

# Ramshaw Primary School



## School Brochure 2024-2025

## Ramshaw Primary School

At Ramshaw School, everyone feels safe and secure and there are clear boundaries set for our children that are clearly communicated and consistently reinforced.

At Ramshaw School we want learning to be central to everything that we do (children *and* teachers) and is challenging, rewarding and fun; and where we can bring laughter and enthusiasm.

At Ramshaw School teachers discuss the learners regularly and help one another to improve on their own and their pupil's performance.

At Ramshaw School, children are equipped with a sound knowledge of literacy, numeracy and life skills to prepare them for the next stage of their life journey.

At Ramshaw School, children are given the opportunity to develop their own creativity, which is applauded at every turn. New ideas and concepts are explored and celebrated to develop and extend each pupil's interest and appreciation.

At Ramshaw School, there is a well-motivated teaching and support staff where all feel safe when voicing their opinions and where all are given the chance to succeed without worrying too much about the consequences if attempts to achieve excellence go wrong.

At Ramshaw School, all individuals will be given the opportunity to grow personally, socially and academically and there is an overwhelming sense that a high level of self-esteem pervades the school. The children enjoy their experiences and speak highly of their school. Parents, governors and other friends and supporters are proud of the school and will actively seek ways of helping us achieve our vision to continue to be a truly outstanding place for learning and teaching. Parents and carers are kept well informed and are keen for their youngsters to come to the school.

At Ramshaw School, the Head and teachers always try to seek out new avenues for making the learning more exciting and relevant through the innovative use of new technologies, utilising adults other than teachers and out of school opportunities in the home and the outside world. The environment for learning is excellent, providing state of the art facilities within a lovely setting, which consistently adds value to our pupils' anticipated levels of achievement.

At Ramshaw School, other cultures are understood and embraced for their richness and diversity and are seen as yet another learning opportunity. Our pupils are taught the languages and the skills required to our ever shrinking world. Everyone comments upon the positive welcome they receive at the school and are keen to spread that message into the wider community. The local community offer up positive comments about our pupils' smart appearance and conduct on the streets and on public transport.

At Ramshaw School, everyone associated with us is encouraged and keen to play a part in our journey whether it be large or small. Respect for the individual is obvious to all who come into contact with us and instances of disrespect are not accepted.

Ramshaw School is a happy and achieving school and people sign up to our vision with pleasure knowing that they are much richer for having been associated with our school.

RAMSHAW PRIMARY SCHOOL  
OAKS BANK  
EVENWOOD  
BISHOP AUCKLAND  
CO. DURHAM.

SCHOOL NO. 2409

Head Teacher: Mrs. L. Sturrock  
Telephone: 01388 832411  
Email: ramshaw@durhamlearning.net  
Website: [www.ramshaw.durham.sch.uk](http://www.ramshaw.durham.sch.uk)  
Parent app: <https://www.classdojo.com/>

**Staff**

**Points of Contact/Staff List**

Mrs. Sturrock	Head Teacher/Class Three Teacher
Mrs Colegrove	Deputy Head Teacher/Early Years Coordinator/Class One Teacher/SENCo
Mrs. Stewart	Higher Level Teaching Assistant
Mrs. Wheatley	Class Three Teacher.
Mrs. Flatters	Class Two Teacher
Miss Cummings	Teaching Assistant
Mrs. Heighington	Teaching Assistant
Miss Jackson	Teacher Assistant

**Non-Teaching Staff**

Mrs. D. Webb	School Secretary
Mr. I. Newsome	Caretaker
Miss D. Hook	School Cook
Mrs. J. Buckle/Mrs. D. Webb	Supervisory Assistants

**School Governors**

Mrs. L. Sturrock  
Mrs. D. Colegrove  
Mrs. K. Stewart  
Mr. J. Cosslett – Chair of Governors  
Mrs. D. Howe  
Mrs. A. Marshall  
Mrs. R. Bogle  
Rev. B. Whitley  
Mrs. R. Watt

**Foundation Stage/Key Stage 1**

This area is particularly spacious with areas of learning designated to meet the requirements of both Key Stages. These are set within a well resourced, colourful and stimulating environment. All pupils have access to a wide range of quality equipment, structured to develop not only social but also academic progress. The room is equipped with 2 smart screens which are used throughout the whole curriculum.

