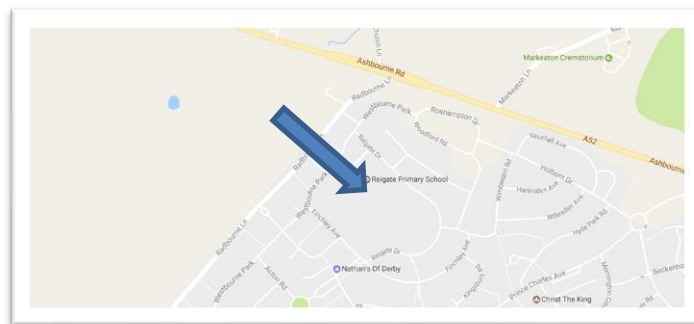




Reigate Park Primary Academy

PROSPECTUS
2023-2024

Where are we?



Contact details

Reigate Park Primary Academy
Reigate Drive
Mackworth
Derby
DE22 4EQ

Telephone: 01332 298969

Email: info@reigate.theharmonytrust.org

Website: <http://www.reigate.theharmonytrust.org/>

Principal: Mrs Karen Ratcliff

A Brief Description of Reigate Park Primary Academy

Reigate Park Primary Academy is part of The Harmony Trust – an Academy Trust which is based in Oldham. There are now 9 schools in Derby who have formed a Derby Hub for the Trust. This collaboration across the city and with the Trust provides successful opportunities for school development and raising the standard of teaching and learning for all our children.










The school building is situated in beautifully landscaped grounds. It has a well-equipped Nursery as part of our Foundation Unit, fifteen classrooms, a large school hall, its own kitchen for making and serving school dinners and is highly resourced with up-to-date computing resources.

We are unique in Derby City in that we have Enhanced Resource Facilities as part of our provision with 12 places available for deaf children whose family wish to access mainstream education but who also need specialist support.

We have close links with local primary and secondary schools and community organisations.

Reigate Park Primary School Vision and Aims

We aim :

-  To provide a safe and happy learning environment which promotes the well-being of all those involved in school life
-  To provide equal opportunities to experience an excellent broad and balanced curriculum but with particular emphasis upon the promotion of literacy, numeracy and communication skills.
-  To identify individual strengths and needs and cater for these in learning.
-  To promote the highest standards in individual's work.
-  To promote high standards of behaviour and discipline through clear expectations and an agreed system of rewards and sanctions.
-  To be active in seeking out instances of bullying and racism and respond to these with a 'Zero Tolerance' approach.
-  To develop individuals' self-esteem and through this nurture co-operation and tolerance for each other. Thereby respecting themselves, each other and the environment.
-  To ensure that parents/carers receive up-to-date information about their child/ren and the life of the school and actively encourage them to participate fully.
-  To promote the school as a community through the wearing of our dress code and uniform and through collective pride in our achievements.

Through the realisation of these aims we will ensure all children reach their full potential in order to become an active global citizen of today and for tomorrow.

Our vision is to provide the best opportunities for our children to SHINE.

We will endeavour to enable our children to be

Socially Responsible

High Achievers

Independent

Nurtured

Empowered to meet life's challenges

Who will help your child at school?

Principal	Mrs Karen Ratcliff
Safeguarding and Attendance Officer	Mr Jai Heer
Office Manager	Mrs Tracy Millett

Mrs Karen Ratcliff

I am Principal of Reigate and I am very proud to be working closely with such a supportive team at Reigate Park. I have been at Reigate since 2015 and have been recently made substantive Principal. If you have any questions or good news to share please let me know. I am keen to work with you to ensure that your child has the best possible education and leaves them fully prepared for the wider world which awaits them.

Mr Jai Heer

I am the Safeguarding and Attendance Officer at Reigate Park Primary Academy. I began this role in 2020. I work closely with the Safeguarding Team. The team is extremely close knit and supportive. I am responsible for ensuring all children feel safe and attend school consistently. If you have any questions, concerns or need to discuss a matter, please do not hesitate to speak to me. I believe by working together and being open and honest, we can ensure your child flourishes both personally and academically.

Mrs Tracy Millett

I am the Office Manager and work closely with the reception and office team.

I will always be on hand to help with any queries you may have, and to support both parents and children.

