



The Ridge Academy

To go out and do amazing things

Parent Handbook

Taking you step-by-step
through starting school



**The Ridge
Academy**
To make our best better





Mr Pete Hales,
Headteacher, says...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01223 311111 and we will be happy to help!

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to The Ridge Academy and I look forward to getting to know you and your child.

STEP 1: CONFIDENTIAL STUDENT DATA

The Ridge Academy

Surname:		Legal Surname:	
Forename:		Middle name:	
Chosen name:		Gender:	
Date of Birth:		Year:	
Address:		Reg Group:	
Telephone:			
Email:			

EMERGENCY CONTACTS:

Priority 1	Name / Relationship:		
Home Address:		Tel:	
		Mobile:	
		Email:	
		Work Phone:	

Priority 2	Name / Relationship:		
Home Address:		Tel:	
		Mobile:	
		Email:	
		Work Phone:	

Travel Arrangements:
Route:

Dietary Needs:
Dietary Preferences:
Meal Arrangement:

T = TRUE, F = FALSE

In LEA Care:
Ever In Care:
Care Authority:

Please tear here

STEP 1: CONFIDENTIAL STUDENT DATA

The Ridge Academy

Medical Practice:
Address:
Telephone Number:

Medical Condition(s)

Ethnicity :	
Home Language:	Religion:

Agents:	Agencies:	Telephone No:

0 = NO CONSENT, 1 = CONSENT

Consent:		Notes:
Data Exchange		
Educational Psychologist		
Educational Trips or Visits		
Emergency Medical Treatment/First Aid		
Occupational Therapist		
Photograph Student		
Physiotherapist		
School Nurse		
Sex Education		
Speech Therapist		



Step 1

STEP 2: PERMISSION FORM

The Ridge Academy

Please fill in and return the permission form below as soon as possible.

When your child goes on a school trip, our caterers, Alliance in Partnership can supply a packed lunch (this includes sandwiches, fruit, dessert and a drink) at the cost of £2.20 (no cost if you currently receive a free school meals allowance). These need to be ordered in advance and we would be grateful if you can let us know if you would like us to provide lunch or whether you will provide your child with a packed lunch and drink.

Permission for:	I do give permission (please print and sign)	I do not give permission (please print and sign)
Consent to use images or photographs of your child on our website or in the event of newspaper report or publicity (please see separate photo permission letter)		
Consent for your child to go on School educational trips and visits, sometimes using the school car or minibus. (Separate permission will be requested for any trip or visit that has adventurous activities e.g. rock climbing, water sports etc.)		
I would like the school to provide a packed lunch for my child when they go on a school trip and will pay £2.20 when notified by the class (or at no cost if receiving free school meals)		
Consent for emergency medical treatment (including first aid treatment at school by a 'qualified first aider' member of staff or taking to hospital/ doctors if necessary). Please state any skin allergies or medicine allergies below:		

Name of Child:	
Name of Parent/Carer:	
Date:	



Please tear here

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER
PRESCRIBED MEDICATIONS

Staff at The Ridge Academy **will not** give your child medication unless you complete and sign this form in accordance with school policy and procedure.

Name of Child:

Date of birth:

Class Teacher:

Medication

Medical condition or illness:

Name and strength of

medication Name:	Strength:
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How much to give and when to be given:

Any other instructions?

Number of tablets/quantity given to school:

Are there any side effects?

Note: Medications must be in original container with clear label as dispensed by the pharmacy.

Parent/carer telephone number:

Name and phone number of Doctor:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medication in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Parent's signature:
Print name:
Date:

PLEASE NOTE: If more than one medication is to be given a separate form should be completed. Parents will need to complete this form each time medication is given to school.

