



Ridgeway Farm  
CE Academy

**Parent Information Book**  
**2022-2023**

## Welcome

Welcome to Ridgeway Farm CE Academy. We are so pleased and privileged to be welcoming you to this school. Our aim is that this booklet will enable you and your child to be well prepared for starting school and settle quickly. Should you have any further questions however, please do not hesitate to contact us.

Our school website will have up to date information, newsletters, events and curriculum details to help you find out more about school life.

Ridgeway Farm CE Academy is a 'Good' school, as reported in our latest Ofsted and SIAMS inspections, has state of the art facilities and a wonderful team waiting to welcome your child.

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## General Information

Our contact details are:

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Tel: 01793 677471

Email: [admin@ridgewayfarmcea.org](mailto:admin@ridgewayfarmcea.org)

School Website: [www.ridgewayfarmcea.org](http://www.ridgewayfarmcea.org)

Executive Principal: Mrs Carly Luce

Head of School: Mrs Laura Gibbard

Chair of Academy Council: Mr Stuart James

## Our Vision

"Believe, Learn, Grow"

Our vision is for all children to believe in themselves and develop a love of lifelong learning as we grow together as part of God's family.

We will believe: -

That we can fulfil our potential;

That each voice is important;

In ourselves and in each other.

*Jeremiah 29:11*

*"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."*

We will learn: -

Actively and creatively;

In a happy and safe environment;

To love ourselves and celebrate our uniqueness;

To become more independent and resilient.

*Proverbs 22:6*

*Train up a child in the way he should go: and when he is old, he will not depart from it.*

We will grow: -

In wisdom, love and compassion - treating others as we want to be treated;

To be curious - asking questions about the world around us;

Into active citizens contributing to our community;

Together as part of God's family.












*Colossians 2:7*

*Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness.*

Our daily life at Ridgeway Farm CE Academy is underpinned by 12 Christian values. These are taught and modelled by all members of the school community.

An act of *Collective Worship* takes place every day and is an important part of school life, making space for pupils and staff to come together and share in worship through learning, music, reflection and prayer. *Collective Worship* follows a cycle of planning based on key Christian Beliefs and Values. These are taken from the Values for Life scheme, as recommended by the Church of England.

Our Worship is inclusive and gives all of the school community the chance to be part of the experience, while respecting the integrity of family and cultural backgrounds.

<b>Thankfulness</b> 	<b>Trust</b> 	<b>Perseverance</b> 
<b>Justice</b> 	<b>Friendship</b> 	<b>Truthfulness</b> 
<b>Generosity</b> 	<b>Compassion</b> 	<b>Courage</b> 
<b>Forgiveness</b> 	<b>Service</b> 	<b>Respect</b> 

## Parents as Partners

*"Parents are children's first and most enduring educators. When parents and practitioners work together, the results have a positive impact on children's development and learning."*

Children do not necessarily have the same background or experiences, so they will enter school at different starting points. At Ridgeway Farm CE Academy, we are aware of this and aim to provide the very best education for every child.

Within the first few weeks of starting school, the team will spend time getting to know your child. We will complete a learning profile to build up a picture of the kinds of things your child can do and the skills they need to develop. These assessments will continue throughout the year in order to develop your child's learning profile.

We will provide your child with situations which involve confidence building, praise and success, as well as fostering independence, therefore making the transition to school a positive experience. Children who feel confident about themselves and are able to enter new situations, knowing that their parents and the people around them are working together in partnership to support and encourage them, will make positive steps towards learning. The staff will soon be contacting previous settings or schools to ensure a smooth transition.

The school is committed to an open door policy. There are lots of opportunities for parents to communicate with school including open sessions, class assemblies, curriculum meetings and parents meetings. We also encourage you to feel free to discuss any queries you may have regarding your child with the class teacher who will be available at the beginning or end of every day.

