

CHRISTOPHER
RAWLINS
CE
PRIMARY
SCHOOL



Compassion, Peace and Service



Christopher Rawlins CE Primary School

School Prospectus
2021-2022

'Love one another as I have loved you'

John 13:34-35



Welcome

Christopher Rawlins Primary School is a Church of England Voluntary Aided school and primarily serves the village of Adderbury with children also welcome, if spaces, from neighbouring villages and towns.

We are a primary school with a Nursery class and then cater for children from Reception to Year 6 (ages 4-11). We currently have 258 children on roll.

The school recently joined Oxfordshire Diocesan Schools Trust (ODST). For further information about the trust please visit: <https://www.odst.org.uk/>

The pupils at our school are polite, happy, hard-working and enthusiastic about their learning. They are kind to one another and go to great lengths to praise, encourage and look after one another. We have a dedicated and committed staff who ensure that all pupils are given the best opportunities to succeed. They all care very deeply about all the children and know each child well. We strive to share with children the right and wrongs of life by following a set of Christian values that are followed by the whole school community. These values are at the forefront of all our teaching and incorporated into daily life.

We have very strong links with parents and a very supportive parenting community. We believe that for each child to reach his or her potential, a positive working partnership between home and school is essential.

This prospectus should give you all the information you need about our school but please do not hesitate to contact us if you would like any further information. Also we have a detailed website that shares much about the school and where you can access our weekly newsletters:
<https://www.christopher-rawlins.oxon.sch.uk/>

Sarah Smith
Headteacher

Ian Bailey
Chair of Governors

Christopher Rawlins CE Primary School



Vision

Following Jesus' teachings about peace and love, we strive to develop our school family into people who will serve the community they live and work in with respect and compassion. We encourage everyone to develop their unique talents, achieve their full academic potential and take pride in all they do.

Values



We aim to create a moral and spiritual framework that encompasses understanding and sensitivity towards those of other faiths or beliefs, as part of our global community.

We have a strong, specific commitment to Religious Education with a timetabled act of worship. We work in accordance with the principles of the Church of England and through partnerships with the Church at parish and diocesan level.

We recognise and develop our historic foundation by celebrating continuing links with the local community, churches and schools within, and beyond, our Warriner Partnership.

Our school is a focus for the communal life of the village that we serve.

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Safeguarding

The school takes safeguarding children very seriously and follows rigid procedures when employing staff and dealing with the safety of all its pupils.

Christopher Rawlins Primary School follows the guidance as is shared in 'Keeping Children Safe in Education' (KCSIE) 2021.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment.
- preventing impairment of children's mental and physical health or development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

We have a Designated Safeguarding Lead as well as three Deputy Safeguarding Leads. One of our Governors is also responsible for overseeing Safeguarding.

DBS Checks

All members of staff are subjected to a full criminal record check as well as verification of their qualifications and identity.

ALL volunteers in school who work with children for more than 3 days per month must undergo a full DBS check.

Allegations of Abuse

Any allegation of abuse is taken directly to the Designated Safeguarding Lead who is the Head teacher. These allegations are investigated immediately through the appropriate channels. All members of staff are trained in child protection and the head teacher and key governors have also undergone child protection and safer recruitment training. There is a governor responsible for Safeguarding and there is regular audits to ensure all procedures are in place

Bullying

Bullying at school is not tolerated. It is dealt with as soon as it has been brought to the attention of an adult. A record of bullying incidents is kept in the school and over the last few years the reported cases of bullying have been rare.

Policies relating to bullying behaviour as well as behaviour can be found on the school website.

Christopher Rawlins CE Primary School



Uniform

Winter

Grey skirt or trousers
Blue jumper / sweatshirt / cardigan / fleece
White shirt, blouse or polo shirt

Summer

Grey shorts / culottes or a summer dress (blue and white check)
Short sleeved white shirt/polo shirt
Blue jumper/sweatshirt /cardigan/ fleece

PE Kit

Blue shorts
Plain white T-shirt
Slip-on plimsolls for indoor use
Trainers for outdoor

All children need a dark coloured tracksuit for outside games in colder weather.