## **Lower Key Stage 2**

This room is comparatively small but well equipped for all curriculum subjects. There is 1 smart screen in this classroom.

## **Upper Key Stage 2**

This room is larger, suitably organised and well equipped to satisfy the needs of the older pupils. Again pupils and staff have the use of a smart screen.

## **School Hall**

The hall is multi-purpose and is used for P.E. activities, assembly, lunches and breakfast club. The hall also has a smart screen and is used as a reserve classroom.

## **External Environment**

Class 1 pupils have access to a well equipped outdoor area. All pupils have access to a small front garden which they have been involved in planting; a large yard and a very large field. Pupils are supervised at all times and encouraged to take part in team games and other activities. At lunchtimes the two supervisory assistants organise games and encourage participation.

## **Wet Playtimes**

During wet playtimes pupils are accommodated in school, supervised at all times and have access to a range of games/books and activities.

The internal and external environments play an important part in school. The building though small and built in the early 1900's is well maintained and decorated providing pupils with a rich, highly colourful and motivating environment. Displays are used to aid their learning and encourage independence.

All areas of the curriculum are represented with emphasis being placed on children's own work forming a large percentage of the displays.

## **The School Day**

School starts at 8.50 a.m. (pupils should not be in the yard before 8.40 a.m.)

Morning break for all pupils is 10.30 a.m. until 10.45 a.m.

Lunch break starts at 12.00 noon for infant pupils. The lunch break and afternoon break vary for older pupils in order that KS2 pupils receive 30 minutes extra teaching time per day. All pupils finish at 3.20 p.m. and leave together.

## **School Rules**

An orderly atmosphere is necessary to have a happy school. Our school rules are few and mainly concerned with keeping order, preventing accidents, raising self-esteem and confidence. The school discipline system is based upon rewarding good behaviour, helpfulness, politeness and hard work. We hope that for the majority of pupils this will encourage positive attitudes and self-image.

In instances where a pupil breaks the school rules, behaves badly, or has conflict with another child we adopt the 'Restorative Approach' which allows children to be in control of their own reflections of their behaviour. This is facilitated by an adult but the children involved lead the conversation.

Parental support is especially helpful in unusual circumstances and difficulties. Parents are informed in writing and invited in to be made aware of any problems or misbehaviour and discuss the situation with the Head Teacher and any staff concerned.

## Award/Merit Systems

Pupil of the Week - Awarded by the Class Teacher for academic, personal or social excellence. A certificate and medal are presented to the child during Friday assembly.

Class Dojo – Staff award pupils with Green Dojos for good behaviour

A termly prize and certificate is given to the most deserving pupil for each class. At the end of each year a trophy is given to the 'Pupil of the Year from each class and one Year 6 pupil who it is felt, has contributed most towards maintaining high standards in all areas of school life and within the Community is awarded our Vi Price trophy.

## Pupil Safety

Again, with your child's/children's safety in mind, we have bad weather arrangements, where in the event of the school having to be closed due to heavy snow falls, you will be contacted on your mobile phone via the school's Teachers2Parents facility .

If the school is closed during inclement weather, the information will also be posted on the school website at [www.ramshaw.durham.sch.uk](http://www.ramshaw.durham.sch.uk). Local radio stations will also carry the news.

Vehicle access is restricted, as is entry to the school. All visitors should report to the Head Teacher/School office please. Staff should be informed of any deviation from the normal arrangements for collecting individual pupils at the end of the afternoon session. Children may only be collected by a parent or any other known adult, named by the parent.

To facilitate the smooth, efficient dispersal of children from school at the end of the day it would be appreciated if all parents would personally come onto the school yard to collect their child/children from the Class Teacher. **We ask parents of Class 1 children to come forward** so their child can see them. This helps to ensure that no child is mistakenly collected by an unauthorised person.