## The School Day

The timings of the school day are as follows:

8.40: Classroom doors open & Registration

9.00: Collective Worship followed by the Golden Mile

Session 1

Morning Break

Session 2

12.00: Lunch

Session 3

Schools Ends 3.15

In the morning, the school gates will be open from 8.35 am and a member of staff will be available and supervising your children until classroom doors open at 8.40 am. School gates will be locked again at 8.55 am.

Registration closes at 8.55 am and anybody arriving after this time will be considered as late and marked as late in the school system. Any late arrivals must sign in at the office. If your child is not able to attend school for any reason, please contact the school office or leave a message on the school phone system at the earliest opportunity.

We would appreciate it if appointments could be made outside of the school day to ensure your child's learning is not disrupted.

In the afternoon, the school gates will open at 3.10 pm and school finishes at 3.15 pm.



### Tree Tops Breakfast and After School Club

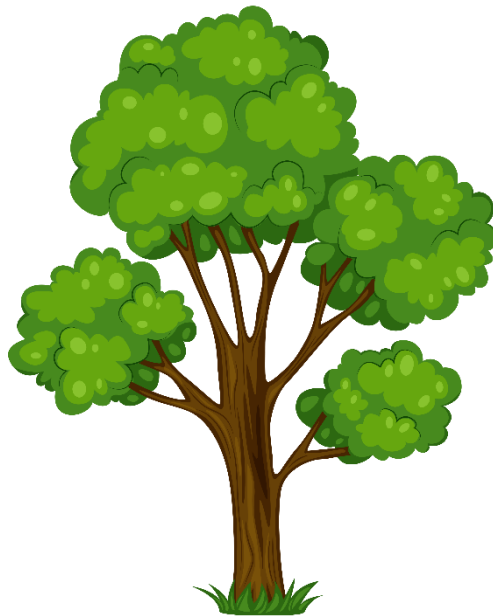
If you wish for your child to attend the breakfast and after school wrap around care, you will need to register your child requesting the sessions you require. These will be allocated on a first come first served basis.

Cost of breakfast care is £3.50, this includes a choice of cereals and toast.

Cost of after school care £7.50, this includes a healthy snack.

Drop off in the morning is from 7:30 and children must be collected by 6pm.

A registration form is attached included in your information pack. Please note that Tree Tops will not be opened on teacher development days or during school holidays.



## Arrival/Collection

### **First day in school**

If your child is starting in Reception, you will have received the induction timetable. Please take your child to the Reception playground and a member of the Reception staff will take your child into the classroom. On collection at the end of the session, you will be invited into the classroom so you can see where your child has been playing and learning for the day.

To develop your child's independence, please encourage your child to enter the classroom independently, to look for their peg, so they can hang up their own coat and if having a packed lunch, can place their lunchbox in the allocated space. Water bottles can be stored in the classroom so that children can access them easily during the day.

When it is time to collect your child from school at the end of the day, please wait outside the Reception class area or in the playgrounds. Children in KS2 will be able to walk around to the KS1 area independently.

If arrangements for collecting your child change, and a different adult will be collecting them after school, please contact the school office informing them of the name of the adult, so this information can be passed on to the class teacher. In the case of an emergency, please contact the school and give a brief description and name of the responsible adult.

## Term Dates 2022-2023

September 2022					October 2022					November 2022								
M		5	12	19	26	M		3	10	17	24	31	M		7	14	21	28
Tu		6	13	20	27	Tu		4	11	18	25		Tu	1	8	15	22	29
W		7	14	21	28	W		5	12	19	26		W	2	9	16	23	30
Th	1	8	15	22	29	Th		6	13	20	27		Th	3	10	17	24	
F	2	9	16	23	30	F		7	14	21	28		F	4	11	18	25	
Sa	3	10	17	24		Sa	1	8	15	22	29		Sa	5	12	19	26	
Su	4	11	18	25		Su	2	9	16	23	30		Su	6	13	20	27	