Pupil Name:	
DOB:	
Parent/Carer Name:	
Address:	
Doctor/Medical practice address, postcode and phone number:	(for parent/carer to complete)
Medical Condition:	
Medical history:	(for parent/carer to complete)
Other medical conditions:	
Any recent related problems:	(for parent/carer to complete)
Please state any physical or special care needed at school (during normal school lessons, physical education, school outings)?:	(for parent/carer to complete)
Can physical child restraint be used (only if absolutely necessary)?: (Please state any physical restrictions)	(for parent/carer to complete)
Parental signature and date:	(for parent/carer to complete)

Please tear here

Name of child:

At The Ridge Academy, we recognise each child as an individual, and aim to give all children every opportunity to realise their full potential. We believe that a close partnership between the school, parents and the child is essential if we are to achieve this aim. We therefore ask all parents and children to sign up to our Home/School Agreement.

The Responsibilities of the School

At The Ridge Academy we will:

- Provide a secure, happy and stimulating learning environment
- Provide a broad and balanced curriculum which challenges your child to reach their potential and fulfils the requirements of the National Curriculum
- Encourage your child to show friendship and respect for others, including those of a different culture, and to abide by the school behaviour policy, ensuring a safe, caring environment for all
- Keep you informed about your child’s progress and behaviour, as well as their termly curriculum
- Set regular and appropriate homework for your child
- Make you feel welcome whenever you visit the school and respond to your questions or concerns as quickly as possible
- Allow children safe and secure use of the Internet through a combination of site filtering, supervision and by fostering a responsible attitude in all pupils, in partnership with parents

Signed:

(On behalf of The Ridge Academy)

Date:

The Responsibilities of the Parents/Carers

All parents/guardians will:

- Having chosen The Ridge Academy for your child, accept the school's aims and values, positively supporting the school
- Support your child in appreciating children from different cultures and backgrounds
- Ensure that your child attends school every day during term time, unless there is a good reason for absence (e.g. illness)
- Notify the school by telephone in the event of absence
- Support the school’s policies and guidelines on learning, behaviour and uniform, both in school and at home
- Attend parent/teacher meetings to discuss your child's progress.
- Support your child with homework that is set, including reading
- Keep us informed of where to contact you in case of emergency
- Promptly inform the school of any concerns or problems that may affect your child's learning, behaviour or happiness at school
- Support school in the teaching of safe and secure Internet use at home

Signed:

(Parent/carers)

Date:

The Responsibility of the Child

I will try my best to:

- Do all classwork and homework as well as I can, asking questions when I don’t understand
- Be respectful towards others and behave in a safe and responsible way
- Be respectful of people from other cultures and backgrounds
- Be kind, helpful and forgiving
- Be honest
- Use the Internet safely as I have been taught in class

Signed:

(Child)

Date:

Parents/Carers please note: This document contains exerts from and references to The Ridge Academy e-safety Policy. Please familiarise yourself with this document prior to signing below.

Introduction

The Internet, Intranet, e-mail, messaging systems and related technologies can be extremely valuable tools in an educational context, encouraging the development of communication skills, and transforming the learning process by opening up possibilities that, conventionally, would be impossible to achieve. The college encourages the use of electronic mail as a medium for paper mail replacement and as a means of enhancing communications. Creating a safe ICT learning environment includes three main elements at the Academy:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- Access to e-Safety information for children, staff, parents and carers and other users;

All children should be familiar with the e-Safety policy including:

- E-mail, messaging and digital communication (social networking) use;
- Safe use of network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones, digital cameras and video cameras;
- Publication of pupil information/photographs and use of the Intranet and the website;
- e-Bullying and Cyber-bullying procedures as per the Anti-bullying policy;
- Their role in accessing e-Safety information;

Misuse

The Internet, Intranet, email, messaging systems and related technologies must not be used for knowingly viewing, transmitting, retrieving, downloading or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene or pornographic;
- Defamatory, threatening or seen as cyber bullying;
- Illegal or contrary to the college's policy or business interests;
- Subject to Copyright such as music, software or films;
- Likely to cause network congestion or significantly hamper access for other users;
- Children may only play appropriate web based educational games during break or lunch times and must not install any games to the network.

