline

*'Pupils' behaviour is exemplary and, along with their good attitudes and enthusiasm, is a major factor in their good achievement.'*

*Ofsted*

Bishop Ridley CE Primary School has a Code of Conduct, which has been drawn up by staff and children. There are eight clear and all-embracing rules, which we expect all children to know and follow:

*We respect our school and everyone and everything in it  
We walk around the school quietly and sensibly  
We listen when someone is speaking to us  
We always do our best at things we have been asked to do  
We consider the safety of ourselves and of others  
We try to include others in what we do  
We tell the truth  
We follow our Code of Conduct.*

We also have agreed procedures for dealing with cases of bullying and other serious misdemeanours.

*'Relationships are good and pupils behave exceptionally well... Pupils respond very well to the strong Christian moral and spiritual teaching... The school is preparing the children very well to become responsible citizens by encouraging an ethos of respect for others.'*

*SIAS Report*

## Rewards

Children are rewarded with stickers in the infants and stamps in the juniors. These are awarded for good behaviour, positive attitudes, effort, good work, helpfulness, politeness and so on. When a child has acquired a certain number of stickers or stamps he or she receives a certificate in our 'Achievements Assembly' (held every Friday) to which parents are invited. Good work is also shown at this assembly, and other successes and achievements are celebrated.

We have a 'pupil of the week' award in each class and teachers also choose one particular child every term who has excelled in some way to receive a special termly award. As a reward children are able to use their 'Club Lounge' at breaktimes.

We encourage the children to take responsibility for their own actions and to treat everyone and everything with respect. We celebrate achievement and success, but also encourage effort and children to do their best. We stress the positive aspects of behaviour and make clear the unacceptability of anti-social behaviour.

*'The children are courteous, lively and enthusiastic and behaviour is excellent in lessons and in the playground.'*

*Ofsted*

## **Sanctions**

When a child breaks a school rule they receive warnings, will be 'told off' and may miss some or all of their playtime. For serious misconduct they may miss several playtimes or be sent to the Head or Deputy Head Teacher. Where this bad behaviour persists, parents will be notified and called into school to discuss their child's conduct. A home-school contact book may be set up, providing daily communication between the class teacher and parents. If there is no improvement then external agencies may be called in and, as a last resort, the child may be excluded from school.

*'Pupils' good personal development is evident in their outgoing, friendly nature and positive relationships. They feel safe from bullying. They are considerate and accepting of differences in others' social, religious and cultural backgrounds.'*

*Ofsted*



*Vikings behaving badly*

## **School teams and events**

When they join the school all children are put into one of four teams or houses: Romans (Red), Normans (Blue), Saxons (Yellow) and Vikings (Green). These are led by house captains in Year 6. The teams are used on sports days and other special occasions when the children are able to represent their team, as well as for the termly achievements award.

## **School Uniform**

All children are expected to look smart at all times and to wear our school uniform:

*Burgundy sweatshirt*

*Grey trousers/skirt*

*White polo shirt*

*White or dark socks/tights (not black socks for girls)*

*Black shoes (no high heels, boots or trainers)*

In the summer girls may wear white and pink check dresses and white sandals (not open-toed). Girls are also allowed to wear school regulation trousers.

For PE and games children wear:

*White t-shirt*

*Burgundy (or another plain colour) shorts*

*Black elasticated plimsolls*

*(trainers may be worn only for outdoor PE)*

The PE kit should be kept in a different bag from the one in which books are carried. Plastic carrier bags are not allowed. Children also need an art apron - an old adult-sized shirt will do. The school uniform is currently available from Matthews School Shop, 33 Upper Wickham Lane, Welling, although we are looking at sourcing a new supplier for the next academic year (ie. 2012/13).

### **Jewellery**

No jewellery should be worn. Only studs are allowed for ears and a child must be able to take these out or cover with a plaster for PE and games. They must remove all jewellery when swimming. Staff are not allowed to remove studs or apply plasters. Similarly, the wearing of long beads and braids in the hair is not permitted during PE lessons. This follows the Borough's Health and Safety Guidelines.

### **Personal Belongings**

We provide all the necessary stationery equipment such as pencils, pens and rulers. Older children often bring their own writing implements in a pencil case. No other personal belongings (eg. toys) should be brought to school unless specifically requested by the teacher.



*Sponsored 'Toddle Waddle' by the Nursery children to raise money for the Meningitis Trust*

# The School Day

## Nursery

The morning session starts at 9am and finishes at 11.30am. The afternoon session starts at 12.40pm and finishes at 3.10pm. When the doors open parents bring their children into the nursery, where they are met by the nursery staff. The children are collected from the same place. No child is allowed to go with an unrecognised adult.