Our School Staff

Teaching Staff 2023-24

Mrs K. Ratcliff – Principal
Mrs S. Harrison – Assistant Principal
Miss K. Pearce – Assistant Principal
Mrs E. Girling - Assistant Principal
Miss T. Harrison - Early Years Lead
Mrs V. Pericleous
Miss J. Benson
Mrs D. Pycroft
Miss H. Eaton
Mrs. A. Shafiq
Miss G. Dewsbury
Mrs. C. Miller
Mrs A. Sanchez
Mrs L. McIlroy
Mrs. A. Whitehead
Miss. A. Meredith
Mrs A. Sanderson
Mrs. H. Kaur
Mrs T. Bridgett
Mrs L. Holt – Teacher of the Deaf
Mrs R. Hubbard – Teacher of the Deaf

Early Years Practitioner – Mrs S. Williamson

Administrative Staff

Mrs T. Millett – Office Manager
Mrs T. McDonald - Office Admin Assistant
Mr J. Heer – Attendance and Safeguarding Officer

Teaching Assistants

Mrs E. Watson
Mrs T. Walker
Miss S. Morris
Mrs D. Preston
Mrs D. Woollett
Mrs K. Webster - ASLD
Mrs L. Fox
Mrs N. Vernon
Mrs S. Laz
Mrs J. Bamford
Miss L. Woolley – HLTA
Mrs I. Trehan – HLTA
Mrs G. Grimes - HLTA

Site Staff

Mrs D Vernon – Caretaker
Mr. S. Lomas – Site Manager

Catering Staff

Mr R. Bentley
Mrs J. Goodwin
Miss C. Peel
Ms D. Haywood

Mid-day Supervisors

Mrs I. Hurt
Mrs. R. Upchurch
Mrs. A. Ng
Miss. S. Faiers-Lewis

Advice and Information for Parents

Absences

If you know that your child is going to be absent from school e.g. dental, hospital or clinic appointments please let the office staff know in advance. Children are expected to attend school every day unless there is a good reason not to. There is no automatic right to leave during term time, and requests for holidays will not be authorised. For an illness or unforeseen absence, please let us know the reason for absence as soon as possible.

Unauthorised Absences

These are absences for which we do not receive a written explanation, or days for which there is not an adequate reason.

We are required by the Government to monitor all absences and do so robustly. If your child is absent then they miss valuable lessons. An average of one day missed each week adds up to one whole school year missed in four years! PLEASE help us to educate your child by ensuring they attend every day.

Assessment and Tests

As children move through school, their progress will be measured against clear objectives. This will show how much they know and what they can do. Children's progress will be measured using both teacher assessment and tests administered yearly to all children. National tests will be given to pupils in Year 2 and Year 6. In Year 1 children are tested using the national Phonics Screening tool. Children at the end of Foundation Stage are assessed using Development Matters and readiness for school in Year 1.

Behaviour

Reigate Park Primary Academy has a well-structured Behaviour Policy. Through the key principles of children learning to respect themselves, respect others and respect the environment we aim to foster children to be self-disciplined and co-operative members of society. We also strive to encourage values of kindness, consideration, helpfulness, honesty. Through the use of Philosophy for Children we will teach children to reason and be reasoned with developing skills of diplomacy and higher order thinking.

Behaviour Rewards System

We use the Going for Green system – this is a card-based system. Children are awarded points which they collect and can spend at the Points for Prizes shop each Friday.



Sanctions are recorded using the cards system – these can be earned back and a fresh start is given every day.

We only have four School Rules at Reigate – these are:

- Do as we are told the first time.
- Keep our hands and feet to ourselves.
- Always tell the truth.
- Use good manners and respect each other.

At Reigate Park we –

- Respect Ourselves
- Respect Others
- Respect the Environment

Breakfast Club

We offer a Breakfast Club each morning for a small charge. Please speak to the office staff if you would like to book a place for your child. For parents who are in receipt of certain Benefits and receive Free School Meals (not Universal Infant Free School Meals) free places are available.

Child Protection

All staff have a legal duty to safeguard children's welfare. Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Designated Safeguarding Lead or Deputies are obliged to follow the Child Protection procedures established by the Derby and Derbyshire Safeguarding Children's Partnership and inform Social Services of the concern.

The Designated Safeguarding Lead is Mrs Ratcliff

The Designated Safeguarding Deputies are Mrs Harrison, Miss Pearce and Mr Heer

Please note We do not allow any photographs or filming during assemblies and school productions.

Communication

We will keep parents informed about their child's education, ensuring they play a full part in supporting their child's progress. All parents will receive an annual written report on their child's progress in July. You may consult teachers whenever you want further information or advice. We also hold sessions to explain new school procedures, curriculum approaches or policy changes as well as parent/teacher meetings to discuss your child's progress.

