



PARENTS GUIDE



2023/2024



WELCOME

We are a village school for children aged 4 to 11. We have a reputation for providing a friendly, caring and safe environment in which all children thrive. The school's size enables all members of staff to get to know each child as an individual. We pride ourselves on being an active part of the Rodings community.

Our school is based around our core values of Respect, Enjoyment, Care, Confidence and Challenge, and these values are an integral part of all that we do. Our school aims to provide a broad and balanced curriculum that engages and motivates all our children. We believe that it is essential for all children to acquire the basic social, English and maths skills necessary to become confident and effective learners. Our curriculum ensures that learning extends beyond the classroom through a range of visits and visitors as well as making good use of our extensive school grounds and the surrounding countryside through Forest Schools. Rodings Primary School opened in 1965 and serves the villages of High Easter, Good Easter, Great Canfield, White Roding, Margaret Roding, Ayethorpe Roding, High Roding, Leaden Roding, and Abbess Roding.

The information in this Parent Guide is to help you learn about Rodings Primary School and to assist in ensuring you know and understand how we run and operate as a school. For our most up to date news it is worth regularly checking our school website: www.rodingsprimaryschool.co.uk.

You can also follow us on Instagram @rodingsprimary

If you have any questions, please contact us and we will be happy to help.



Academic Excellence

Social Intelligence

Creativity

Community

OUR VISION

At Rodings Primary School we strive to provide **an excellence led and enriching experience** for our children in **a safe and stimulating environment**. We have **a skilled workforce and a high performing culture**, which provides **the right support at the right time** for all children and staff. We work hard on **outside engagement** to develop strong relationships with our parents and community.

ACADEMIC EXCELLENCE

SOCIAL INTELLIGENCE

CREATIVITY

COMMUNITY

OUR VALUES

In Spring 2016, we came together as a school community to think about what qualities makes Rodings children so special.

These qualities are shared below and are at the heart of everything we do.

RESPECT

ENJOYMENT

CARE

CONFIDENCE

CHALLENGE

OUR LEARNING



We believe that all Rodings pupils should have a lifelong passion for learning. They should be taught the skills they need to identify and overcome any individual barriers to their acquisition of knowledge. This will be achieved through a holistic, evidence informed pedagogy that holds inclusivity at its heart, where teachers model that they are also learners and are compassionate whilst having high standards. Our curriculum is rooted in our local area and allows learners to apply our core values. This will develop staff who are creative and engaged and pupils who are proactive, informed and who are confident in celebrating individuality.

OUR CAREFULLY SEQUENCED CURRICULUM

In the Early Years and Foundation Stage a teaching happens through a mix of in the moment planning and direct teaching. In Key Stage One and Key Stage Two we teach explicit subjects through the use of themes and topics, where relevant and appropriate cross-curricular links are made.

Our curriculum is mapped from Early Years to Year Six so that we can ensure that a child's learning journey in each subject is developmental and builds on prior learning.

Each subject has a clear intent which outlines what we aim to achieve in our teaching of the subject. Each subject also has a Learning Ladder which illustrates how the learning of knowledge (skills and facts) is distributed between each year group. Year groups then have a curriculum map which shows how they will spread their year's required knowledge across the three terms. All of these documents can be found on the 'Our Learning' section of our school website

HOW WE ARE IMPLEMENTING OUR CURRICULUM

Our curriculum is a framework which we constantly review and revise to ensure the children are Rodings receive the best education possible. The framework of our curriculum outlines the content for the five fundamentals for each subject (values, knowledge, skills, outcomes, experiences) but it retains the flexibility to be adapted and shaped by subject leaders and class teachers.

The knowledge and skill bases are vital in terms of content but how this is explored and extended is decided upon by the class teacher, in response to each individual class.

Each lesson has a clear Learning Objective, which children can assess their understanding against, and whole class feedback can be given.