Children must not:

- Deface the school's equipment;
- Vandalise school equipment;
- Load executable files or use those files to gain access to unauthorised areas of the network.
- Seek/attempt illegal access to another user’s area;
- Change the settings of stations, for example screen displays; desktop images.

Agreement

The child named below agrees to adhere to the e-Safety Policy. Any breaches of this policy may result in his/her removal from the network for a sustained period of time depending on the severity of the offence. Removal of Internet or computer access may ultimately prevent access to files held on the system, including student files or student examination coursework. Academy monitors all aspects of ICT usage. All content must be polite.

I have read and understood the above rules and agree to comply with them throughout my time at the academy.

Student Name:

Student Signature:

Date:

Parent/Carer Signature:

Date:

Please tear here

From time to time, local or regional press or television may approach school to take pictures of children if, for example, there has been a particular event at the school that they wish to cover.

The Academies Enterprise Trust (AET) as our sponsor may also wish to produce a video, literature or create a website which may include images of your child or a group of children.

The Academies Enterprise Trust and Gloucestershire County Council take the issue of child safety extremely seriously and that includes the use of images of children. It may be that, for personal or other reasons, you do not want an image or photograph of your child to be taken for publicity purposes and so it is extremely important that your school has a signed form to make your wishes clear.

Please complete and sign the attached form and return it to your child's school.

- Please note that this does not apply to the school photograph that is taken of your child/class for your own use.
- Also, the AET and The Ridge Academy have no control over any images or photographs that are taken of the children at school by other parents/guardians for their own private use.

The Ridge Academy

Name of child:
Name of person responsible for the child:

I have read and understood the information given to me about the possibility of an image or photograph being taken of my child for publicity purposes while at school.

* I do/do not give permission for any image or photograph to be taken of my child while at school, for use in the public domain.

Parent/Carer Signature:	Date:
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* Please delete as appropriate

STEP 8: CLAIMING FOR FREE SCHOOL MEALS

Who can apply?

In order to qualify you must be in receipt of one of the following benefits in order to be entitled to free school meals for your children:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit, and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit)

You can only claim for children attending a state school who are of statutory school age (reception age to 16) and 6th form pupils in school. If the pupil attends a college you will need to contact the college direct.

How does it work?

You need to complete an application form and return it to the Transport and Benefits Team at the address shown above. Forms can be downloaded from our website www.gloucestershire.gov.uk/freeschoolmeals or you can contact us to request a copy.

How often do I have to apply?

You should apply when you first start to receive benefit. Your eligibility will be reviewed periodically. It is essential that you contact us in writing with any changes of address or other circumstance.

Will my claim be back-dated?

No, entitlement to free meals will start from the date we receive your application.

What can I expect my child to receive as a meal?

A school meal can be either hot or cold. It depends on what facilities the school has. Your child will receive a main course and a dessert. Drinking water should be provided by all schools, and you will need to pay for any alternative drinks.

How do I apply for free milk?

If your child's primary school provides milk at break-time, this will be free for the time your child is entitled to free school meals. Please contact your child's school to see if free milk is available and how to apply for it. Unfortunately, this is not available in secondary schools.

How will the school know my child does not have to pay for school meals?

The schools concerned will be notified directly by the Transport and Benefits Team that your child can have a school meal free of charge. Each school makes its own arrangements for notifying the dinner service staff which children are eligible to receive a school meal free of charge. You can use your letter of entitlement as confirmation.

What do I do if my benefits cease?

You will need to contact the Transport and Benefits Team immediately.

Do not continue to take free school meals, otherwise you will be asked to pay for all the meals your child has received since you were no longer entitled to claim.

For further information please contact the

Transport and Benefits Team:
Telephone 01452 425434/ 5390 - Fax: 01452 425399
Email:pupilbenefits@gloucestershire.gov.uk
Or visit our website www.gloucestershire.gov.uk/freeschoolmeals

Key information

What are our school times?

