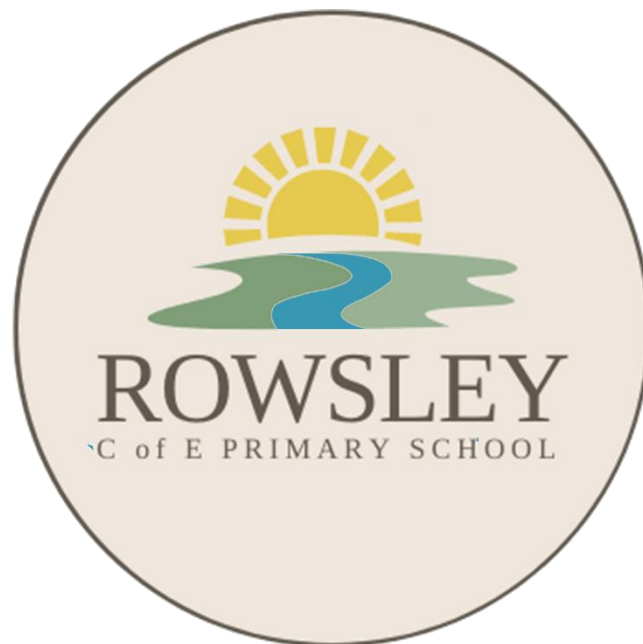


# Rowsley C of E Primary School



*Achieving  
Excellence  
Together*

# Contents

Welcome to our school	page 3	Our School Day	page13
Contact details	page 4	<ul style="list-style-type: none"> <li>▪ Timetables</li> <li>▪ Out-of-School-Club</li> </ul>	
Statistical Information	page 4	Attendance	page14
Our vision and aims	page 5	<ul style="list-style-type: none"> <li>▪ Absences and lates</li> <li>▪ Term-time Absence</li> </ul>	
Our Curriculum	page 6	Lunchtime Arrangements	page14
<ul style="list-style-type: none"> <li>▪ Early Years (Reception)</li> <li>▪ Key Stage One (Years 1 &amp; 2)</li> <li>▪ Key Stage Two (Year 3, 4, 5 &amp; 6)</li> <li>▪ Rowsley School Curriculum</li> <li>▪ Collective Worship</li> <li>▪ Special Educational Needs (SEN)</li> <li>▪ Behaviour</li> </ul>		<ul style="list-style-type: none"> <li>▪ School Meals</li> <li>▪ Packed Lunches</li> </ul>	
Curriculum Enrichment	page 9	Home – School Communication	page15
<ul style="list-style-type: none"> <li>▪ Educational Visits and Visitors</li> <li>▪ Residential Visits</li> </ul>		<ul style="list-style-type: none"> <li>▪ Parent Consultations</li> <li>▪ Progress Updates</li> <li>▪ Annual Reports</li> <li>▪ Letters</li> <li>▪ Text Messages</li> <li>▪ Facebook</li> <li>▪ Website</li> <li>▪ School Closure</li> </ul>	
Transition	page 9	Getting Involved in School Life	page16
Travelling to and from school	page 10	<ul style="list-style-type: none"> <li>▪ Governors</li> <li>▪ Friends of Rowsley Primary School</li> </ul>	
Meet our Staff	page 10	Complaints Policy and Procedures	page16
Meet our Governors	page 11	What our parents say...	page17
School Uniform	page 12		
Admissions	Page 12		
<ul style="list-style-type: none"> <li>▪ Admissions Policy</li> <li>▪ School to School Transfer</li> <li>▪ Visiting Arrangements</li> </ul>			

## Welcome to our School

Rowsley Church of England (C of E) Primary School is situated in a beautiful rural location, at the centre of the small village of Rowsley, which lies approximately a mile from Haddon Hall along the A6 between Matlock and Bakewell.

The village of Rowsley is located in the Peak District National Park alongside the River Wye and close to the River Derwent. In addition to walkers and those taking holiday breaks in Derbyshire, Caudwell's Mill and the Peak Village Outlet Shopping Centre also attract many visitors to the village.

Our school was built in 1840 by the Duke of Rutland and was given voluntary controlled status in 1953. It is a listed building and is now controlled and funded by the Derbyshire Local Education Authority. In 2001, the school was extended to provide additional classroom space and in 2009 further alterations were made to improve our internal space including disability access.