- Draw-string P.E. Bag only (we are unable to store large holdalls or sports bags plastic bags are not suitable)
- Please bring a pair of socks to change into for PE as tights are not permissible
- All items of clothing, footwear and lunch boxes must be clearly named.
- Skirts and dresses must be an appropriate knee length.
- In the interest of safety, the wearing of jewellery or other personal adornments are **NOT** permitted at any time (this also includes earrings). However, children are welcome to wear a watch to school.
- Nail varnish must not be worn to school.
- In the interests of Health & Safety indoor shoes must be sensible and provide adequate support for heels & ankles
 - NO high heels
 - NO flip flops
 - NO ballet type pumps or slippers
 - NO slip on or backless sandals
- Outdoor shoes should be sturdy and suitable for break-times, lunchtimes and when out representing school.



School Uniform with the school's logo can be purchased from Cross Embroidery.

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A few pictures of our school



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A-Z of other useful information about our school

AFTER SCHOOL CLUBS

Each term we offer a wide range of extra-curriculum clubs for the children. Most of the clubs are run after school, although some do take place at lunchtime. An After-School Club list is sent home at the start of each term for parents and children, giving full details of the different clubs that are on offer.

BEHAVIOUR

As part of our Christian ethos and values we strive to ensure children display consistently high levels of good behaviour. We believe children who behave well are more likely to make the best of their educational opportunities. The school has a very positive ethos, and all people are valued. We encourage children to respect each other and other people's feelings and property. However, we accept that not all children always behave appropriately, and the management of behaviour is crucial to the smooth running of the school day. It is positive reinforcement of good behaviour that this school works towards using most regularly. Each classroom has a positive set of class rules clearly displayed as well as school values displayed in the classroom.

Ways we reward children for good choices, good work and good behaviour:

House point system – awarded for excellent work, good behaviour AND if reach the top of the behaviour system chart in class. The house with the most points in each class will get an extra golden time play. House points are counted each week and an overall winner in the school is announced as part of Friday celebration assembly.

Star of the day – each day each class will have a star of the day. As a reward for being chosen as star of the day they will have a cushion to sit on as a special treat.

Wow learners – each week teachers and staff from each class are to pick max of 4 children. They will receive a certificate on a Friday as part of Friday celebration assembly. Where possible these need to be selected in relation to the Growth Mindset Dragons.

We also have a 4 point sanction process should children make the wrong choices throughout the day (which is rare), this is progressive from a reminder, to time out, to spending time with Headteacher/Assistant Headteacher, completing a reflection behaviour form and parents being contacted.

CHILDREN'S ABSENCE/ATTENDANCE

For children to have 'good' attendance then children's attendance figure should be no less than 96%. Of course, it is natural that children may fall ill and not be able to come into school and this is to be expected from time to time. Close monitoring of each child's attendance will be carried out and if necessary, may need to be addressed if it falls below 90% to work together on the best ways to improve it.

To report your child's absence from school due to sickness, please contact the school leaving a clear reason for your child's absence. Either call the school on 01295 810497 and leave a message, or send an email to the school office.

Any request for absence from school, will need to be requested by sending a letter to the Headteacher and only in exceptional circumstances will permission be authorised.

Please, where possible, also try and make any appointments out of school hours.

Please see the Attendance Policy for more details on authorised and unauthorised absences.

Family holidays during term time will be unauthorised. A disproportionate number of absences are due to parents taking children out of school for holidays and it is very disruptive to children's education. If the circumstances are deemed to be "exceptional", permission may be granted, and the absence authorised. If not, then the request will be refused and if the child is still taken out of school, the absences will be marked as unauthorised and may result in a fine.

COLLECTIVE WORSHIP

As a Church school we have a daily act of collective worship of a wholly Christian nature. This may be as a whole school, phase, or a single class. A collective worship plan is drawn up each term and we follow the church calendar as well as Christian values and theme. Currently the Head teacher leads Monday, the local vicar on a Tuesday, singing assembly on a Wednesday and phase assemblies are on a Thursday. We have a celebration assembly on a Friday. Parents may withdraw their children from collective worship. We also go to Church for collective worship where possible.

COMMUNICATION

A weekly newsletter and attachments is sent out on a Friday which details events from the week and things coming up.