HOW WE MEASURE THE IMPACT OF OUR CURRICULUM

Assessment is an ongoing process in our classrooms, taking place continually through each lesson and each day. Teachers and Senior Leaders evaluate both formative and summative assessment data to refine our curriculum and provide opportunities for both extending and supporting each child's learning. The impact is measured in both the work produced by the children and through assessment data, which will be reflected in our assessment tools, in the way the children conduct and present themselves, and in the knowledge and skills they retain and apply for the rest of their lives.

OUR TEAM

SENIOR LEADERSHIP TEAM

Headteacher: Colin Raraty - mr.raraty@rodingsprimary.co.uk
Deputy Headteacher: Darryl Crawley - mr.crawley@rodingsprimary.co.uk
SEND Co: Annabel Brown - mrs.brown@rodingsprimary.co.uk
Lead Teacher: Rob Jinkerson - mr.jinkerson@rodingsprimary.co.uk
Lead Teacher: Hannah Raban - miss.raban@rodingsprimary.co.uk
Lead Teacher: Kate Oakley - mrs.oakley@rodingsprimary.co.uk
Business Manager: Andrea Paget - mrs.paget@rodingsprimary.co.uk

RECEPTION

Emma Beard - miss.beard@rodingsprimary.co.uk

YEAR ONE

Megan Birch - miss.birch@rodingsprimary.co.uk
Lucy Parker - miss.parker@rodingsprimary.co.uk

YEAR TWO

Emily Rigby - mrs.rigby@rodingsprimary.co.uk

YEAR THREE

Rachel Deamer - mrs.deamer@rodingsprimary.co.uk
Louise Yiu - miss.yiu@rodingsprimary.co.uk

YEAR FOUR

Hayley George - miss.george@rodingsprimary.co.uk
Kate Oakley - mrs.oakley@rodingsprimary.co.uk

YEAR FIVE

Rob Jinkerson - mr.jinkerson@rodingsprimary.co.uk

YEAR SIX

Darryl Crawley - mr.crawley@rodingsprimary.co.uk
Alison Hutley - mrs.hutley@rodingsprimary.co.uk
Becki Wattis - miss.wattis@rodingsprimary.co.uk

CENTRAL EDUCATION STAFF

Cover Teacher: Debra Coates-Reynolds
SEND Support: Judy Lewin
SEND Learning Support Assistants: Sian Crouchman, Elaine Tunnard, Emma Wiseman
High Level Teaching Assistants: Sharon Holmes
Forest School Leads: Kate George, Debbie Simpkins
Learning Support Assistants: Claire Allen, Daisy Braithwaite, Erin Cogan, Susan Cook, Kate George, Fiona Heywood, Sam Kilpatrick, Maria Parker, Sharon Partridge, Megan Piggot, Debbie Simpkins, Rebecca Whitbread, Heidi Wood, Jade Wright

SPECIALIST TEACHERS

PE: Prestige Sports
Piano & Guitar: Fred Overton
Drums: Matt Dean

SCHOOL KITCHEN

Catering Manager: Lisa Scott
Catering Assistants: Emma Riches, Kate Warner

BUSINESS, PREMISES & FINANCE TEAM

Business Manager: Andrea Paget
Site Manager: Rob Partridge
Senior Admin Assistant: Sarah Wardle
Admin Assistant: Debbie French





The Basics

THE SCHOOL DAY

School start and finish times

Morning – gates will be open between 830am-845am.

If coming by **school transport**

- You will be contacted by 24/7 to agree upon a time and location for pick up. The driver will transport your child to school, and they will be dropped off in the school 'kiss and drop' lanes and they will be greeted by a member of staff and will enter the school
 - Reception & KS1 - via the school field gate
 - KS2 - via the office door

If coming by **car**

- Please drive into the car park and use our 'kiss and drop' lanes. Your child will make their way down the path where they will be greeted by a member of staff and will enter the school
 - Reception & KS1 - via the school field gate
 - KS2 - via the office door

If **walking**

- The gate to enter the school grounds is directly opposite the school entrance. Please escort your child to the gate, they will walk down the path where they will be greeted by a member of staff and will enter the school
 - Reception & KS1 - via the school field gate
 - KS2 - via the office door

Afternoon - 3.15pm. We will open the field gate and you can collect your child from the school playground. We can only dismiss your child to you or another adult whom you have given consent to collect.