Rowsley C of E Primary School is a Church of England School with a strong Christian ethos, which underpins the caring, nurturing family atmosphere in our school. The strong focus on care and respect for one another and our commitment to Christian values is reflected in its inclusive ethos and good relationships between children, parents and staff.

The children at Rowsley C of E Primary School are enthusiastic about their responsibilities to the school community through membership of the School Council and School Buddy Scheme. Our links with St Katherine's Church and partnerships with local businesses not only make a significant contribution to their spiritual, moral, social and cultural development but extend and enhance children's learning and experiences beyond the classroom. In addition to the school's traditional May Day celebrations, we also participate in a number of local events including the Rowsley Well Dressings.

The school operates an 'open door' policy, and families and friends are regularly welcomed to family services at Harvest, Christmas, Easter and end of year celebrations at St Katherine's Church.

At Rowsley C of E Primary School, we are sensitive to the needs of individuals and work effectively as a team to meet each child's differing needs. Parents and carers are well informed about their child's progress and involved in their child's learning.

We are a dedicated and committed team. We always aim to provide rich, varied, stimulating and engaging learning opportunities and experiences. We are passionate to enable all pupils to enjoy and achieve and become confident independent life-long learners.

Please feel free to contact the school with any queries you may have.

Mrs A Wyer  
Executive Headteacher

## Contact Details

If you have any queries, please don't hesitate to contact either Mrs. Middlebrook (School Business Manager) or Mrs. Wyer (Head Teacher).

Rowsley C of E (Controlled) Primary School  
 Rowsley  
 Woodhouse Road  
 Matlock  
 Derbyshire  
 DE4 2ED

Telephone: 01629 733727

Email: [info@rowsley.derbyshire.sch.uk](mailto:info@rowsley.derbyshire.sch.uk)



### School Website

[www.rowsleyprimary.co.uk](http://www.rowsleyprimary.co.uk) is the one stop shop for everything about the school. It has the diary dates, latest news, newsletters as well as any information parents and carers may need. Each class has a page to keep you up-to-date with the latest topic focus, homework information and anything else you might need to know.

## Statistical Information

- Church of England (Voluntary Controlled) School
- Derbyshire Local Education Authority
- Approximately 60 children on roll
- Pupil admissions Number (PAN) 12
- One-point entry (Autumn)
- Three classes
  - Foundation Stage, Year 1 & Year 2
  - Years 3 and 4
  - Years 5 and 6
- Four classrooms
- 4 Teachers / 6 Teaching Assistants / Qualified Forest School Practitioner
- Family Support Worker
- Playgrounds with play equipment, quiet seating and shaded areas, and playing fields
- Covered (all weather) outdoor playing area for Early Years Foundation Stage
- Level access to all classrooms/facilities
- Interactive whiteboards in each classroom
- Wireless network, PCs in each classroom & full laptop trolley
- Wraparound care before and after school
- Feeder school for Lady Manners School, Bakewell, also feed into Highfields, Matlock and Anthony Gell, Wirksworth
- Community links including Haddon Hall, Peak Village, St Katherine's Church, Chatsworth House, Rowsley Village Hall.

## Our Vision and Aims

Our visions and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. Whilst we teach and live by all Christian values the main values chosen by our stakeholders are as follows:

Love  
Respect  
Compassion  
Belonging  
Faith

**Love** - "Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth."

- Corinthians 13 4:5

**Respect** - "Do for other people the same things you want them to do for you."

- Matthew 7:12

**Compassion** - "Be kind and compassionate to one another, forgiving each other, just as Christ God forgave you".

- Ephesians 4:32

**Belonging** - "For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life. For God did not send his Son into the world to condemn the world, but in order that the world might be saved through him."

- John 3:16-17

**Faith** - "For nothing will be impossible with God."

- Luke 1:37

### Stakeholder Views - Christian Values



## Our Curriculum

### Early Years / Reception:

Children enter Class 1 at the beginning of the academic year in which they will be five years old. During their year in Reception, the children will experience a play-based curriculum which covers the seven areas of learning detailed in the Foundation Stage Curriculum. All children are assessed on entry to the school and progress is monitored and tracked.

### Key Stage 1 (Year 1 & 2):

In Year 1, most children will be taught lessons which follow the Key Stage 1 National Curriculum, although some children may begin sooner. Emphasis is placed on the core subjects of English and Mathematics. Children in Year 1 will undertake a statutory national Phonics screening assessment.

Children are listened to while reading in small groups and as individuals each week. The children are expected to read at home with an adult at least five times a week too.