- Start of the day: 9.15am. (Mondays)
- Start of the day: 8.45am. (Tuesdays-Fridays)
- Morning break: 10.30am – 10.50am.
- Lunch break: 12.00 noon-12.45pm.
- End of day: 2.45pm (Mondays to Thursdays).
- End of day: 2.30pm (Fridays).

Starting school for the first time

Most children that start at The Ridge Academy with a full-time placement, require part time (or staggered) transition. The school year runs from September 1st-August 31st. Before joining us each child will benefit from the opportunity to spend time in class visiting with a parent or carer. Every family receives a pre-entry visit from our Family Support Team. Our Teaching, Learning and Nurture leads visit current settings and liaise with supporting agencies to ensure the best possible transition to The Ridge Academy.

The first few days at our Academy will be supported through the Nurture group, an onsite provision allowing time to adjust and prepare for school life, meet new friends and get to know the Class Teacher. The most important way to help your child prepare for school is to talk to them and the Class Teacher about the school day, share and join in with school activities. A Starting School pack is available; please ask in the school office if you would like a copy

Holiday activities

Mr. Shaw and his staff in our Family Liaison Team organise some fantastic holiday activities for pupils at the Ridge which provide an amazing range of exciting, fun and educational experiences.

Breakfast and nurture time

Each day begins with nurture time and breakfast. Children have a choice of a hot or cold drink, toast or cereal. The class teams



Uniform

Parents are asked to encourage their children to wear school uniform although it is not compulsory. All items of clothing should be marked clearly with your child's name. Pupils will need an old shirt or apron for art and craft activities.

Boys

- Blue school sweatshirt with logo.
- Grey trousers.
- White polo shirt.
- White polo shirt and grey shorts for summer.
- Sensible black shoes (no trainers.)

Girls

- Blue school sweatshirt or sweater or cardigan with logo.
- Grey skirt or pinafore.
- White polo shirt.
- Blue and white check dress for summer.
- Sensible shoes (no trainers or heels).
- Plain black trousers can be worn by girls during the winter months.

P.E. Kit

- Trainers.
- T-shirt.
- Shorts.
- A track suit is useful for cold weather activities.
- Football boots and trainers permitted for key stage 2.

Where to buy

The Ridge now has a uniform ordering system through Tesco online. Parents can still purchase school uniform directly through school or if you prefer, you can use the Tesco website. To order any uniform on line, please click on the link: [Tesco Uniform.](#)



Food in school

School dinners

We are committed to healthy eating for children and strive to provide fresh and exciting school dinner menus for your child. The menus are available to view on our school website (www.theridgeacademy.org) under the 'Parents and Carers' section.

Free school meals

Free school meals are available for all children in Reception, Year 1 and 2. From Year 3 upwards, some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the office for details on how to apply.

Dinner money

School lunches are charged at £2.20 per day, which is payable in advance through cash in a sealed envelope detailing the amount, child's name and class. If you prefer to make payment online, the school office will provide the school's bank account details.

Packed lunch

Children may bring in a packed lunch The Ridge Academy supports the provision of a healthy lunch box, encouraging parents to include healthy options. A leaflet is available in school produced by Gloucester Health Promotion suggesting healthy ideas.

Break-time and drinks

Mid morning fruit is provided for all children. In mid afternoon there is another opportunity for a fruit snack and this is available to all children. . We encourage children to drink water regularly during the day.



Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance

The Ridge Academy prides itself on good attendance and continuity of learning. It works with parents in close partnership to ensure that this is achieved. Regular attendance is essential to ensure children reach their potential both academically and socially. Pupils with good attendance records generally achieve higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life.

Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. **Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.**

Report your child's absence

Please inform us by telephone or email before 9.00am on each day of your child's absence. If we are not aware of any reason of your child's absence the School Administration staff will telephone parents. This contact will ensure all children have arrived safely at school.