In the case of accident or illness parents are informed, with staff, in the meantime, taking any necessary appropriate action.

## Uniform

As you know, the wearing of school uniform emphasises a sense of equality, belonging and purpose and we are always very grateful for the support of all parents in making sure that our children maintain the highest standards of dress and behaviour.

### **Our standard uniform is:**

- black/grey trousers/skirt
- white/light blue shirt or blouse
- a royal blue jumper/cardigan, or the school sweatshirt with a logo on the front.
  
- black shoes

These are available to order from [www.totstoteams.com](http://www.totstoteams.com)

### **For P.E:**

- a blue logo T-shirt from [www.totstoteams.com](http://www.totstoteams.com)
- a blue school P.E bag from [www.totstoteams.com](http://www.totstoteams.com)
- a pair of black gym shoes or trainers
- black shorts

Please can we ask that all uniform is clearly marked with your child's name.

Children should come to school dressed in their PE kit on PE and after school club days.

Please note in particular, that make up and jewellery should not be worn in school (except small studs) and we may need to ask children to remove ear-rings that could distract or catch on clothing. We would also ask that if parents are planning for their children to have their ears pierced, that this could happen over a holiday period so that their child can continue to take part in P.E.

### **Lost Property**

Unfortunately from time to time items of clothing/belongings may be lost or damaged on the school premises. Whereas the school endeavours at all times to safeguard all such items, it cannot accept responsibility for loss or damage. This is in line with School and County Policy. We find that clearly marking items of clothing and uniform solves most problems.

### **Absences**

If your child is absent, you should inform the school office either by telephone by 8:45 a.m or by email at [ramshaw@durhamlearning.net](mailto:ramshaw@durhamlearning.net) . After 9:30 am the school secretary will contact you if you have not made contact. If you know that your child will be absent on a future date, for example for a medical or dental appointment it would be helpful if you could let us know before the absence. Please see our Essential Attendance Information for more details.

### **Legal requirements regarding absences**

Due to the legal regulations for the marking of attendance and meals' registers, would you please note the following: -

### **Attendances**

Any child coming into school:

- Between 8.55 a.m. and 9.10 a.m. will be considered late and given a late mark.
- After 9.10 a.m. will be counted as absent and marked accordingly, unless a satisfactory explanation is given, either by email or telephone.
- Exceptions will be where a child has been taken for a medical appointment and a note has been sent to the school or a telephone call made, informing the staff that the child is expected to come to school. This mark will be granted as an authorised absence. However, if your child comes to school and is then taken out to keep an appointment, they will be given their mark.

All other absences, where no message of any kind, is received, are counted as unauthorised absences.

For your guidance – as it is now a legal requirement to state the number of Unauthorised Absences, i.e. absences for which no valid explanation, either by a telephone call, parental visit or letter has been given, it is vital for you to provide the requested explanations, otherwise truancy could be suspected and the Educational Welfare Officer called in to investigate. Word of mouth by another child is unfortunately not acceptable.

Authorised absences are essentially all those which are not attributed to truancy i.e. due to:-

- Sickness, medical, dental appointment or unavoidable cause.
- Religious observance by religious body to which parents belong.
- Failure of school transport involving children living over 2 miles away from school, (this only applies to children who travel on free school transport provided by the Local Education Authority).
- An approved public performance/holiday.
- Death of a close member of the family.

There is a legal obligation to provide the Department for Education at the end of each term with the total number of unauthorised absences, as a percentage of total possible attendances and the total of absentees, as a percentage of whole school roll. Pupil numbers are based on the number of pupils on roll at the beginning of term.

### **Breakfast Club**

Breakfast club is held in school each day from Monday to Friday from 7:45 a.m. - 8:40 a.m. at a cost of £2.50 per day.

### **School Meals**

A free school meal is available to all Reception/Year 1 and Year 2 children. From September 2024 the cost to Key stage 2 children is £2.81 a day unless they are eligible for Free School Meals.