December 2022					January 2023					February 2023								
M		5	12	19	26	M		2	9	16	23	30	M		6	13	20	27
Tu		6	13	20	27	Tu		3	10	17	24	31	Tu		7	14	21	28
W		7	14	21	28	W		4	11	18	25		W	1	8	15	22	
Th	1	8	15	22	29	Th		5	12	19	26		Th	2	9	16	23	
F	2	9	16	23	30	F		6	13	20	27		F	3	10	17	24	
Sa	3	10	17	24	31	Sa		7	14	21	28		Sa	4	11	18	25	
Su	4	11	18	25		Su	1	8	15	22	29		Su	5	12	19	26	

March 2023					April 2023					May 2023								
M		6	13	20	27	M		3	10	17	24	M		1	8	15	22	29
Tu		7	14	21	28	Tu		4	11	18	25	Tu		2	9	16	23	30
W	1	8	15	22	29	W		5	12	19	26	W		3	10	17	24	31
Th	2	9	16	23	30	Th		6	13	20	27	Th		4	11	18	25	
F	3	10	17	24	31	F		7	14	21	28	F		5	12	19	26	
Sa	4	11	18	25		Sa	1	8	15	22	29	Sa		6	13	20	27	
Su	5	12	19	26		Su	2	9	16	23	30	Su		7	14	21	28	

June 2023					July 2023					August 2023								
M		5	12	19	26	M		3	10	17	24	31	M		7	14	21	28
Tu		6	13	20	27	Tu		4	11	18	25		Tu	1	8	15	22	29
W		7	14	21	28	W		5	12	19	26		W	2	9	16	23	30
Th	1	8	15	22	29	Th		6	13	20	27		Th	3	10	17	24	31
F	2	9	16	23	30	F		7	14	21	28		F	4	11	18	25	
Sa	3	10	17	24		Sa	1	8	15	22	29		Sa	5	12	19	26	
Su	4	11	18	25		Su	2	9	16	23	30		Su	6	13	20	27	

### School In-service Training Days

1<sup>st</sup> September  
 31<sup>st</sup> October  
 3<sup>rd</sup> January  
 31<sup>st</sup> March  
 24<sup>th</sup> July  
 25<sup>th</sup> July

### Term dates summary:

Term 1	01 September to 19 October 2022	35 days
Term 2	31 October to 16 December 2022	35 days
Term 3	03 January to 10 February 2023	29 days
Term 4	20 February to 31 March 2023	30 days
Term 5	17 April to 26 May 2023	29 days
Term 6	05 June to 25 July 2023	37 days
TOTAL		195 Days

### Bank and Public Holidays 2021/2022

Boxing Day Holiday	27th December 2022
New Year Holiday	2nd January 2023
Good Friday	07th April 2023
Easter Monday	10th April 2023
May Day Holiday	01st May 2023
Spring Bank Holiday	29th May 2023
Summer Bank Holiday	28th August 2023

## School Uniform

Day:

Navy school logo sweatshirt or cardigan

White logo polo shirt

Grey trousers, shorts, skirts or pinafores

Navy and white check summer dress

Plain navy, grey or black socks

Plain black or white trainers

Logo book bag



P.E:

Navy logo polo shirt or for Y3-Y6 navy sports polo shirt

Navy P.E. shorts or jogging bottoms

Navy logo hoodie

Plain white or black trainers (no daps)

Logo P.E Kit Bag



**NB.** Children can wear stud earrings only but they must be able to remove these independently for PE lessons.



KS2

Reception & KS1

## School Uniform for Your Child

We believe that a school uniform and a smart appearance promote a sense of identity and pride in our school. We ask parents to support the school uniform policy.

All school uniform and P.E. kits should be clearly labelled, this will ensure your child's items do not go missing. Please note that during the Summer Term the girls can wear a navy checked school summer dress. Grey knee-length school shorts can also be worn in the summer.

As we wear PE kit to school on PE days, children wear trainers every day. This is because we are a very active school and the children as well as running the mile every morning are often outside as part of their learning.

You can order uniform from Monkhouse School Branches, located in your Swindon branch. <https://www.monkhouse.com/>



Use sew-in or iron-on name labels in EVERYTHING! 30 navy Ridgeway Farm CE Academy sweatshirts all look the same and ordinary pen often becomes illegible or wears off after a few washes! Fabric pens are another option.