### Key Stage 2 (Year 3, 4, 5 & 6):

All children will be taught lessons which follow the Key Stage 2 National Curriculum. They will undertake assessments throughout the year to monitor individual progress and attainment. Towards the end of Year 6, children will undertake the national statutory end of Key Stage 2 tests (SATs) in English (Reading & Spelling, Grammar & Punctuation) and Mathematics.

### Rowsley C of E Primary School Curriculum

We believe that the learning journey is a lifelong experience. We aim to enable all children to make sense of their learning, equipping them for our ever-changing world by encouraging a passion for learning, fostering curiosity and nurturing creativity.

We recognise our responsibility to instill in our children the values and skills they will need for life in modern Britain and spiritual, moral, social and cultural development underpins all of our learning. As such we have developed a two-year cycle for our curriculum to ensure coverage and progression within our mixed age classes.

We have created an exciting and stimulating set of topics, to cover the majority of the National Curriculum, providing cross-curricular opportunities to extend and apply learning to other areas wherever possible. In all our lessons, we encourage children to develop as independent and active learners and we nurture enquiry. We use History, Geography, Science or RE as the drivers and stimuli for each topic then use Art, DT, and Music etc to enhance and deepen the learning.

The school also follows the Derbyshire Agreed Syllabus for Religious Education. Parents retain the right to withdraw their children from Religious Education under the 1988 Education Reform Act. If parents/carers wish to withdraw their child from Religious Education, a formal written request should be made to the Governors, and in all cases, the Head Teacher will wish to discuss the parent's decision and the implications of their request. A member of staff will take responsibility for the supervision of pupils withdrawn from Collective Worship.

For more information about our curriculum, either read the current terms topic information on the class page of our website or come in and talk to your child's teacher or Mrs Wyer, the Executive Head Teacher.

## Collective Worship

The aim of our Collective Worship is to nurture the spiritual development of each child in a caring atmosphere that demonstrates and advocates the Christian values and attitudes that underpin the foundation and ethos of the school.

- ✠ To Worship God.
- ✠ To positively contribute to the spiritual and moral development of the children and staff.
- ✠ To teach and promote strong British values and Christian values within a caring atmosphere
- ✠ To ensure the Christian Values underpin the foundation and ethos of the school
- ✠ To offer pupils and staff opportunities to explore the Christian faith in various ways.
- ✠ Develop a community spirit, a common ethos, and shared values within the school vision.
- ✠ To provide pupils and staff with an opportunity to experience stillness, quietness, joyfulness and laughter.
- ✠ Encourage respect for other people's religious beliefs and practices.
- ✠ To provide a reflective and worshipful atmosphere in which pupils and staff can experience some of the various ways in which people express awe, wonder, reverence, joy, and sorrow.
- ✠ Consider spiritual and moral issues
- ✠ Respond to the worship offered
- ✠ Pray or have time to think about things that matter to them
- ✠ Celebrate!



Collective Worship is held either in school, or at St Katherine's Church and is usually led by members of staff or members of the Christian community from a range of denominations. However, members of other faith communities and non-religious groups also lead Collective Worship. Children sing Christian songs and hymns and are encouraged to reflect and pray in response to the theme or message. It also includes opportunities for the school community to celebrate individual and team success and achievements. Parents and carers are regularly invited to join the children in Collective Worship.

All children are welcome to participate in daily Collective Worship irrespective of social background, culture, ethnicity, race, religion, gender, belief and differences in ability or disabilities.

### Special Educational Needs (SEN):

Here at Rowsley C of E Primary School, we believe that the learning journey is a lifelong experience and we aim to enable all children to make sense of their learning.

At Rowsley, we pride ourselves in developing the whole child; celebrating arts, sports and out of school successes as much as the academic learning. Learning starts with quality first teaching; exciting lessons that promote a love of learning and a desire to develop. However, some children have special educational needs and as such need more support.

These needs may be learning barriers or physical barriers. Individual needs are always discussed with parents/carers as soon as they are identified and additional support within the school or from external agencies may be provided in order to ensure that they are able to access the National Curriculum to the best of their ability.

No pupil will be refused admission to Rowsley C of E Primary School because of special educational needs and all relevant documentation will be transferred to ensure a smooth transition for children with special educational needs to other schools.

We have a proven track record on ensuring these needs are met and that all children are included in learning. We ensure that we build and use close partnerships with parents and outside agencies, and support the Derbyshire Local Offer for the range of support and expertise it offers.