We have a two choice menu available to parents who would like to take advantage of this and parents and children are asked to make their choices together for the term in advance. The menus are reviewed regularly with input from our Pupil Council.

Application forms for free meals are available from the school office. Children who bring sandwiches have a drink of water provided for them. To facilitate registration of School Meals it is requested that the children only change from school meals to sandwiches and vice versa upon receipt of a written request received 2 weeks before a half term/end of term holiday period.

At the beginning of each half term you and your child/ren are requested to decide whether they will take a school meal or bring a packed lunch. **That decision stands for the whole of the half term, but can be changed, if wished at the beginning of the following half term.**

It must be once again stressed that it is very important for dinner numbers to be absolutely accurate, as there are few allowances for error. Therefore, if you are taking your child for any kind of medical appointment, we must be informed, either in writing or by telephone, by 10 a.m. whether the child will be coming to school or not.

If you tell us that your child will be coming to school and needs a meal, that meal will be ordered. However, if you don't then bring the child to school and the meal has been ordered it will waste food. Similarly if you don't inform us that you will not be bringing them to school after the medical appointment, no meal will be ordered or provided. If in doubt about the time a medical appointment will end, it is best to give the child a packed lunch, or keep them at home for lunch, that day.

### **Admission Arrangements**

Parents wishing to visit the school prior to applying for a school place should make an appointment with the Head Teacher.

Parents who wish their child to be admitted to the reception class should complete the application form found [at https://www.durham.gov.uk/article/2190/Apply-for-a-primary-school-place](https://www.durham.gov.uk/article/2190/Apply-for-a-primary-school-place) . It should be completed no later than 15<sup>th</sup> January prior to the September in which your child is due to enter Reception.

### **Pre-School Attendance (New starters)**

Parents of new pupils are invited to bring their children to school during the Summer Term prior to them commencing in September. This enables the children to meet the Class Teacher and future class members, and the parent is informed of the general routine etc. by the Head Teacher.

### **School Visits**

From time to time children go out of school, sometimes locally in the village and the surrounding area and at other times to places of interest, possibly connected with a project or an investigation that they are making. If it is a visit to be made that involves travelling by coach we would ask parents for their permission and to sign an indemnity form, as well as asking possibly for a contribution to the cost.

### **Charging**

The school does not charge for activities undertaken in school time. Donations are requested towards the cost of school visits but we do try to subsidise all visits through monies raised by sponsored events and other fund raising activities.

### **Parental Co-operation**

Staff would appreciate parental co-operation in ensuring that homework is completed and returned on time. Parents are requested to support their children's reading development by hearing them read their Reading Books on a regular basis at home in the evenings and over the weekends and holidays. All children have a homework diary which is a way of parents and teacher's communicating about homework.

The school has separate policies on Homework and Home School Agreements, copies of which are available on request.

### **Parental Help**

Any parent who feels able to offer their assistance in any way is more than welcome to come along and help throughout the school whenever possible. Areas of assistance would include helping to hear young children read, baking with groups of children, supervising art work, general repairs of books and equipment, work with children using the computers etc.

### **Extra Curricular Activities**

The pupils are able to take part in a number of extra curricular activities the nature of which change at different times of the year. Some of those held regularly are – Football, Team Games, Variety Club, and Archery.

### **National Curriculum**

During a normal school week the hours spent in teaching are:-

Reception/KS1 – 21 hours 40 minutes.

KS2 - 24 hours 10 minutes.

The foundation stage curriculum consists of early learning goals in 7 areas of learning which are:-

- English
- Personal, Social and Emotional development.
- Communication and Language
- Maths
- Understanding of the World.
- Physical Development.
- Expressive Arts & Design

Teaching and learning will take place in many different ways – playing (they think they are playing – we know they are learning!), singing, story, rhymes, games, as well as written work. Topics are carefully planned to provide a broad and balanced curriculum. We aim to stimulate



their learning through exciting activities and the provision of a wide variety of experiences – children learn best if they are enjoying their learning. Your child will not only have fun but will also develop skills and knowledge at a pace appropriate to their stage of development.