We will keep you updated in the following ways:

- Parents' Forum
- Website

- School Spider app: we use this to send emails/messages and letters home. Please keep us updated with your latest phone number and email address

Complaints

If parents have a concern about their child's education, they should raise it with the class teacher or the school office initially. It is expected the majority of questions and anxieties can be dealt with in this way. However, if complaints cannot be resolved, a meeting can be arranged with the Executive Principal or Head of Academy.

Data Protection

In May 2018 the European Union introduced the General Data Protection Regulation (the GDPR) in all of its member states, followed by the UK Government's Data Protection Act (2018). These acts of law mean that as an organisation that processes and manages large amounts of personal data (such as names, dates of birth, addresses, test results, medical information etc) we have a legal duty to manage it with great care. As an academy we can assure that we have carefully designed processes and systems to safeguard your child's data during their time with us. All of our staff have undergone data management training and we are regularly reviewed and supported by our Data Protection Officer (DPO).

As the GDPR places on us a significant set of requirements, giving the full detail in our prospectus is not appropriate. However, copies of the policies and documents we work with can be found on the Trust's website. Here you can find a full explanation of the GDPR and how it applies to us as a school. You can also download the relevant forms and guidance. It also contains the contact details for our DPO should you have any further questions or queries.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs T. Millett, Academy Office Manager or see information on our website.

Educational Visits

Visits to places of educational interest form an integral part of the curriculum. These trips are organised to provide educational experiences to support the child's learning over the year.

We will ask parents for voluntary contributions to support school trips.

Please be assured that school is committed to and will always subsidise school trips.

Emergency Contact

In the case of illness or accident, it is essential that we have a telephone number and address whereby parents can be contacted quickly. You will be given a form to fill in



to supply this information. **If you change address or place of employment, please let us know immediately.**

Equality of Opportunity

We are a school community where everyone is treated fairly and with respect. We want everyone to reach their potential, and we recognise that for some pupils extra support is needed to help them to achieve and be successful.

We take our legal duties on equality seriously. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, to advance equality of opportunity and to foster good relations

We are required to publish equality information as well as equality objectives, which show how we plan to reduce or remove particular inequalities or disadvantages. This document is reviewed and updated annually.

Extra curricular activities

We offer a number of after-school clubs for children in both key stages; these are offered on a first come first served basis which children are actively encouraged to take part in. We also facilitate clubs run by external providers, these are booked directly with the provider and there is usually a charge for these.

Healthy Eating

We encourage pupils to eat healthily by offering the following in school:

- a healthy choice of hot or cold midday meal
- healthy snacks in FS2
- one piece of free fruit each day for pupils from FS1 to Year 2 (National Fruit Scheme).

Birthday sweets may be brought for your child's class but will be given out at the end of the school day.

NB - WE DO NOT ALLOW ANY CHOCOLATE OR NUTS IN SCHOOL AS WE HAVE CHILDREN WHO HAVE SERIOUS ALLERGIC REACTIONS TO THESE ITEMS

Holidays

Children have 13 weeks holiday every year. This is plenty of time to go on holiday and visit family. In our continuing drive to raise standards, the Trust has agreed that the school will not be able to grant pupil leave in term time. This is in line with Local Authority and Government guidance.

Please be advised that parents may incur a Fixed Penalty Notice of £60 per parent per child should holidays be taken.

Homework

The school has weekly homework which is set through the Purple Mash platform. This is based around the learning in the classroom that week. All children in Key Stage 1 have access to Oxford Owls site which enables them to practise reading at home through books which match the phonics phase they are currently learning in class. All children in Key Stage 2 have access to the MyOn site which gives them access to a range of high quality texts which can be selected in line with their reading skills. We also expect children to learn their times-tables using the TT Rockstars app. Other maths activities may be given to build on class-based learning.

We also set a half termly home-school project for parents/carers and the children to work on together. This is based around the children's topic learning for that term.

Inclusion

We believe that every child is a unique and special individual. We have systems to identify when children have difficulties that are affecting their learning and we can then tailor specific interventions, personalising learning to enable pupils to access the whole curriculum.

Work is planned carefully ensuring that it is challenging and differentiated appropriately and the whole-school curriculum is designed to provide exciting and creative learning opportunities.

Where children are identified as needing additional learning or behavioural support, the school adheres to the 2015 SEND Code of Practice. We ensure that each child's needs are individually and appropriately catered for, and that any relevant outside agencies are involved in providing guidance and support.

Through assessments and/or observations a teacher may feel a child needs to be placed on the Special Needs Register. Following discussions with parents/carers and with support from the Special Educational Needs and Disability Co-ordinator (SENDCo), provision is carefully planned. Strategies to help support the child's learning and development is discussed with parents to develop a "Pupil Profile."