**Checklist for being first day of school ready:**

- Named school book bag
- Named coat
- Named wellies
- Packed lunch if choosing this
- Named drinks bottle full of water only or fruit flavoured water (no squash).
- Healthy snack of fruit or vegetables for morning playtime (fruit snack is provided)
- Please could Reception children have a clean pair of underwear in their book bag.

Make sure all the above are clearly labelled with your child's name and class, if you want to see them again! It's also worth making sure they are easily identifiable by your child. Many children like to hang something, for example a small key ring, to their school reading bag so they instantly know which one is theirs.

## Dinners, Snack and Cool Milk

### **Hot Dinners**

Our dinners are provided by caterers and all meals are freshly prepared on site. Dinner choices are set on a termly basis with a fresh salad cart available. A termly menu will be on our website, which rotates choices on a 3 week basis. Provision is made for pupils with known allergies or intolerances. Your child has the option of choosing their meal each morning.

### **Universal Infant Free School Meals (UFSM)**

Under the Government's Universal Infant Free School Meals scheme, all children in Reception and KS1, can receive a free school meal. If you prefer them to bring a packed lunch, please provide one.

### **Packed Lunches**

Parents are welcome to provide a lunchbox instead of a hot dinner. Lunchboxes must be named and must include a named water bottle (this can be the same water bottle for use in class). Due to allergies within school, **please do not send in any nuts or items such as peanut butter in sandwiches**. Healthy Schools Guidelines suggest that your child's lunchbox should contain:

- starchy foods - these are bread, rice, potatoes, pasta and others
- protein foods - including meat, fish, eggs, beans and others
- a dairy item - this could be cheese or a yoghurt
- vegetables or salad and a portion of fruit

Starchy foods are a good source of energy and should make up a third of the lunchbox. But don't let things get boring. Instead of sandwiches, why not try bagels, pitta bread, wraps and baguettes. Try to use brown, wholemeal or seeded bread, not white bread.

**Please do not pack sweets or chocolate bars.** We will do our best to encourage children to eat as much of their lunch as possible.

### **Healthy snacks**

In Reception and KS1, fruit and/or vegetables are offered free of charge every morning playtime. If you would rather send your own snack for break you can put this into their school bag, so long as it is fruit or vegetables. No crisps, breakfast bars, chocolate or sweets are allowed. KS2 parents will need to provide a healthy snack.

**Cool Milk**

We encourage parents to register their child with Cool Milk and receive milk each day at break time. Milk is an ideal mid-morning drink for your child and milk is free if your child is under the age of five and if you have a child receiving or entitled to free school meals (pupil premium only). If your child is over five and is not in receipt of free school meals, there is a small cost of around £15 each term. Please register online by visiting the cool milk website <http://www.coolmilk.com/> and select 'Register your child' option on the left hand side.

**Serious Allergies**

We would like to make you aware that due to serious allergies we aim to be a nut free school.



### **Annual Report and Parent Evenings**

Parents will receive an annual written report in July each year. In addition we will hold two parents' evenings a year; these are an opportunity to discuss your child's progress with their teacher. However, if you have any concerns regarding either your child's progress or well-being, please do not wait until parents' evening but book an appointment to talk with your child's teacher after school.

### **School Website and Twitter**

The school website is a fabulous information tool. Have a look here for the school calendar, information on staff and loads more.

We also have a Twitter account and Facebook page which are updated with snippets of school life.

In the event of an unexpected school closure, we will send out a parent communication, update the school website and/or social media pages and inform the local radio.



### **Newsletters and Letters Home**

Please check your child's book bag regularly - we will send home letters and leaflets informing you of events, requesting information etc. Copies of all letters and newsletters can also be found on our website. We use ParentMail to send letters and forms for trips. Payment can be made using ParentMail via the app or website. The School Office will send you a registration email for ParentMail if you are not already registered with them.