Holidays

Headteachers and Principals can no longer authorise absence for holidays in term time. It should be remembered that this is a Government led directive. Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

Request for absence

If you are considering leave within term time, please put the request in writing and addressed for the Attention of the Principal stating the exceptional circumstances. This should be received at least three weeks before the date of the requested absence; earlier if possible. A request for absence in exceptional circumstances will be assessed if your child has an attendance record of 95% or above for the previous 2 terms. Furthermore, leave for holidays and travel during term time will not be authorised as these do not constitute exceptional circumstances. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances.

Medical appointment

If an absence relates to a medical appointment, the school may request sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

Jewellery and other valuables

In the interests of safety children should not wear jewellery to school as this can be very dangerous in any play situation. Children with pierced ears are asked in the interest of safety to wear studs at school. Watches may be worn, but no other jewellery is to be worn.

The school can accept no responsibility for any items of jewellery or other valuables which are lost at school.

Internet safety

We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

Enlisting parents support

Parent attention will be drawn to the school e-safety policy in school communications and on the school website.

Charging policy

School trips

When organising school trips, the school may invite parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to either subsidise or cancel a trip. No child will be excluded from a school trip because of family/carer inability to meet the costs.

Extracurricular activities and optional extras

Charges may be made for 'optional extras' e.g. extracurricular clubs, lessons, materials, equipment, transport etc. Optional extras relate to activities outside of the normal school curriculum. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

Residential visits

A charge may be made to cover accommodation and transport. Participation in the Residential visit will be on the basis of parental choice and a willingness to meet the charges. Parents are given the opportunity to pay in instalments.

Recovery of sums payable by parents/carers

Any sums payable by parents/carers such as wasted examination fees; breakages and damages; agreed payments for optional extras etc are recoverable as a civil debt.

Helping to support children's learning at home

At times children are encouraged to continue and develop their work at home. Home learning supports learning in class and is set according to children's ability. We recognise that all children need leisure time and hope that our policy reflects a balance so children can extend and consolidate their learning with parental support while still allowing 'down time.' It is important that children and parents are clear about what is set and the school's expectations for its completion.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the Class Teacher. If it is a confidential or complex matter, please do not try to deal with it immediately before or after school, but ask to see the Teacher at a suitable time.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Class Teacher as soon as possible or speak to the Principal. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, the Principal will be able to provide parents with a copy of the academy's formal complaints procedure.

Sport

Children at The Ridge Academy take part in a varied range of sports within class PE lessons, as well as clubs, intra-school and inter-school competitions. We strive to provide new and varied physical activities for children as we believe that PE and sport enhances academic learning and leads to healthier, happier and more productive lives. Our PE Curriculum for KS1 is based on multi skills approach to learning and in KS2 it is more sports specific combined with opportunities for competition in accordance with the national curriculum. All pupils are able to try new activities as well as enhancing their existing skills in a range of environments. Extra-curricular opportunities include tournaments against local schools and membership of the Cheltenham and North Tewkesbury School Sports Network.

Music

Music and singing are an important part of school life at The Ridge Academy. Children are provided with high quality music lessons in classes as well as an array of opportunities outside of the classroom. Performing music with others is a great way to build self-

Frequently Asked Questions

confidence, and the ups and downs of learning to sing or play an instrument promote resilience and courage. Music affords an opportunity for all children to express themselves. Many studies have shown the impact of music on educational attainment and brain function and it also develops children's concentration skills.

We often find it easier to learn through songs, sounds and rhythms and music forms an integral part of our Curriculum. We also teach music as a discrete subject which has lots of benefits for our pupils.

Singing

The children enjoy a regular singing session where hymns, carols, traditional and new songs are learnt and enjoyed by all. Our pupils use their voices expressively and creatively by singing songs and speaking chants and rhymes.

Instruments

They will also play a range of musical instruments and listen with concentration and understanding to a range of high-quality live and recorded music.

Special Educational Needs

Every child in this inclusive school has an entitlement to fulfil his or her potential. We achieve this by ensuring the health and well-being of all pupils as well as supporting them to make academic progress. All our pupils access:

- High quality teaching and learning.
- A differentiated curriculum.
- Adjustments to the environment and equipment for pupils with disabilities.
- Assessment for learning with personalised target setting.