The SENDCo is responsible for supporting, planning and monitoring interventions and Pupil Profiles. This monitoring is used to ensure systems are effective and impact positively on pupil progress.

Our Policy for Special Educational Needs and Disability can be accessed via the school's website. Sally Harrison, Assistant Principal is our SENDCo and can be contacted via the school office.

Jewellery and Valuables

Jewellery should not be worn in school. If your child has pierced ears then small, plain studs can be worn, but **must** be removed for PE. If your child cannot remove his/her own earrings, then please do not allow your child to wear them on PE days. We do not expect any children to bring valuable items into school. No electronic devices are allowed in School. Only children in Year 6 are permitted to bring a mobile phone into school – this must be handed in to the school office at the start of the day and collected as the child leave school at the end of the day. We cannot accept responsibility for any valuables that your child may bring into school.

Medicine in School

We do not allow children to bring medicines of any description into school. All medicines must be brought in to school by an adult.

We follow the Derby City LA guidelines and Code of Practice that informs us that most forms of medication can be prescribed to avoid school time doses. If you think that your child does need their medicine to be administered in school (this can be a maximum of 1x daily), please speak to someone in the school office.



Please keep the office staff up to date with changes to medical needs.

The exception to this is for the treatment of asthma, where children need to self-administer a 'relieving only' inhaler. A consent form for this needs to be completed, but the inhaler will be stored safely with the class teacher so that immediate access is available when necessary. It is parent's responsibility to ensure that the inhaler is in date.

For children with specific medical needs which need medication, please make an appointment with Mrs Harrison to discuss this further

Parental Involvement

We hope that you, as parents, will find the school a welcoming and supportive place. Parents and teachers are partners in the education of a child and we will actively involve parents in this process. Our priority is to ensure parents understand what is being taught in school and how their children are progressing.

Parents are invited to volunteer to assist within the school in whatever capacity they feel they are able to help. We also have a very supportive Reigate Raisers group who run a number of fund raising activities throughout the year, they would also value any support you are able to give.

We hold Parental Engagement sessions where you are invited to come into the classroom and work alongside your child in activities linked to their current learning.

As part of the Harmony Trust work with parents we hold termly Parents' Forums during which we invite you to share good news about school, ask any questions and also raise any issues about things which are worrying you.

We use the website, newsletters and the Spider App to keep you up to date with events.

Planned Admissions

The planned admissions number for our reception age group for the academic year 2023/2024 is 60. Details of the admission criteria for the academic year's intake are available from the school Office. Applications for admission to Reigate Park Primary in 2024/2025 will be co-ordinated by Derby City Children and Young People's Services. Applications for Reigate Park Primary must be

made to the Primary School Admissions, The Council House, Corporation Street, Derby. DE1 2FS.
Tel: 642729. Or by emailing to the address below: primary.admissions@derby.gov.uk

Policies

Our school policies are available in school for inspection or from our school website. Please contact the office staff for further information.

Religious education and collective worship

At Reigate Park Primary Academy we have regular acts of collective worship. Religious Education is multi-faith following the Jigsaw Discover RE Scheme of Work. Parents have a right to withdraw their children from both these activities. However, we believe children learn with and from each other developing an understanding of other cultures, faiths and beliefs when all are included.

School terms and holiday dates 2023-2024

Autumn 2023

Monday 4th September – Friday 27th October

Monday 6th November – Friday 22nd December

Spring 2024

Monday 8th January – Friday 16th February

Monday 26th February – Thursday 28th March

Summer 2024

Monday 15th April – Friday 24th May

Monday 3rd June – Tuesday 23rd July

School will be closed to pupils for INSET training on:

- Monday 4th September
- Friday 17th November
- Friday 16th February
- Friday 24th May
- Friday 17th June

School Meals and Pupil Premium Funding

The school meals are cooked in our own kitchen. The meals consist of a good choice of freshly cooked hot and cold meals. Menus are available from the office and the cost of a school dinner is £2.53 per day.

Children in Key Stage 2 can bring a healthy packed lunch to school which must contain items which provide a balanced diet. **NB No Chocolate or Nuts are allowed in school.**

From September 2014 all Key Stage 1 children (FS2, Y1 and Y2) have been entitled to receive a **free** school lunch through the introduction of the government's universal infant free school meals policy. Children in these year groups are not encouraged to bring a packed lunch from home.

We use a cash free system for paying for school dinners – please speak to the Office for details of how you can do this.