### **Assembly**

An act of collective worship is held daily for all children. Collective worship may be led by school staff, children, the local Vicar, and other visitors to the school. On Fridays parents will be invited to celebrate in the children's learning and achievements.

### **Clubs**

We run a range of school clubs that change on a termly basis. Letters giving full details of clubs, days, times etc. will be sent out at the beginning of each term.

### First Aid

School staff will administer minor first aid if your child has a fall or bump. It is school policy to inform parents whenever a child has a bump to the head. We will also contact you if we believe your child needs medical attention or if they appear unwell during the course of the day and need to go home.

If your child has a course of prescribed medication that has to be taken four times a day, a form (available from the school office) must be completed prior to any medication being given by school staff. Please note that no member of staff is under any obligation to administer medication to a child - but they are usually quite happy to help. All medication must be taken to the school office. We are unable to administer any non-prescribed medication to children under any circumstances.

If your child suffers from asthma, please ensure that this is recorded on your child's registration form and that a reliever inhaler is always available for use within school. The inhaler should be periodically checked by parents to ensure that it is within its expiry date and has sufficient doses remaining. An asthma form will need completing at the school office before starting at school.

We must be notified of any medical needs your child has. Please provide information on the registration form. Remember to update this if this changes.

## **What Do I Do If...?**

### **My Child has a Medical Appointment**

As much as possible, we do ask that medical appointments are made out of school time. However, we do understand that it is not always possible, so when an appointment has been made please let the school office know. When you come to collect your child for your appointment, we ask for you to come to the office and sign your child out in a separate register.

### **My child is absent from school through illness**

If your child is absent from school through illness, it is important that you inform the school by 8.45am on each day of illness. If your child has had sickness and/or diarrhoea, please ensure they remain off school for 48 hours after the last incident.

### **I would like to take my child out of school for a holiday**

The Department for Education states; every day at school counts enormously and so does every consecutive day attended by pupils. Parents do not have a legal right to take children out of school. Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional circumstances are defined as:

- unusual; not typical
- forming an exception or rare instance; unusual; extraordinary.

If the absence has not been authorised by the school and an absence occurs, where the child's total unauthorised absences amounts to 10 or more sessions (5 school days), continuous or aggregated within the previous six months within the current academic year (including the most recent unauthorised absence), a penalty notice will be issued and the school are expected to notify the Education Welfare Service.

### **I do not wish for my child to have their photo taken**

Throughout your child's time at Ridgeway Farm CE Academy, your child will probably have the opportunity to have their photographs taken many times, whether it is for the local paper, during school plays, or for the school brochures and website. We do understand that there are circumstances in which parents may not wish for their child to be photographed. An option to opt out of this is provided on the registration form.

### **I have changed my emergency contact number(s)**

In your induction pack you had an emergency contact section as part of the registration form. This will need to be completed and returned to the school office. If any of the particulars you have given us change for any reason, please let us know

as soon as possible, this way we will be able to contact you immediately should your child become ill or have an accident.

### DBAT

The Diocese of Bristol Academies Trust was established in 2012 and has now grown steadily to 13 academies.

DBAT's vision is to be a Trust of exceptional academies with strong Christian ethos which provide a values-led education and opportunities for all children to flourish and achieve their fullest potential. We aim for all our academies to be schools of choice, with good or better Ofsted and SIAMS grades, and will work with local communities, staff, children, parents, churches & the wider Diocesan family to achieve this.

#### **Mission Statement**

DBAT's core purposes are to:

- Focus on improving the educational experiences, employment prospects and life chances of young people, especially those from disadvantaged socio-economic backgrounds;
- Demonstrate that children's life-chances are improved when their formal education is within the context of an academy that is founded in the Christian tradition, established in an ethos that is distinctively Christian and embraces the very best practices in teaching, learning, leadership, management and safety;
- Accelerate students' levels of attainment and achievement, raising student, teacher and parental aspirations and ambitions;
- Help to create more cohesive communities, enhancing opportunities for social mobility by striving to eliminate the attainment gap between students from disadvantaged backgrounds and young people who by circumstances of birth and inheritance take for granted their automatic right to a good education;
- Transform the overall performance of underperforming schools in deprived areas, helping to improve and innovate in all aspects of teaching, learning and leadership together with promoting the development of future leaders.