In the Reception Class children are encouraged to develop their natural curiosity, to discover their own talents, become more independent, more confident and will be taught by enthusiastic staff, experienced and motivated to do the best for your child.

### **Key Stage 1**

Pupils are given a thorough grounding in the basic skills of English and Maths through appropriate use of materials and activities. Lessons are taught in all core and foundation subjects with ICT being an integral part of each one as well as being taught as a discrete subject.

### **Key Stage 2**

Existing skills will continue to be expanded and developed in all subjects to ensure that each child achieves his/her full academic, physical and social potential. Full English and Maths Strategy lessons are in place in all classes and are being followed to ensure continuity and progression throughout the whole school.

We use the 2/3 year curriculum plans for mixed year groups.

PSHCE is taught through collective worship, incidentally across subject areas and through Votes for Schools which gives pupils a voice.

From May 2021 the school will teach to the new RSE curriculum

At all times each child's work is matched to his/her ability, but the pupils are encouraged to develop at a challenging pace without being placed under undue pressure.

All children's work is continuously monitored and assessed to enable staff to move them through the required levels of the National Curriculum in each subject. It is necessary for each child to become proficient at each level in turn, before they are able to progress through the following level. This can only be satisfactorily achieved if the child is given the appropriate work matched to their ability and the opportunity to make sound progress.

### **SATS and Reporting**

In line with Government Policy the children are given a series of Standard Attainment Tests (SATS) and Teacher Assessments at the end of the work covered in Key Stage One (KS1) when they are seven years old. Another set of tests is given at the end of Key Stage Two (KS2) when the pupils are 11. The results of these tests, together with the teacher assessments are reported to parents on an annual basis as follows:-

Written reports for all pupils, stating curriculum achievements in line with National Curriculum requirements and general progress, are sent out at the end of the Summer Term.

Near the end of the Spring Term, all parents are invited to come to school to discuss their children's work and progress. A duplicate copy is kept at school. When the children transfer to the Comprehensive School at the end of Year 6, the duplicate reports are sent along with their records. Termly reports are sent to parents at the end of each term, showing how their child is achieving compared to national expectations

A further Parents Afternoon takes place in the Autumn Term, at which the teacher discusses the expectations of the school with regard to the pupil's academic/social/moral and cultural development and the expectations the school has regarding parental support and involvement.

Drop in sessions for parents to call in to discuss their children with staff are arranged half termly.

### **Baseline Assessment**

In line with other Durham schools Reception pupils are assessed during their first half term. This assessment enables staff to monitor the skills and knowledge pupils already have when they join our school and to monitor their level of development over the reception year. This assessment is carried out at the following times:

- at the start of the reception year.
- at the end of the reception year.
- continuous assessment against the Foundation Stage Profile.

The assessment is not threatening and is carried out during a normal day, through games and observation by staff and is used to provide appropriate activities and teaching for pupils. The results are reported back to parents towards the end of the Autumn Term at Parents Afternoon. Suggestions are given for strategies to use with their child at home to aid their learning.

### **RE/Collective Worship**

The school is non-denominational but Religious Education is provided for in accordance with the County Agreed Syllabus. An act of collective worship of broadly Christian beliefs is carried out daily within the school. Parents have the option to withdraw their child from RE activities and collective worship. Local clergy lead some acts of collective worship.

### **Relationships and Sex Education**

At Ramshaw Primary School RSE is taught within the personal, social, health and economic (PSHE) education curriculum. Biological aspects of RSE are taught within the science curriculum and other aspects in religious education (RE).

As part of the science and health education curriculum pupils in Year 5 and 6 receive puberty and sex education sessions which will be supported by the use of the school nursing team.