What to do if you are late

Morning - you must go to the School Office where your child will be signed in and given an 'I Have Registered with the Office' card. This is to ensure your child is registered as present and will be included in lunch numbers.

Afternoon - if you are late to collect your child, you will need to pick them up from the school office and you may have to sign them out. If you know you are going to be late and want someone else to pick up your child, you must let the school know.

HEALTH & MEDICAL NEEDS

What to do if your child is sick

Contact the School Office as soon as you know there is a problem:
01279 876 288 / office@rodingsprimary.co.uk

- Head lice - if your child has head lice you can bring them into school as soon as you have treated the lice. Please let the school office know if you suspect your child has lice.
- Ringworm – once discovered, treat it and cover it. It is fine to send your child into school once you have done this but please inform the school office.
- Chicken pox - if your child has chicken pox you will need to keep them away for as long as they are contagious (that is, until the pox have scabbed over).
- Sickness / diarrhoea - keep your child off school for 48hrs after the last episode to prevent spreading of the virus. If you are sure the sickness was due to food poisoning or something non-virus related then send them in as soon as you see they are well enough.

If your child is sick at school

If your child becomes unwell whilst at school you will be phoned immediately. It is vital that you update Arbor to ensure you have three emergency contacts, and also with any changes (temporary or permanent) to your mobile and home numbers in order that you can be contacted.

Medicine

All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address. We will send you an electronic form to complete to give us permission to administer on your behalf.

Asthma and Allergies

If your child has an allergy or medical condition you will need to complete these details on Arbor under your child's details. If your child has medication such as an auto-injectable pen, prescribed antihistamines or an inhaler then we will need this recorded on Arbor and a medication consent will need to be completed.

Head Injury

Should your child bump their head at school they will be seen by one of our first aid trained staff. If they are well and show no signs of side effects they will be sent back to class and you will receive a 'bumped head' email from the school office. The class staff will be made aware and will monitor your child for the rest of the day.

Any other injury (non-serious)

These are dealt with by our first aid trained staff (staff at Rodings undertake First Aid training) and it is recorded as necessary.

Serious accident/injury

If the injury or health issue is serious we will call for an ambulance in the first instance. Whilst getting advice from the emergency service another member of staff will call the emergency contacts as soon as possible. Your child will always be accompanied by a member of staff if the ambulance crew feel they need to transport the child to hospital. We will always go by the judgement of the emergency services but will be in contact with you all the way through should you not be able to get to us immediately.



SCHOOL LUNCH

Menu

School lunches are ordered daily, during the class register

There is a school menu which is sent to parents each week and can be seen in the newsletter. If your child has any requirements (vegetarian/vegan/allergies/kosher etc) these can normally be provided for if you let us know in advance. The school menu offers a meat free option each day.

Children can bring in a healthy packed lunch from home. We are a nut free school and kindly request that any items sent in are free from nuts

Who pays and how to pay for school dinners?

School dinners are available for all children

Reception/Key Stage One

- All children in Reception and Key Stage are eligible for a free school meal thanks to a government funding scheme known as Universal Infant Free School Meals (UIFSM)

Key Stage Two

- Children who are registered with us as Pupil Premium are eligible for free school meals
- Children who are not registered as Pupil Premium can order a school dinner daily. These cost £2.30 a day, and you can pay via Arbor

What is Pupil Premium?

Pupil Premium funding from the government is given to schools to help pupils reach their full potential, regardless of their background or financial situation. It's provided for pupils who:

- Are registered for free school meals
- Have been registered for free school meals at any point in the last six years
- Are, or have been, in care
- Have parents in the armed forces

Your child might be eligible if you access:

- Universal Credit with a annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of the Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

UNIFORM

You can choose to purchase the school branded uniform or the plain, logo-free uniform for your child. We do not allow logos other than the school logo on uniforms.