## **Vision**

DBAT shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

## **Values**

DBAT cherishes the principle of family. We believe that pupils' needs are collectively met through collaboration, joint purpose and a strong Christian ethos which allows all children and staff to flourish. Christian values are central to all our work; generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance, justice, service and truthfulness.

### **Lydiard Millicent CE Academy**

Ridgeway Farm CE Academy joined an alliance with Lydiard Millicent CE Primary in 2016. The schools are run by a shared leadership team and Academy Council, allowing for exciting and valuable collaboration.

Staff work together across the two sites and we have several joint events throughout the school year.

### Ways to get involved with our school

#### **Ridgeway Farm CE Academy Friends (ROOTS)**

We have a set of enthusiastic parents who form our friend of the school (ROOTS). This committee is vital in raising funds for the school to run events, improve the school and its environment and provide extra opportunities for the children.

If you would be interested in being part of this team, please let us know of your interest.

#### **Academy Council**

We are part of the Diocese of Bristol Academies Trust and have an Academy Council who are made up of parents, local community, church representatives and staff. If you are interested in joining, please let us know. It is a unique opportunity to invest in your child's education and ensure the school is outstanding from the start.

## **Preparing your child for school in Early Years Foundation Stage (EYFS)**

Starting school can be an exciting yet daunting prospect for children and parents alike, with so much information and routines to take on board. With this in mind, we at Ridgeway Farm CE Academy have put together this booklet to try and answer some of the questions that both you and your child may have, before the school year begins. We have tried to include all the relevant information we think you will need, but if there is anything you feel we haven't covered, please let us know and we will endeavour to respond to you and include it in the next publication of this booklet.

Here at Ridgeway Farm CE Academy we appreciate that Early Years education is not just preparation for the next stage in life - it is vitally important to prepare your child in their journey of life-long learning. We understand that children will come to us with vastly different experiences, abilities and understanding of the world unique to themselves. As a result we aim to offer a high standard of Early Years education that takes into account the individual needs and nature of these young children and builds upon what they already know and can do.

It will make being at school so much easier and happier if they are independent and can do many things for themselves.

### **What should he/she be able to do?**

- Dress and undress themselves
- Use the toilet independently and ask to go there
- Tidy up after him/herself
- Recognise their own name
- Feed themselves with cutlery appropriately
- Share toys and equipment
- Hold a pencil
- Sing some nursery rhymes
- Practise counting to 10
- Listen well and follow simple instructions
- To sit still and listen
- To be aware of other children
- To understand the word stop and that such a phrase might be used to prevent danger
- To speak to an adult to ask for needs
- To be able to take off their coat and put on shoes
- To talk in sentences
- To open and enjoy a book
- To understand the behavioural expectations of the setting



**How can you help your child prepare for school?**

Encourage them to be as independent as possible even if it takes them longer to get ready.

Get them used to a routine of reasonably early to bed and up early enough to be ready for school.

Be positive about school and show it to them as a positive experience.

## **Areas of the Early Years Foundation Stage Curriculum**

During the day the children will take part in activities covering all aspects of the Reception Foundation Stage Curriculum, sometimes individually, in small groups, as a class or as a whole team.

Play is at the forefront of the Early Years Foundation Stage Curriculum. Through play your child will be encouraged to learn new skills and practise skills they have already acquired. Play is important for children's all round physical, emotional, intellectual and social development.

You can help your child to learn from their play by:

- Encouraging them to play well with friends and where applicable, siblings too.
- Playing with your child and encouraging them to listen to instructions and suggestions.
- Encouraging them to share ideas with you and ask questions.
- Finding a time in each day when you and your child/children can share an activity together without interruption as this will help to improve their concentration.

**The Early Years Foundation Stage Curriculum is divided into the following areas of learning:**

### **Prime Areas**

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

### **Specific Areas**

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