All teachers have school emails that parents are given access to. Staff are also available at the start and end of the school day

We hold welcome meetings and send out information each term about what the children will be learning as well as having parent's evenings and sending home annual reports.

We hope to deliver some curriculum workshops too to support parents in what the children are learning.

COMPLAINTS

If there are any concerns or issues you wish to raise regarding the curriculum or your child's education in general, please refer to the complaints procedure available from the school office or the school website www.christopher-rawlins.oxon.sch.uk

CURRICULUM

Each teacher is responsible for the planning and delivery of the National Curriculum and Religious Education. Teachers in each year group plan and evaluate their teaching together, in line with the needs of their children. Across the curriculum, opportunities are in place for joined up learning across classes and phases. We have a 2-year cycle of teaching topics.

Subjects taught:

| | |
|------------------|---|
| English | Reading; Phonics/Spelling; Writing; Speaking and Listening |
| Maths | Number; Calculation; Fractions, Geometry; Data |
| Science | Investigations; Phase Specific Topics |
| Computing | Computer Science, Information Technology; Digital Literacy & Key Skills. |
| R.E. | All religions <i>Christianity should be the majority religion studied in each year group and should be at least 50% of curriculum time.</i> |
| P.E. | Skills; Games; Gymnastics; Dance; Swimming |
| Other Curriculum | Music, Art, DT, History and Geography |
| MFL | KS2 currently learn French |

CYCLING

Children may ride a bicycle to school. We organise Bikeability cycling courses for the older children. Use of the cycle shed is permitted by application for a cycle licence. Children who have not passed their cycling proficiency test must be accompanied by an adult. Helmets must be worn. Children and adults are not permitted to cycle or scoot in the school grounds.

DISABLED ACCESS

The school is a single storey building and each classroom is accessible from the outside by a single low step, or a ramp. Within the school there are sets of steps at one entrance into the hall, and by the reception area. We do have a lift which can be used by the hall. A copy of the school's accessibility plan is available from reception. Admission arrangements for pupils with a disability do not differ from those for other pupils.

DOGS ON PREMISES

No dogs are allowed on the school grounds, except for trained or training Guide Dogs. This is not only for Health and Safety reasons, but also as to not scare any of our nervous children.

EARLY YEARS



The Foundation Stage (Nursery and Reception) makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others. The amazing outdoor environment at Christopher Rawlins is an integral part of the Foundation Stage curriculum and carefully planned for each day.

The 7 areas of learning that make up the Foundation Stage curriculum are called the Early Learning Goals (ELGs):

- communication and language.
- physical development.
- personal, social and emotional development.
- literacy.
- mathematics.
- understanding the world.
- expressive arts and design

Teaching of the ELGs is through first-hand experience and structured play. Teachers and staff keep detailed records on children's experiences, attainment and progress throughout the year largely on Tapestry (an online profile which parents can also access.). During the first half of the Autumn Term, the teacher carries out baseline assessments for every child. Planning is based on, and progress is measured against these assessments which are based on the ELGs.

We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this is achieved through structured play. Phonics is taught using mainly the programme Letters and Sounds. Reading is taught through a structured reading scheme supplemented by a wide range of other books. Books are organised in a structured, graded way to allow children opportunities to consolidate key vocabulary. Children have dedicated time in school each day to read and we encourage parents to work with their child at home by reading with them on a daily basis.

EDUCATIONAL VISITS

Educational visits and visitors add to the excitement and interest of the curriculum. We also run a number of residential trips for the children; helping to broaden and extend the curriculum provision that we offer the children.

GROWTH MINDSET

We believe at Christopher Rawlins Primary School that how we view ourselves as learners has a huge impact on what we are able to achieve. People broadly fall into one of two categories: those with a fixed mindset and those with a growth mindset. Those of us with a fixed mindset believe that we have a predetermined amount of intelligence, skills or talents which cannot be changed, whereas those of us with

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growth mindset believe that we can develop our abilities, intelligence or talents with persistence, effort and a focus on learning.

We are working on developing children's Growth Mindset – thinking about perseverance, not giving up, not having got there yet and praising the process that children take not the final outcome. We have three Dragons to help children understand this concept

Fire dragon – Inspiration; Earth Dragon – Determination; Water Dragon: Courageous.