## Infants

School starts at 8.50am. Children wait with their parents in the front waiting area until the doors are opened at 8.45am, when they line up and go to their classrooms. All children must be in class by 8.50am. School finishes at 3.15pm, when the children leave by the doors at the front of the building. They will only be allowed to go with an authorised adult.

## Juniors

School starts at 8.50am. Children wait in the junior playground from 8.40am until the doors open at 8.45am, when they line up and go to their classrooms. All children should be in class by 8.50am. School finishes at 3.20pm, when the children leave by the doors at the front of the building to be collected or to go home by themselves.

Children arriving after 8.50am must report to the office where they will be signed in. Parents collecting children are asked to wait in the front waiting area.

## Mid-morning break

Children are able to have milk at this time. It must be ordered termly and parents are sent forms at the end of the preceding term. Infant children are able to bring in a drink of their own if they do not take milk (nothing fizzy). This should be in a carton, plastic bottle or flask, not in a glass bottle. Water is available from the drinking fountains around the school. Infant children are provided with a piece of fruit at mid-morning break (as part of a Government-funded scheme). Junior children are also encouraged to bring in fruit to eat at morning break time.

## Water bottles

All children are allowed to bring in a water bottle (the sports type, which will not spill) which they keep in their classroom and which are refilled when necessary. They have access to these during class time, to prevent dehydration and to aid concentration (in theory).

## Lunchtimes

Children can either have a hot meal or bring a packed lunch. A drink of water is offered to all children, although the children may bring in their own drink in a suitable container (nothing fizzy). The midday supervisors encourage the children to eat their lunch; if there is a problem with your child not eating properly then we will inform you.

School meals must be paid for on Mondays. Children may only change from packed lunch to school meals at the half term or end of term break. If your child is late and requires a school meal then the office must be informed by 10am, when the meals have to be ordered.

## **Pupil Health and Welfare**

*'Good care and support is based firmly on the values that the school promotes... pupils learn to value and respect others. Arrangements for safeguarding pupils are robust.'*

*Ofsted*

### **Medicines**

The school cannot administer antibiotics or any other medicines. If your child needs these then you or a named representative must come into school and administer the medication yourself. We will supervise the use of asthma inhalers or any other medication which a child may need for a diagnosed permanent medical condition. In this case a medical plan will be drawn up with the School Nurse.

Such medication (including inhalers and epipens) must be clearly labelled with the child's name and accompanied by a letter explaining their use and dosage. Parents are responsible for checking to see if the medication needs replacing. Inhalers for infant children are kept in the office; those of junior children are kept in their classroom. All other medication is kept in the school office. Staff receive regular training by the School Nurse on the administering of such medication.

### **First Aid**

We have staff qualified to administer First Aid. All accidents are recorded. If your child bumps their head then parents are informed at the end of the school day. If a child is injured or unwell they normally stay at the first aid station or are sent to the school office. If we think they are unfit for school then we will contact you or a named representative and ask you to come and collect them as soon as possible. If your child has been physically sick, please keep them off school for at least 24 hours to ensure a full recovery.

### **Emergency Contact with Parents**

The school office keeps a record of home telephone numbers and other emergency contact numbers in case we need to get in touch with parents urgently. Please make sure you keep us informed of any changes.

### **The School Nurse and EWO**

We have a visiting School Nurse who is always willing to help and advise on any problems you may have regarding your child's health and development. She organises medical examinations and draws up medical plans for individual children. Dental inspections and hearing tests also take place occasionally. The Education Welfare Officer (EWO) also visits the school regularly to check on attendance and punctuality.

### **School Security**

All external doors are locked during the day. Visitors and parents must report to the school office to sign in if visiting during the school day. Latecomers should also report to the office to be signed in and not try to get in by one of the other doors. Staff are instructed to approach and challenge any unauthorised person on site. For security reasons all visitors to the school

must sign in and out and wear an identity badge. The whole school is protected by CCTV, with video cameras in operation 24 hours a day.

### **Smoking**

All visitors are requested not to smoke anywhere on the school site (including outside) as we operate a strict no-smoking policy.

### **Road Safety**

We have occasional visits by members of the Road Safety team, who talk to the children about all aspects of road safety. We hope that parents will encourage their children to walk to and from school in safety, using the designated footpaths and crossing points. We ask parents not to park on the zigzag lines outside the school or across residents' driveways. Also, please do not drive onto the school site.

### **Absences**

If your child is absent from school please notify the school by 'phone or in person on the first day of absence. The absence should be confirmed by letter when your child returns to school, detailing the exact nature of the illness. This will be recorded as an 'authorised absence'. Holidays during term time are not authorised. A record of all unauthorised absences is kept and included in the end of year report, as well as being published in the school prospectus. The EWO visits the school regularly to monitor attendance and to follow up any persistent or regular absences.

### **Registration**

All children should be in school by 8.50am, with the exception of the nursery, which starts at 9am. Children arriving after this time should report to the office, where they will be marked in as late. We encourage the children to be on time for school as the first part of the morning is an extremely important part of the day, getting the children settled and introducing work.