Relationships education focuses on teaching the fundamental building blocks and characteristics of positive relationships including:

Families and people who care for me:-

- Caring friendships
- Respectful relationships
- Online relationships
- Being safe

At Ramshaw Primary School, the above areas of learning are taught within the context of family life taking care to ensure that there is no stigmatisation of children based on their home circumstances ( families can include 2 parent families, single parent families, LGBT parents, families headed by grandparents, adoptive parents, foster parents/carers amongst other structures) along with reflecting sensitively that some children may have a different structure of support around them (for example: looked after children or young carers).

### **Swimming**

In order to enable as many children as possible to learn to swim, Key Stage 2 children take part in swimming lessons at various times during their school career. At present some children go swimming on Thursday afternoons. It is advisable that they wear a coat with an attached hood, or wear a separate hat to prevent them catching cold when they leave the baths with wet or damp hair.

### **Resources**

There are computers in each classroom and interactive whiteboards with programmes covering all subjects of the National Curriculum suitable for each year group. These are accessible throughout the whole of the school day.

Pupils also have access to 30 laptop computers, iPads and tablets.

### **Special Educational Needs**

Some children have significantly greater difficulty than the majority of children of their own age. Some children may have a disability which either prevents or hinders them from using the usual educational facilities provided in the school. Other pupils may be very gifted in one or more areas.

Children who fall into any of the above categories are considered to have “Special Educational Needs” and special educational provision must be made for them.

The School SEND Information Report provides a comprehensive breakdown of the approaches and strategies that we use in school. This can be found at our school website on;

<http://www.ramshaw.durham.sch.uk/send/introduction/>

### **General Information**

Parents are welcome to visit the school at any reasonable time but should you wish to discuss any matters of importance please make an appointment with the Head Teacher first.

The Governors will follow the Local Education Authority’s guidelines about the Complaints’ Procedure concerning the Curriculum and Religious Worship. These are available from the Head Teacher upon receipt of a written request.

Parents wishing further knowledge of these procedures and any other documentation may visit the school where they will be available for consultation. This includes divorced parents with joint legal custody, a separated parent, a legal guardian, a foster parent or a Local Authority or voluntary organisation in which parental rights have been vested.

Please note that the initial request for consultation should be made to the Head Teacher. Visits of this nature will require an appointment.

Your interest in the school is welcomed, and should you feel that you can help in any way, such as demonstrating any skills you may have, listening to children read, helping in the preparation of materials etc., please come along and offer your service. Should you have any queries about this information please don’t hesitate to contact us for an explanation.

All visitors to the school, on whatever business, are requested to initially consult with the Head Teacher.

It should be appreciated that this information is correct at 1<sup>st</sup> September 2024, but it must not be assumed that there will be no changes affecting the relevant arrangements before the start of or during the school year in question.

### Extended Holidays

In line with Durham Local Authority Guidance and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, **leave for pupils during term time is not authorised under any circumstances.**

The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

Head teachers may now only grant leave in term time where the circumstances are exceptional, for example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- A parent is on leave from an Armed Service.

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have lead you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the school website. The Head Teacher will then make a decision, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

The dates for the duration of terms and half terms in the school year September 2023 – July 2024 are as follows:-

	<u>Closing Date</u>	<u>Re-open for Teaching Purposes</u>
<b>September 2024</b>		Thursday 5 <sup>th</sup> September
<b>October 2024</b>	Friday 25 <sup>th</sup> October	Monday 4 <sup>th</sup> November
<b>Christmas 2024</b>	Friday 19 <sup>th</sup> December	Tuesday 7 <sup>th</sup> January
<b>Spring Half Term 2025</b>	Friday 21 <sup>st</sup> February	Monday 3 <sup>rd</sup> March
<b>Easter 2025</b>	Friday 11 <sup>th</sup> April	Monday 28 <sup>th</sup> April
<b>May Day 2025</b>	Monday 5 <sup>th</sup> May	
<b>Summer Half Term 2025</b>	Friday 23 <sup>rd</sup> May	Monday 2 <sup>nd</sup> June
<b>Summer 2025</b>	Friday 18 <sup>th</sup> July	