- Red sweatshirt, jumper or cardigan
- White polo shirts, cotton shirts and blouses
- Grey traditional A-line or pleated skirts
- Grey tailored school dresses
- Grey tailored school trousers or shorts
- Red and white gingham or striped dress in the summer
- White, black, grey, or red socks or tights
- Black sturdy flat shoes with laces or straps (no heels) or sensible sandals with backs but no open toes (no trainers)

On the days we have wet weather it our school policy that if your child does not have a coat then they will not be able to go outside during playtimes.

All school branded school uniform is available from Create Identitee at createidentitee.co.uk

Jewellery and Earrings

No jewellery other than watches and stud earrings are allowed to be worn. Earrings must be taken out for P.E. If your child is unable to remove their earrings then they will not be able to participate in PE lessons

Make-up and Hair

Nail polish and/or make-up is not permitted. Any child with hair longer than collar length should be tied back.

PE and Sports Kit

You can choose to the school branded PE and sports kits, or the plain, logo-free uniform for your child. We do not allow logos other than the school logo on PE and sports kits.

- School PE top or plain, unbranded red t-shirt
- Black shorts or black jogging bottoms
- Black trainers

On days where the children have PE lessons, PE kit is worn all day.



HOME/SCHOOL COMMUNICATION

Arbor

At Rodings we use Arbor which makes all communications and payments much easier for parents and carers, with all the information you need.



The Arbor Parent Portal & Parent App will give our parents and carers easy access to all the information on their child that has been given to Rodings. Using the Parent Portal, you can book parent/guardian consultation slots, register your child for a club or trip, make payments and update information about your child, removing the need for sign-up sheets and data collection forms. You will also be able to check in on your child's attendance.

Class Dojo

We want to keep you as up to date as possible with our news at Rodings so you will receive an invitation to join ClassDojo. This is our main form of communication with you and, as well as having a whole school thread and a class story feed where we can give whole class updates, you can also message us privately on this platform and we can message you too. Please be aware that we will always try to reply within a 24 hour window, and that no messages will be answered after 4:30pm.



Please follow the instructions on your invitation and download the Class Dojo app so that we can keep you up to date.

Weekly Newsletter

At the end of each week, we send a newsletter to all parents. Our weekly newsletter is a chance for us to celebrate successes and keep you updated with news and events.

Coffee Mornings & Parent Workshops

Where appropriate we offer coffee mornings and parent workshops that provide an opportunity to connect with other parents and carers and talk with our team. These sessions are led by staff or guest speakers who will offer guidance and support to help you and your child get the very best from the education with us at Rodings Primary School.

How will you communicate with me how my child is getting on at school?

Learning Consultations

Learning Consultations are held in the Autumn and Spring terms and these are a chance to discuss your child's progress with the class teacher. It is worth noting these dates in your diary. If you need to speak to a teacher before hand, then you can contact them via Class Dojo to set a meeting at a mutually agreeable time..

Learning Conferences

Learning Conferences are held in the Spring term, prior to the Learning Consultation. These are a 10 minute meeting between your child and their class teacher, during which behaviour, attitude to learning and presentation are reviewed and discussed. The class teacher will then set targets for the core subjects, in agreement with your child. A one page overview of this meeting will be sent home to you.

School Reports

Your child will receive one written school report per year and these will be given to you towards the end of the school year. The report will be a summary of your child's engagement with learning and attainment.

Drop-ins

We hold three drop in sessions a year (one each term). These are from 3:30pm until 4:45pm. Your child's workbooks will be available for you to look through and discuss with your child.

Exhibitions and Performances

Creativity is a important strand of our curriculum and we love to share the work that is created. We hold a whole school Art Exhibition once a year, various concerts throughout the year and three stage performances. We are also working on creating a virtual gallery of our work.

SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITIES

If your child is diagnosed as having SEND, it normally means that they have a particular additional need which cannot be met without extra support or expert advice. This may be long term support, but equally it may mean they need extra help with their behaviour, emotions or learning for a short burst of time.