HIGH FLYERS

Welcome aboard High Flyers out of school care. We provide an excellent quality OFSTED approved provision for the local community, with children being at the heart of everything we do.

This is an exciting place to be, before or after school, (8am-6pm) where the children will find lots of activities, games and crafts that they can take part in. Most of the time children enjoy 'free play', this is where they can play freely and embrace their own imagination. That is how a children's play setting should be.

HOMEWORK

All children receive homework. The amount and type of homework varies with the ages of the children. Some homework is expected to be done regularly and other homework will be undertaken occasionally. The homework guide is available on our website.

THE SCHOOL DAY

| | | |
|----------------|----------|-------------|
| Doors Open | | 8:40-8:55 |
| Register | | 8:55-9:00 |
| Lunch | FS | 11:30-12:30 |
| | KS1/LKS2 | 12:00-1:00 |
| | UKS2 | 12:30-1:30 |
| End of the day | | 3:10pm |

Children have a 15-minute break in the morning

Please note: Children should not arrive on the school site before 8:30am

INCLUSION

The school aims to treat all children fairly, regardless of gender, race, physical or mental ability. A full copy of our inclusion policy is available from The School Office.

LUNCHTIMES / FRESH START

Children staying at school in Reception to Year 6 can either have a school dinner or bring a packed lunch. School dinners must be ordered in advance through the Fresh Start meal manager. If you consider you may be eligible for free school meals, please ask at the office for further details. Water and beakers are available for children who have school meals.



A hot meal service is available from Fresh Start as well as a cold deli option – website link <https://freshstartcatering.uk/> These are ordered online and information is sent home to you from the school about how you can do this. Meals must be ordered by Tuesday of the previous week. In line with the government's initiative all children in Reception, Year 1 and Year 2 are entitled to a free school meal however these should still be ordered. Children not having a meal are required to bring a packed lunch consisting of a healthy and balanced meal. A booklet of ideas is on the website. If a child is entitled to a free school meal, a hot school dinner is provided for them.

For those children who bring their own packed lunch should bring their own drink, no 'fizzy' drinks should be sent it. As part of our healthy schools' campaign we promote healthy lunchboxes. Chocolates and sweets should not be sent in for lunch or breaks. Break time snacks are natural fruit and vegetables only.

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Free fruit and vegetables are provided for children in the Foundation and KS1. Free milk is provided for children until their 5th birthday and all children can purchase daily milk through the Cool Milk initiative.

MEDICATION

If children need medication in the school day, then a form needs completing by a parent/carer to authorise this being given. Where able we ask parents to come in to school to give medicines at either break or lunch times. If parents are unable to come into school to administer, they will be required to fill in a Medicine Agreement form available from reception, giving permission for the school to administer on their behalf.



ODST

Oxford Diocesan Schools Trust (ODST) is a thriving Multi-Academy Trust (MAT), serving over 6,100 pupils within our growing family of 38 church and community schools across Oxfordshire and Berkshire.

In February 2020 Christopher Rawlins CE Primary School joined the Oxfordshire Diocesan School Trust.

ORGANISATION (for the 2021-2022 Academic Year)

In Reception to Year 4 our Pan (Published Admission Number) is 45. Moving forwards our PAN remains at 45. Current Organisation:

- Nursery – Owls (maximum capacity of 26 children per session)
- Reception – Puffins and Penguins
- Year 1/2 – Flamingos, Peacocks and Woodpeckers
- Year 3/4 – Hummingbirds, Toucans and Parrots
- Year 5/6 – Kingfishers and Herons

PERSONAL PROPERTY

All children's clothing and footwear must be clearly named. Please speak to the teachers if any items are misplaced. Lost property for the school is stored in the School Library.

PTFA

We have a very active and highly supportive Parent Association. They meet each term and discuss and organise many of our successful events. The money they raise is used to fund important extras for our school. They raise large amounts of money towards building projects and buy play equipment, curriculum materials or help staff with their wish lists. They also help by attending at school events.

PUPIL PREMIUM

Many children from families who receive certain benefits are entitled to a sum of money paid to their school to boost their learning. Introduced in 2011, the pupil premium is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children. Schools can choose how to spend their pupil premium money, as they are best placed to identify what would be of most benefit to the children who are eligible. Please ask at the office if you feel your child may be entitled to this.