So no matter who the child, or what their individual needs, our aim is the same; to enable all children to become confident, successful and flourishing learners in the belief that they are loved and valued in God's world.

For more information about SEN at Rowsley C of E Primary please visit our SEN website page:  
<http://www.rowsleyprimary.co.uk>

Behaviour:



As a Church School, we are committed to the view that all children are entitled to be accepted, respected and valued as individuals and as children of God. We also believe that with this entitlement comes the responsibility to behave appropriately and to show respect and consideration for the rights of others which arises from the belief that we are unique individuals.

At Rowsley Church of England Primary School, we are proud of the high standards of behaviour demonstrated by our pupils. We aim to ensure that this positive ethos is maintained and nurtured by all those who belong to our school community. We strive to promote the Christian values and ensure that everyone behaviour bears fruit.

*"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law." Galatians 5:22-23*

We encourage children to practice good behaviour by operating a system of praise and reward. This is for all children. Rowsley C of E Primary School's scheme is based on rewards for academic and non-academic achievements, for effort and for being caring, and for all aspects of good work and behaviour. Children can collect "Dojo points" and we operate a Bronze, Silver and Gold award scheme where children are presented with the relevant pin badges to wear on their school uniform.

## Curriculum Enrichment

At Rowsley C of E Primary School, we offer a wide range of extra-curricular activities within and outside school hours. Different activities run at different times of the year and letters are sent out each term to inform children and parents about what is available for the coming term.

A range of short-term sporting and other programmes are also available in addition to the regular extra-curricular activities. Some of these activities are only available to a specific age range and there may be a charge when an activity is organised by an external provider.

### Residential Visits

Every year, Year 5 and Year 6 pupils will be given the opportunity to experience adventurous activities during a residential visit. This visit not only enables children to develop collaborative and communication skills as a member of a team but also encourages them to overcome physical challenges, developing perseverance, responsibility, and independence.

### Educational Visits and Visitors

Wherever possible and appropriate, school visits are arranged to enhance and extend learning beyond the classroom, increasing enjoyment by engaging the children in a more meaningful experience. In addition, we also invite sports coaches, artists, actors or environmental groups to support learning within the school. We also work in partnership with the local community, businesses and organisations to arrange collaborative projects and activities that enable children to use and apply their knowledge and abilities, as well as develop personal and interpersonal skills. Written consent from parent or carer is required for children to participate in all off-site educational visits.



## Transition

Parents of children who are starting in Reception are invited to a meeting in school where they can find out about the uniform, school dinners, routines, procedures and how you can support your child's learning. Children are also invited to spend several sessions in school before they start, to help them with this important transition. The school also works very closely with local pre-schools to ensure that good relationships already exist before transition starts.

The majority of pupils from Rowsley C of E Primary School transfer to Lady Manners School at Bakewell for their secondary education. Throughout their time at school, all our pupils have many opportunities to visit Lady Manners School for various activities and events prior to the transition programme in Year 6.

## Travelling to and from School

All children are encouraged to travel to school safely and with consideration for the local environment. It is not only healthier for children to walk or cycle to and from school, but it also reduces congestion and pollution in and around our small school at the beginning and end of the day.

A 'Park and Stride' option is available by parking at the Derbyshire Dales District Council (DDDC) car park or at Peak Village and walking the remaining distance to and from school, crossing the A6 safely using the pedestrian crossing.

## Meet our Staff

Mrs A Wyer  
*Head Teacher*  
 (Designated Child  
 Safeguarding Lead)

Mrs C Hewitt  
*Deputy Head Teacher*  
 (Deputy Designated Safeguarding Lead)

Mrs S Hodgson  
*Class Teacher*  
 (SENCO)

Miss C Lindley  
*Class Teacher*

Miss M Sutton  
*Cover Teacher*

Mrs A Barkley  
*Cover Teacher*

Mrs T Booker  
*Higher Level Teaching Assistant and  
 Physical Activity Leader (inc Forest  
 School)*

Mrs A Isherwood  
*Higher Level Teaching Assistant*

Mrs K Nicholson  
*Teaching Assistant*

Mrs L Marples  
*Teaching Assistant*

Miss J Bacon  
*Teaching Assistant and Wraparound  
 Care Manager*

Mrs D Kinder  
*Teaching Assistant*

Miss A Bussell and Miss J  
 McVeigh  
*Wraparound Care Playworkers*

Mrs C Brown  
*Catering Assistant and Wraparound  
 Care Playworker*

Miss Z Booth  
*Midday Supervisor and Wraparound  
 Care Playworker*

Mrs S Middlebrook  
*School Business Manager*

Mr A Meakin  
*Cleaner-in-charge*

Mrs R Chisholm  
*Family Support Worker*

## Meet our Governors

Our Governing Body is federated with Stanton-in- Peak C of E Primary School. The governors of the Federated Board work in close partnership with the Head Teacher to ensure the efficient management of the school.