The school receives additional funding for children whose joint family income is less than £16,190 or whose family are in receipt of certain benefits. If you qualify for the funding your children will be entitled to free school meals when they are in KS2 **and** this will also ensure that the school receives additional funding to support your child with his/her education. This is pupil premium funding.

If you think that you may qualify for free school meals please ask for an application form and either return it directly to the address on the form or hand it in to the school office. **Pupil premium funding is extremely important to the school as the funding ensures that we can offer the best education for your child.**

If your circumstances change and you are no longer eligible for Free School Meals, your child will still benefit from pupil premium funding allocated to his/her school.

School Uniform and P.E.

Our school uniform consists of our unique blue Reigate Park sweatshirts, white polo shirts and black or grey trousers, skirts or pinafore dresses, white or grey socks or tights – not leggings. In the summer girls may wear blue and white dresses. All children must wear appropriate school shoes, not trainers. Long boots are not to be worn in the building, but plain, black ankle boots may be worn. Girls may wear small, plain head bands/clips but we ask that they are in the school colours.

PE kits consist of black/dark blue shorts and plain white t-shirt. Trainers are required for outdoor P.E. Black or blue track suits may be worn for outdoor P.E. during colder weather. We ask that children come into school in their PE kits on the days they have P.E. lessons. All coats and pump bags should have loops to hang on coat pegs. We do not allow large bags or rucksacks, as space is very limited. Please ensure your child's name is on everything as items of clothing which end up in lost property it will be easier for you to identify. Whilst we endeavor to return to lost items to their owners, we are unable to store many items. Unclaimed items will be sent to the charity shop.

We would like to point out that extreme hair styles eg with patterns, lines or gelled up with shaved sides are not allowed in school.

The School Day

School begins at 8.55am. We open the gates at 8.45am to allow the children to come into school and complete reading quizzes, editing of learning or other activities prepared by the teacher.

School lunch times are staggered from 11:50 to 1pm. All pupils have at least an hour break at lunch time.

There is a morning break of 15 minutes for the whole school and an afternoon break for Key Stage 1 of 15 minutes.



School ends at 3.30pm.

Nursery and Reception children are dropped off and collected from the main entrance.

Year 1 children are dropped off on the playground in the morning and are collected by parents from the school hall at the end of the day.

Children in Years 2-6 are dropped off at the playground at the start of the day and collected from here at the end of the day.

Children in Years 5 and 6 are allowed to go home from school on their own (at the school's discretion) but they are not allowed to take younger siblings home from school. They must be collected by an adult from the playground.

THE SCHOOL CURRICULUM

A child's primary education spans across three stages within school:

EYFS Foundation Stage	ages 3 to 5	Early Years
Key Stage 1	ages 5 to 7	Years 1 and 2
Key Stage 2	ages 7 to 11	Years 3, 4, 5 and 6



All classes use a mixture of teaching styles and techniques during the week in a variety of groupings – whole class, ability groups, mixed ability groups, paired working and independent.

Children are taught daily lessons of English and Maths, where the level of work is tailored to individual ability. A broad and balanced curriculum is planned and taught in a happy and stimulating environment in accordance with National expectations.

Independent and collaborative skills are encouraged in all year groups and Computing is readily used and embedded across the whole curriculum.

There are four Core subjects in the National Curriculum which are:

English	Maths	Science	Computing
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These four Core subjects are integrated into the curriculum along with Foundation subjects:

Art and Design	Design and Technology
Geography	History
Music	Personal, Social and Health Education
Physical Education	Philosophy for Children
Modern Foreign Language (KS2)	

We also teach Religious Education as part of our statutory duties and Sex and Relationships Education

We are also very proud of our BSL curriculum which is taught to children in Years 3-6

Deciding if this is the school for you and your child

Any Parent wishing to visit the school prior to deciding whether to make an application for admission can do so by arranging an appointment on Derby 298969.

Staff are always happy to give prospective parents a guided tour of the school.

And finally.....

Reigate Park is one big happy, friendly family school. All adults work hard to ensure there is a purposeful learning environment providing the best education our children deserve. We expect all children to work hard and give of their best, showing respect for all members of our community both in and out of school. We look forward to working together with you during your child's time at Reigate Park.

Our recent Inspection in January 2023 stated that:

“Pupils enjoy attending this caring and inclusive school. Pupils feel safe and happy. They are in eager anticipation of what they will learn.”

Visitors are always welcome at Reigate Park Primary Academy, please telephone for an appointment.

Reigate Park Primary Academy

Reigate Drive, Mackworth, Derby, DE22 4EQ

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Printed September 2024