We also have a variety of spaces that children can use to help them manage their behaviour:

- Dark room.
- Play room.
- Therapy room.
- Soft room.
- Sensory room.

Additional support and partnerships

It may be that your child needs additional support in school. This could be in the form of intervention groups or may require a more intensive level of 1:1 support. Some children may require an Education, Health and Care plan or top up funding to help meet their needs. Our staff will fully support you through this process and explain each stage to you. We also fully involve the children in regular discussion about their education and progress.

We also work closely with a range of agencies, for example Educational Psychology, Speech

and Language, School Nursing, Occupational Therapy, Hearing Impaired Team, Visually impaired Team, and Community Paediatricians.

Reward shop

Throughout the school day the children earn points for their learning and their behaviour. At the end of the week these are added up and the children go to spend their points in the school shop. The shop consists of small toys, stationary and presents for family members. The children can also choose to save up their points and spend these on bigger items. They can find these in the shop catalogue

Pastoral care and pupil welfare

Our school has a positive family ethos, pupils are encouraged to show respect for others and their environment.

A Safe Place

The Ridge accommodates some of the most challenging and disadvantaged children in Gloucestershire and beyond. Its patient and experienced staff create a gentle, welcoming and safe place for these children to come to and be personally nurtured as well as educated. It is no surprise to learn, in spite of their long distances to travel every day, our pupils maintain a good attendance record.

Parents and carers meet regularly

Parents and carers meet once a week for coffee and an informal supportive chat with the school's full-time Family Support Worker and Assistant Headteacher. This group is flexible, and people come when they can. They have been using a course: 'Time Out for Parents', which is written especially for parents of SEN pupils. This group has a sense of shared enterprise and creativity in giving their children the best possible chances in life. Parents have commented on how their children have become more manageable at home since starting at The Ridge:

Providing 'Outreach Support'

The school's experienced team is in demand for outreach support for other schools in Gloucestershire, and they contribute to staff training on a national basis for the MAT. Because of this, many children in danger of exclusion have been enabled to remain in their mainstream settings. Partners of the school write in warm terms of the school's outreach work and of the schools' relationships.

How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may then be unavoidable. During severe

weather we will advise you via DOJO, text and our school Facebook page as soon as a closure decision is made. Details will also be available on the local radio (Radio Gloucestershire and Heart FM) and the school website. A council website list of closed schools will also be available at: <http://www.gloucestershire.gov.uk/closedschools>.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Parents will be required to complete the appropriate authorisation form which is available from our website or the school office. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. Please make sure that contact numbers are kept up to date. Teaching and support staff have received Emergency Aid Training in line with policy guidelines. If your child is ill we will look after him/her until you are able to get to school or we can arrange transport home.

Health interviews/school medicals

Regular visits are made by the School Health visitors for weight, sight and hearing tests. Health interviews by the School's Nurse are arranged for Reception children after their first term in school.

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. You will receive regular phone calls from your class team and a daily home school diary will be sent home with your child, in his/her book bag. Please complete the diary daily and additionally phone the school office if there are any changes at home that may impact on your child's emotional; and behavioural attitude in school. We also have an 'open door' policy and welcome parents into school to talk to staff.

Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and families help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits. If you are interested in getting involved, please contact the Class teacher or the School Office. There is a form available through school to let us know how you may be able to help in school.

Parent Teacher and Friends Association (PTFA)

We are currently without a PTFA but would welcome a volunteer to begin setting one up. If you have any free time and would like to help please contact the school office.

Governance

Governance at the Ridge is through our Multi Academy Trust, AET and operates as follows:

The Governing Board is the Principal, accountable body at local academy level and is supported by two important Advisory Boards:

- An Employee Advisory Board, EAB representing academy employees. In some academies these operate as Joint Consultative Committees ('JCC's).
- A Parent and Community Advisory Board ('PCAB'). This is designed to strengthen the voice of parents and wider community stakeholders, and to support the provision of broader educational opportunities for pupils, including meaningful encounters with employers as contemplated by the Gatsby benchmarks for career guidance. The PCAB Charter explains its scope and operation.