Annabel Brown is the school's Special Educational Needs Coordinator (SENDCo). A SENDCo is an experienced teacher with qualifications in identifying and meeting the needs of children with additional needs. If you believe your child needs extra help you should first approach your child's teacher who will liaise with Mrs Brown. Mrs Brown is supported by our SEND team, including Mrs Lewin.

We are proud to have a number of staff who are trained in delivering support sessions for specific needs. This includes Learning Mentors, Speech and Language, Social skill groups—as well as academic support.

Specialist help can include speech and language therapy, occupational therapy, counselling, educational psychology or your child may benefit from someone who specialises in helping children with a particular need.

As a parent you will always have a say in any help your child receives from outside agencies and you can ask for an assessment. The school may approach you if they feel your child has an additional need. If the school is seriously concerned about the development of your child, you may be asked for your permission to refer your child to the school's educational psychologist or you will be advised to take your child for a paediatric assessment for specialist advice.

SEND Code of Practice

In September 2014, the government made changes to the law for children and young people with SEND. SEN statements and Learning Difficulty Assessments were replaced with a single Education Health and Care (EHC) plan. The EHC plans put more emphasis on personal goals and describing the support your child will receive in school. They also introduced personal budgets to accompany these plans. On the school website we have a local offer from which you can identify the appropriate support where possible.

Working with Families

The school believes it is essential to children's success that their families are supported through life's challenges such as relocation, family break ups, managing children's behaviour and the occasional unexpected events that affect children's wellbeing. Please contact the Headteacher if you want support or advice on pupil behaviour or parenting or you just need a listening ear.



WRAP-AROUND CARE

Jam Child care are extremely proud to offer Ofsted registered Child care at Rodings Primary School.

They offer daily breakfast and after school provision, provided by highly qualified and experienced staff in a safe, caring and fun environment. Please visit their website for more information www.jamchildcare.co.uk or contact them at admin@jamchildcare.co.uk

Please be aware that all questions and queries must be directed to JAM Child care not the school.



CURRICULUM CLUBS

The clubs that are available change termly so the clubs we offer may change. We have an extensive range of during and after school clubs. Most clubs are free but some may incur a charge.

Most clubs take place after school or at lunchtime

Clubs can fill up very quickly but the school tries to ensure that your child waits no more than 2 terms for a place.



HOUSES & AWARDS

There are 4 houses in the school and your child will be allocated to one of them when they join the school. The houses are led by house captains – these are Year 6 pupils. The houses are:

- De Veres (Yellow)
- Hrotha (Blue)
- Mandevilles (Red)
- Tilty (Green)

Houses are also relevant when your child is given House Points for good behaviour or work. These points are added up in class and a cup is awarded to the winning house at the end of each term

It is worth remembering your child's house colours because during events such as Sports Day

Your child may receive Star of the Week, usually given for good work or behaviour. This means your child will receive a certificate in our weekly celebration assembly. We also award progress on Accelerated Reader and Mount Multiply in Key Stage Two, and a weekly reading suitcase in Reception and Key Stage One.

Children also have a weekly opportunity to eat at our Top Table with a member of our Senior Leadership Team. Our Top Table recognises children's politeness and table manners.

Each half-term we award an Effort Cup in both Reception/KS1 and KS2. We also award a manners cup, a reading effort cup, science stars and a hold a termly treat children reaching their target in Accelerated Reader.

USEFUL TO KNOW

School Photos

Currently, there are two photo sessions per school year: a class photo, and individual school photos. Siblings may also have photographs taken together.

Staff Illness

Most of the time, in the case of a teacher's absence, a class will be covered by school staff.

My child's teacher isn't in the classroom every day. Why is that?

All teachers are legally entitled to something called PPA Time – this stands for 'Planning, Preparation and Assessment' and means they are given $\frac{1}{2}$ a day a week to assess children's learning, plan lessons and partake in professional development etc.

The exceptions to this are early career teachers (also known as ECTs) and teachers with added leadership responsibilities; both of these are entitled to a minimum of 1 full day a week. During their absence, your child's class will be covered by a cover (PPA) teacher in school or creative arts/sports specialist teacher.