### Peak Tor Federation Governing Body

Name	Role
Adrian Thornhill Foundation	Chair of Governors
Mike Lilley Foundation	Vice-Chair of Governors
Alexia Wyer Executive Headteacher	
Claire Hewitt Staff	
Charlotte Bown Co-opted	
Johnathan Figg Staff	
Penny Brooks Co-opted	
Matthew Isherwood Foundation	
Daniel Burton Parent	
April Woolley Co-opted	
Ian Slack Parent	
Thomas Hurford Co-opted	
Margaret Lightowler-Cook Local Authority	

## School Uniform

The governors and staff are firm believers in the benefits of a school uniform. We believe it helps children to develop a sense of belonging and pride in their school and at the same time avoids competition and expense that can arise from fashion. We have selected smart, practical clothing that is not too expensive and suitable throughout the year.

The following items of embroidered uniform are available for parents/carers to order using the link below:

<https://www.yourschooluniform.com/schools/index/rowsley-c-e-controlled-primary-school-7320>

- Blue Sweatshirt/cardigan
- White/blue Polo shirt
- White/Blue PE T-shirt and Navy PE shorts supplied with a PE bag

Please also provide:

- Trainers for outside use
- Navy jogging trousers
- Black pumps

Other items available include:

- Navy Fleece Jacket
- Navy Ultimate reversible Coat
- Navy Knitted Hat
- Book Bags
- Blue Hoodie

We also keep a small supply of pre-loved uniform in school, and would encourage all parents to pick up items for free, saving money and the environment. Cheaper non-embroidered uniform items can also be purchased from supermarkets and high street shops. **Please** ensure your child's name is in all of their clothing, as these are identical across the school.

## School Admissions

If you would like your child to attend our school, please apply via Derbyshire County Council website.

If you would like to ask any questions about our school or would like to visit prior to applying for a place, please don't hesitate to contact us.

Rowsley Church of England Primary School admits pupils at the start of the September term following their fourth birthday. Applications for a place are made through Derbyshire County Council at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions), and returned by a specified date preceding the school academic year. If applying electronically is not suitable, parents need to contact Admissions and a paper copy can be sent to them. If you do not have access to the internet, you can apply by ringing Call Derbyshire on 01629 533190. Visits are arranged for the parents of new starters and their children.

The Pupil Admission number (PAN) is 12, with the school's capacity set by DCC at 84 pupils in total.

Where applications for admissions exceed the number of places, the following criteria set out by Derbyshire County Council will apply:

- 'Looked After Children'
- Children living in the local parish at the time of starting
- Children living outside the area, but who have siblings in school
- Children whose parents request a place on religious grounds
- Other children whose parents have requested a place

If a parent is unsuccessful in applying for a place they can appeal to an independent committee.

Parents may make a request to defer their child's entry until later in the school year. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

The Head Teacher and Governors will manage all requests for delayed and/or part-time admission as we manage other parental requests, balancing the needs of the child and the wishes of the parent(s) with the school's capacity to accommodate those needs and wishes.

### School to School Transfer

If you wish your child to transfer from another school, you will be asked to complete an admissions form and confirm the move with Derbyshire County Council.

### Visiting Arrangements

Visits to our school are always warmly welcomed. Please contact the school to arrange a mutually convenient time when Mrs Wyer can show you around our lovely school.

## Our School Day

- |                     |  |
|---------------------|--|
| ▪ Breakfast Club    | 8.00am (free to all children)                |
| ▪ School Starts     | 9.00am (access to classrooms from 8.50am)    |
| ▪ Morning Break     | 10.30 – 10.45am                              |
| ▪ Lunchtime         | 12.00 – 1.00pm                               |
| ▪ Afternoon Break   | 2.45 – 3.00pm                                |
| ▪ School finishes   | 3.30pm                                       |
| ▪ After school club | 3.30 – 5.30pm (available Monday to Thursday) |

In order to encourage healthy lifestyles, children in Key Stage 2 are allowed to bring healthy snacks for break-times on Monday to Thursdays and 'treats' for break-times on Fridays. Fruit is provided for Infants through the School Fruit and Vegetable Scheme.