## **Parents and the School**

*'The school works in good partnership with parents.'*

*Ofsted*

### **Parent helpers**

Many parents and relatives come into school regularly to help with activities such as reading and swimming. Please contact your child's teacher if you are able to offer your time or talents on a regular basis. Such help is always greatly appreciated by both staff and children. All adult helpers are police checked; forms are available from the school office.

### **Open Evenings and Reports**

You are invited to meet your child's class teacher in the Autumn term. A longer session (10 minutes) is offered in the Spring term, when you are able to see your child's work and discuss their progress in detail with the teacher. End of year reports are issued in July and parents are able to come in informally to discuss any issues raised by them. If you have any concerns or queries in the meantime, please make an appointment to see your child's

teacher in the first instance. Appointments with the Head Teacher or Deputy Head Teacher may be made via the school office.

### **The Friends of Bishop Ridley School Association**

All parents become members of the Friends of Bishop Ridley Association when their child joins the school. Many fund-raising events are organised throughout the year by the Committee of Friends, who are always looking for new members. Events include children's discos, boot sales, inflatable days, the Christmas Fairs, pamper evenings, craft fairs and quiz nights. Money raised goes towards buying items and equipment which benefit all the children. Recent purchases have included a contribution towards the cost of new pergolas in the playgrounds, subsidising school trips, playground equipment and books for the library.

### **Charging and Remission Policy**

Where an activity takes place during school time and costs money, parents are invited to make a voluntary contribution towards the cost. We may have to cancel the activity if not enough is contributed. We also ask parents for a nominal payment of £5 to cover the cost of lost or damaged books.

### **Adverse Weather Conditions – Emergency School Procedures**

In the event of adverse weather conditions preventing the school from opening, a notice giving information will be displayed at the school gate in Northumberland Avenue and in the front playground. A message to this effect will also be put on the answering machine and on the Bexley website ([www.bexley.gov.uk](http://www.bexley.gov.uk)).

### **Complaints Procedure**

Complaints under Section 23 of the Education Reform Act of 1988 relating to the Curriculum and Religious Worship should be made initially to the Head Teacher in writing.

### **Attendance**

We are required to publish the overall pupil attendance level for the last full academic year:

Percentage of sessions of authorised absence	5.3%
Percentage of sessions of unauthorised absence	0.98%
Overall attendance rate	93.7%.

Our attendance target for 2011/2012 is 95%. Unauthorised absences were either for taking more than 5 days' annual leave or where the school was not notified of the reason for a child's absence.

### **Community Links**

As a Voluntary Aided Church of England school we have close ties with our local church, Bishop Ridley, on The Green. Services are held at the Church at various times of the year (eg. at Harvest, Christmas, Easter and Pentecost) and classes visit the church to support the RE curriculum and take part in services.

Bishop Ridley School has very close links with local groups and secondary schools, as well as the Police and Pupil Health and Welfare Services. We are also a partnership school with Bexley Grammar School, which has specialist status as a Language College, and with Hurstmere School, which has specialist PE status. We also have close ties with Charlton FC and Kent County Cricket Club.



*Our Nursery snowman*

### **National Curriculum Assessment Results**

Pupils in years 2 and 6 take national tests (known as SATs). The results for 2011 were as follows:

#### **Key Stage 1 (Year 2)**

Reading	82% level 2 and above	22% level 3
Writing	81% level 2 and above	20% level 3
Maths	96% level 2 and above	29% level 3
Science	90% level 2 and above	10% level 3

#### **Key Stage 2 (Year 6)**

English	85% level 4 and above	32% level 5
Maths	89% level 4 and above	47% level 5
Science	91% level 4 and above	36% level 5

These results represent an improvement on the previous year for Key Stage 1 and a sustained high standard for Key Stage 2.

### **The Governing Body**

The Governing Body of Bishop Ridley CE Primary School is made up of two elected parent governors, three elected staff governors, one LA appointed governor and nine Foundation Governors (including four parents) appointed by the Church. The full Governing Body and its committees meet regularly to oversee the running of the school and to play an active role in its development. A list of Governors is available from the school office.

*'Governors provide good support. They know the school very well and have taken action to help the school improve. There is a shared drive to improve standards.'*

*Ofsted*

Unless otherwise stated, the information given in this brochure relates to the school year 2011/2012. Every effort has been made to ensure that the information was correct at the time of publication (Autumn 2011).

In conclusion, I hope that you have found this prospectus informative and helpful. If you have any queries please do not hesitate to contact the school, where the office staff will be only too pleased to help you. I look forward to welcoming you and your child to Bishop Ridley Church of England Primary School.

Steven Hall and Alice Early  
Head Teachers



*World War Two theatre workshop*