Photographs of all staff are displayed on the notice board in the school office, and they are also on our school website.

Specialist and PPA teachers always report back to your child's regular teacher. If you particularly want to speak to your child's teacher, it is worth speaking to the office to check if they are in the building that day – they usually are! However, please consider that class teachers are usually busy teaching during the day and may not be available. You can contact your child's regular class teacher through your Class Dojo page.

Some teachers job share their role, in which case your child may be lucky enough to have two teachers sharing the class responsibility.

THE FRIENDS (PTA)

The Friends of Rodings Primary School are the Rodings PTA. They are a group of parents/carers, with staff representatives, who help raise money for the school and coordinate social and fundraising activities throughout the year. All monies raised go towards projects which benefit the pupils and wider school community.

They are unable to help you with strategic or operational questions about the school day and do not have the capacity to pass on concerns or feedback to the school.

CONTACTING US

We know that good communication means that we all achieve the best for our children— that is why we are determined to continue to improve the way that we communicate. This is something we will be reviewing as the year progresses.

Communication is a two way process. At Rodings we expect all communication to and from our staff to be timely, polite and professional. If at any time, either party feels threatened or prejudiced the communication should be politely stopped and escalated to the appropriate person in our escalation system.

Throughout the year there will be several opportunities to talk with your child's class teacher. The first will be in Autumn One, this will be a presentation about what will be covered this year. There will then be Learning Consultations in Autumn Two and Spring Two. In Spring Term we will also send you a short report of a Learning Conference, between your child and their class teacher, detailing how your child is doing in behaviour, attitude to learning and presentation. In the final Summer term we will send a report that will include a more detailed comment.

In addition teachers and the Senior Leadership Team will be on the playground at drop-off and pick-up. However, we know that this is not convenient for all parents and carers so you can also contact us via Class Dojo or email.

For information about our curriculum, SEND offer or policies, please see our website or use the contacts below

For questions about SEND, please contact our SENCo Annabel Brown on:
mrs.brown@rodingsprimary.co.uk

For questions about Teaching and Learning, please contact Darryl Crawley on:
mr.crawley@rodingsprimary.co.uk

For questions about any administrative feature such as payments, attendance or per missions please contact the school office on:
office@rodingsprimary.co.uk

First Point of Contact

Speak to your class teacher for any concerns or questions about your child's day to day learning or interactions.

Class Dojo messages received after 16:30 may not be replied to in the same day. Messages received after 6pm will not be replied to that day. We will aim to respond within 24 hours unless on a weekend or in the case of staff absence.

Second Point of Contact

If you are not happy with the response provided by your class teacher or if the issue is more serious you should contact a member of the Senior Leadership Team

A member of our Senior Leadership Team will always be on the gate at drop-off or collection so if you have a question about the structure of the school or a whole school policy you can speak to them or send an email (their email addresses can be found on the website).

Third Point of Contact

If your concern is more serious or if you are unhappy with the response from the Senior Leadership Team you can escalate your communication to the Headteacher.

Final Point of Contact

The Rodings Governing Board works with the school to be a critical friend. They explore our strategic intentions. In order to retain their impartiality, you should only contact them about concerns if you are not happy with the response of the headteacher to a complaint or concern.

You can find the email address for our Chair of Governors on our website.

Our Escalation Process



ATTENDANCE

Whenever your child is fit and well we expect to see them in school. The school does not authorise or support term-time holidays of any length including long weekends. Only under very exceptional circumstances will term time leave be granted.

At Rodings both staff and Governors track attendance closely. Where attendance falls below the expected threshold parents will receive a warning letter and may be asked to attend a meeting.

If you wish to request leave of absence for your child, you can complete the Absence Request form on our website

CONTACT



Rodings Primary School

Dunmow Road

Leaden Roding

Essex

CM6 1PZ

office@rodingsprimary.co.uk

Tel: 01279 876288

www.rodingsprimary.co.uk

Headteacher: Mr Colin Raraty

Deputy Headteacher: Mr Darryl Crawley



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