When the children are dismissed at 3.30pm, they are collected from the class teacher by their parent/carer, unless attending After School Club. It is important that your child is aware of the arrangements in place at the end of the school day and if there is a change to these arrangements, e.g. another adult to collect your child, please inform their class teacher. Similarly, if for any reason, you are unexpectedly delayed and therefore unable to collect your child at 3.30pm, please inform the school as soon as possible.

### Wraparound Care

We understand the importance of wraparound childcare for families. There is a free breakfast club from 8am daily. There is also a chargeable after-school club Mondays to Thursdays. Please see the school website for more details.

## Attendance

### Absence and Lateness

Regular and punctual attendance is vital to your child's progress and we are required by law to follow up all absences and/or late arrivals, recording absences as either 'authorised' or 'unauthorised' (which is considered as 'truancy'). Therefore, parents/carers need to contact the school either in person, writing or by telephone before 9.10am explaining the reason for absence or lateness. After the close of registration at 9.15am, if no reason for a child's absence/lateness has been given, the school will phone the child's home to ensure that the child is safe and not missing on the way to school. If it is not possible to contact parents/carers at home, the school will continue to attempt to contact parents/carers and/or other contacts, e.g. family, friends, using the numbers provided by parents/carers. If it is still not possible to establish the whereabouts of a child then it will be necessary for the school to contact the appropriate authorities, e.g. police, educational welfare.

If your child is late (arriving after 9am) they will need to be signed in at the school office by a parent/carer, this is to ensure all children are accounted for in case of an emergency. Likewise, if you need to collect your child early then you will need to sign the child out at the school office.

### Term-time Absence

A list of school holiday dates is sent out at the beginning of each year in September and details of term dates for Derbyshire schools are also available at [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk). As part of the Lady Manners School Cluster group of schools, we have come to a common agreement that we shall all be applying consistency to requests for leave of absence during term time; that is that leave shall be authorised in exceptional circumstances only. We shall follow Local Authority procedures which may result in parents/carers receiving a fixed penalty notice. Parents who believe that their request meets the criteria for authorised leave of absence due to exceptional circumstances should make their request in writing to the Headteacher. The Governing Body will consider the request made and make their reply. Requests should be made in adequate time to allow the Governors time to consider the application at their termly meeting. Any period of leave taken without the agreement of the school will be classed as unauthorised and may result in sanctions such as a Penalty Notice.

## Lunchtime Arrangements

The children at Rowsley C of E Primary School may either have hot meals at school or bring a packed lunch.

### School Meals

Hot, nutritionally balanced meals are cooked at nearby Stanton-in-Peak Primary School, brought to school by taxi in special containers to keep the food hot, and then transferred to a 'hot trolley' for serving. Meals are ordered in advance.

Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals, which means they can have a hot meal provided by the school free of charge. The cost for junior pupils is £3.25 per day. Meals are paid for using the cashless system ParentPay. Once registered with Rowsley, parents receive a unique activation code for their ParentPay account. In some circumstances, junior children may be entitled to free school meals. Please ask at the school office for further information.

### Packed Lunch

During their time at Rowsley C of E Primary School, all the children will be taught about the importance of healthy lifestyles and diets. Therefore, we request that parents/carers ensure they provide a balanced meal and drink in their child's packed lunch. Lunch boxes need to be clearly marked with your child's name and should not contain cans, glass bottles or fizzy drinks.

## Home – School Communication

We want the very best for your child and a major factor in the success of their development is in the effective communication between home and school. This is therefore vitally important.