RACIAL EQUALITY

The school's policy for racial equality is included within our inclusion and anti-bullying policy and any incidents of racism are dealt with, recorded, and monitored by the Headteacher and the governing body.

RELIGIOUS EDUCATION

Religious education in a Church school should enable every child to flourish and to live life in all its fullness. (John 10:10). It will help educate for dignity and respect encouraging all to live well together. All children receive a lesson of RE each week. A range of world religions are taught, and we follow a 2 year cycle to ensure we meet the Statement of Entitlement. We use the Understanding Christianity, Oxfordshire Agreed Syllabus and the Discovery RE resources.

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ROAD SAFETY

The road outside school, Aynho Road, is a very busy main road. Where possible we encourage children to walk to and from school. If it is necessary to arrive by car, please respect the no parking restrictions and always unload onto the kerbside. Children accompanied or not, should always cross the road using the pelican crossing. We ask that parents do not park in such a way that makes access for emergency vehicles difficult.

Parents must not bring their cars into the school car park and parents and children should not walk in or out of the school vehicular entrance or through the school car park. All school users should use the pedestrian school entrance on the Aynho Road or use the Oxford Road entrance. Please be mindful of the local residents when parking around the school.

On darker mornings and evenings please make sure your child can be seen by others.

SECONDARY SCHOOL

The school's feeder secondary school is the Warriner where we have strong relationships and a good transition process in place.

Additionally, we have had children move to Bloxham, Sibford, Blessed George Napier and Chipping Norton Secondary School. We will support all children in any transition process they need.

SECURITY

On entering the school, visitors and helpers must sign in through the School Office; all visitors and volunteer helpers will be given an identification badge/lanyard to wear. This identification badge must be handed back into the School Office when visitors and volunteer helpers sign out.

The footpath gates are locked between 9.00 am to 3.00 pm each school day.

The school external doors are locked throughout the day.

Following school clubs' parents need to wait by the main school entrance, unless advised of alternative arrangements.

If a parent or known adult wishes to take a child from school during the school day, they must report to the School Office; the child may only be collected from this point.

In the case of different adult's collection children on a set day; parents need to telephone the School Office, providing details of the different collection arrangements for a specific day.

We sometimes experience vandalism to our school site and buildings. To reduce this, parents are encouraged to report to the police the presence of unauthorised persons on the school site during these hours. The buildings are fully alarmed out of school hours.

SMOKING

The whole of the school site is a no smoking area.

SCHOOL COUNCIL

The school has established a School Council with representatives from Year 2-6. The council meet regularly and expresses both councillors' views and the views of the pupils they represent. It provides opportunities for pupils to communicate their feelings to teachers and staff, as well as influence decisions which are made at Christopher Rawlins School.

SPECIAL EDUCATIONAL NEEDS (SEN)

A pupil has special educational needs if he or she has a learning difficulty or disability that calls for special educational provision to be made for him or her. This may mean that a pupil has a significantly greater difficulty in learning than the majority of pupils of the same age or a disability that makes it hard for them to access facilities within the school.

Children with identified Special Educational Needs have a Pupil Profile set up, which is reviewed termly. Teaching Assistants are deployed to support children with SEN working either 1:1 or in small groups, to best suit their needs.

The school's SEN policy, which is in accordance with the County's policy and has regard to the Code of Practice on the identification and assessment of special education needs, is led by the Special Educational Needs Co-ordinator (SENCO) who co-ordinates the work of the teachers and teaching assistants.

SPORT FUNDING

As part of our extra funding for Sport, we have a developed programme of additional opportunities for the children to take part in, in and outside the curriculum. This programme utilises additional sport specialists and coaches/specialists from a variety of sports.

We are focussing on children having both a healthy body and healthy mind. Children are expected to be active for 60 minutes each day 30 minutes of which is at school, so we strive to find exciting and different ways to encourage this both in lessons and at break /lunch times.

WATER

All children may bring a bottle of water to drink throughout the day in a clear, plastic bottle. There are also water fountains available. No squash or fruit juice is allowed.