Each of the advisory boards meet on a regular basis and report back formally to the main Governing Board with written reports and, where required, through attendance at the Governing Board by a representative of each advisory board.

Visits, meetings and quality assurance of governance

All Governing Boards are required to meet at least once each term, although this may be more frequent where required to ensure the appropriate levels of challenge, support and accountability for:

- the welfare and protection of pupils
- the educational performance of the academy and its pupil outcomes
- the performance management of staff

Vacancies for Governors are advertised as they arise.

Your child's achievements

The school maintains excellent records of pupil progress, seen holistically: emotional and social development is nurtured and recorded alongside academic targets. Progress in every aspect of the school curriculum is reported to parents and carers, with an emphasis on the child's 'effort'. Every opportunity is found to praise and celebrate success. Children in class are always noticed and thanked for behaving well, and there are certificates and rewards which are read out in assembly and displayed on notices around the school. Every child works to individualised targets in their EHCPs, and the very high staff to pupil ratio ensures children are given the individual help they need to attain them. There is an atmosphere of purpose towards specific goals in every room.

School reports

We provide all parents with an annual written report from the Class Teacher at the end of the Summer Term which provides information about your child's academic achievement and summarises their personal and social development.

Parent evenings

We offer a range of opportunities for parents to see and hear feedback on their child's progress. We also hold parent consultation evenings during the Summer term when we meet with parents on a more formal basis to discuss their child's progress and keep them informed about the school curriculum.

News

Our website (www.theridgeacademy.org) has lots of useful information including news updates, term dates and information on our activities. Please see the 'News' section where you will find a collection of useful information and bulletins on our achievements and events.

Newsletters

We also produce monthly Newsletters which we send home with the children. These will ensure you keep you up to date with school information, activities and upcoming events.

The Home School Agreement

Parents and Teachers are asked to sign a Home/School Agreement and work together regarding your child's needs and welfare. If a Teacher needs to discuss a child's behaviour then parents / carers will be contacted. We regard the welfare of our pupils as a collective responsibility; a home/school partnership. We have strong links with outside agencies and will aim to work together to help the child together.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website: www.theridgeacademy.org and click on 'Statutory Information' then select 'Policies' to read our policies.

Key policies

Some of our key policies are:

- Safeguarding and Child Protection.
- SEND.
- Behaviour.
- British Values.
- Race Equality.
- Admissions.
- Complaints.
- Charging
- Pupil and Sports Premium.

2018/19 Academic Year Term Dates

Autumn Term 2018

Starts: Wednesday 5 September 2018

Half Term: Monday 22 October- Friday 26 October 2018

Ends: Thursday 20 December 2018

Spring Term 2019

Starts: Monday 7 January 2019

Half Term: Monday 18 February – Friday 22 February 2019

Ends: Friday 5 April 2019

Summer Term 2019

Starts: Tuesday 23 April 2019

Bank Holiday: Monday 6 May 2019

Half Term: 27 May – Friday 31 May 2019

Ends: Friday 19 July 2019



Our aims

'To go out and do amazing things.'

Our vision and values

- To inspire our children with a love of learning.
- To give them strategies to help them make the right choices.
- To encourage them to have a sense of pride in all they do.
- To develop their self-esteem so that they have confidence and resilience to deal with life.
- To support and inspire them so that they feel respected as individuals.
- To help them feel valued within our community.
- To develop the skills to value friendships and positive relationships.
- To understand their own and other people's emotions.
- To help them feel safe and stay safe.

We aim to:

- Collaborate in partnership with parents, carers and other professionals.
- Encourage and support staff in their continual professional development.
- Be good role models to the children.



The Ridge Academy has Achieved Centre of Excellence Status
(IQM assessment 2018)

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