Please speak to the class teacher if you have a question, query or concern. You are welcome to speak to teachers face-to-face before school, but please be aware that they need to start teaching promptly at 9am. Similarly, please feel free to speak to teachers after school but be aware that they may be running an after-school club or have a meeting. Appointments to see teachers or the Family Support Worker can also be made. Other forms of communication are;

- Newsletters – the newsletters contain a variety of information; upcoming events, what has been happening, diary dates etc. Additional letters are sent with children regarding educational visits, clubs, etc. when required.
- ParentHub messaging service – we regularly send messages to parents with reminders about events, celebrating successes of pupils etc.
- School Facebook page and Instagram account – we are aware that many of our parents like to hear messages via social media. Please 'like and share' our good news stories.
- Parent consultations – teachers meet with parents and children twice a year. This is an opportunity to discuss how your child has settled into the new school year, review their progress, see their work and set short term writing and maths targets together, with your child present. We feel it is important to involve the children in their own learning and give them ownership of the targets they are being set. However, parents/carers are urged not to leave concerns until these meetings but to make an appointment to discuss any issues with the class teacher as soon as they arise.
- The End of Year Report - at the end of each academic year each child will bring home a school report. This is written by the class teacher and celebrates the year your child has had. It details the progress of your child and what their next steps are.

If you have letters, permission slips, or other items for the office these should be handed to the class teacher by the pupils at the start of the school day. If you have any administrative queries Mrs Middlebrook will be able to help you each morning.

It is essential that parents/carers provide the school with up-to-date contact names and telephone numbers so that all the above information finds its way to you, but also in case we need to contact you in an emergency.

### School Closure

Every effort will be made to ensure that Rowsley C of E Primary School remains open when faced with adverse weather conditions or industrial action. However, the health, safety and wellbeing of all members of the school community remains the priority, and this includes ensuring that the school can provide

appropriate levels of supervision for the children once they have arrived at school. The decision to close school will be made as early as possible and the school aims to inform parents/carers no later than 7.30am.

The school will use the messaging service and Facebook page to inform parents/carers of school closures. Again, if you would like to receive a message informing you of any decision to close the school, you will need to provide an up-to-date mobile number.

## Getting Involved

In school, parent helpers are always welcome, either on a regular or occasional basis. There are many ways in which you can support the work of the children in our school through helping the PTFA, listening to children read or supporting practical activities or visits. If you would like to help, please contact your child's class teacher. All parent helpers will need the appropriate DBS clearance prior to assisting in school.

### Governors

The Governing Body consists of members of the school, members of the community and parents and is responsible for continuing school improvement and ensuring that the best decisions are made for the future success of the school. If you feel that you would like to become a governor, please contact the school office for further information.

### Parents, Teachers and Friends Association (PTFA)

Every parent/carer is automatically a member of the PTFA, and members of the community, grandparents etc can join too. It is then up to you how hands on you are. The group meet informally to plan activities and events aimed at raising money to support projects in the school. All of the events offer value for money and lots of fun. Those wishing to join the group will find a relaxed atmosphere and a warm welcome. Even if you are unable to provide help on a regular basis, we are always looking for volunteers to help with special events. If you are interested in joining in with PTFA activities, please contact the school office.

## Complaints Policy and Procedures

It is the responsibility of the Governing Body to resolve complaints received by the school following the school's procedures and timescales. The Head Teacher has a responsibility to investigate all complaints, reporting back to the complainant and informing the Governing Body of the outcome of the investigation. In most cases complaints are successfully resolved through informal discussions with the member of staff concerned and the Head Teacher and therefore should initially be directed to the Head Teacher.

However, if the complaint cannot be resolved informally, the Head Teacher will deal with the complaint formally and will request that the complainant put the complaint in writing. If the complaint remains unresolved, and in some circumstances, it may be appropriate for the matter to be referred to the Chair of Governors who will also request that the complainant put the complaint in writing. If the Chair of Governors is unable to resolve the complaint, then the complainant may request that the complaint is referred to the Complaints Panel of the Governing Body. The decision of the Complaints Panel is final. However, if the complaint remains unresolved, the complainant will be invited to write to the Local Education Authority or Chief Education Officer.

A copy of the school's Complaints Procedure is available on the school website or from the school office on request.

## What our parents say...



My child LOVES coming to Rowsley school, they have really blossomed.

I am delighted that the family-friendly ethos, that the school has always had, is still being maintained. You can spot Rowsley School children amongst other schools as they are the most well-behaved and polite, and it's good to see this is still important.

I would not send my child anywhere else.

I would like to take this opportunity to thank the staff. My child is happy and is making excellent progress.

Excellent school and parent communication along with strong moral and social ethics being taught from the top down to the children.

We continue to be impressed with the enthusiasm and dedication of all the staff at Rowsley - a great start to education for our daughters!

Rowsley School has always had a great reputation for polite, well-behaved children. There is a wonderful family atmosphere, with respect between pupils and adults alike.

Love it. Thanks.