



General Information About Our School

School Address:	The Ridge Primary School Gregory Road Wollaston Stourbridge West Midlands DY8 3NF
Telephone Numbers:	Main School: 01384 818800 Kindergarten: 01384 818803
Web Site	www.ridge.dudley.sch.uk
Headteacher:	Mrs. Deborah Hudson
Deputy Headteacher:	Mrs. Johane Hadley
Chair of Governors:	Mr. Chris Wrigley
School Business Manager:	Mrs. Vickie Davenport
Site Manager:	Mr. Lee Rowley
Dudley Local Education Authority:	Dudley Metropolitan Borough Council Westox House 1 Trinity Road Dudley DY1 1JB Tel: 01384 818181



Key Staff

Mrs. Deborah Hudson	Headteacher
Mrs. Johane Hadley	Deputy Headteacher
Miss Rebecca Beddoes	Assistant Headteacher
Mrs. Lara Melia	Reception Class Teacher
Mrs. Karen Mangan	Foundation Stage Teaching Assistant
T.B.C.	Special Educational Needs Co-ordinator (SENCo)
Mrs. Liz Kirby	Family Support Partner
Mrs. Jane Evans	OSCAR Club Leader
Mrs. Vickie Davenport	School Business Manager
Mrs. Julie Brown	Office Admin Assistant
Mrs. Yvonne Priest	Office Admin Assistant
Mrs. Cath Shayle	Lunchtime Superintendent
Mr. Lee Rowley	Site Manager



Our School Aims

- To create a happy, caring and stimulating atmosphere within which our children will feel secure and confident and where they will enjoy learning and achieve well.
- To value every child and recognise their own unique qualities.
- To promote the importance of health and well being, so that all will value themselves, others and the environment in which they live.
- To provide opportunities for children to understand how to keep themselves safe.
- To develop our children's self esteem, so that they become self-confident, self-disciplined and respectful young people, who make a positive contribution to their community.
- To develop children's understanding of mutual respect and tolerance, individual liberty, democracy and the rule of law.
- To encourage in all our pupils an understanding and interest in the concept of life-long learning to enable them to achieve economic wellbeing.
- To train and develop all staff, to allow them to continually improve their professional and personal skills.

Our School Objectives

We seek to meet these aims by

- creating a learning environment which is stimulating, safe and secure.
- offering our children, a broad and balanced education, within the framework of the National Curriculum.
- being committed to the principles of inclusion by meeting the needs of all children.
- developing our children's understanding of others, regardless of race, culture, religion, gender or ability and to ensure equal opportunity for all.
- working in partnership with parents and carers so that learning is a shared experience and responsibility.
- establishing and maintaining links with the community to widen the children's experience.



Teaching and Learning at The Ridge

At The Ridge Primary School, we offer a curriculum which is broad, balanced and relevant to the children and community we serve. The curriculum, which is designed to promote progression and continuity, is underpinned by two principles.

These are

- the requirements of the National Curriculum and
- the knowledge, skills, understanding and qualities which the school community has deemed it important for its pupils to develop

The national curriculum includes

The Core Subjects

English
Mathematics
Science

Foundation Subjects

History
Geography
Music
Physical Education
Art
Computing
Design Technology
Modern Foreign Languages (French)

In addition to the Core and Foundation Subjects, Religious Education and Personal, Social and Health Education are taught throughout the school. The teaching of some subjects may be integrated through a 'themed approach' although English and Maths are usually taught as discrete lessons.

Children in Kindergarten and Reception follow the Foundation Stage Curriculum developing in the following areas of learning:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

Further information about the curriculum can be found on the 'Our Learning' tab on the school website.



The staff at The Ridge work very hard to enhance the curriculum with visits to places of interest and by inviting visitors to share their knowledge and interests with pupils. We believe that these first hand experiences motivate and inspire children and are a valuable way of broadening children's learning. Usually these activities involve costs for transport and admission and parents and carers are asked for a voluntary contribution to cover the costs. For further information, please see our Charging Policy. Parents at The Ridge are very supportive of these opportunities. Unfortunately, if we do not receive adequate contributions, visits may have to be cancelled as we are unable to meet the costs incurred. Any parents or carers for whom these arrangements cause difficulties are asked to contact the Headteacher.

Religious Education and Collective Worship

Although Religious Education (R.E.) is not a National Curriculum subject, there is a legal requirement for it to be included in the curriculum and, at The Ridge, we believe that it plays a significant part in the spiritual and moral development of our children. Living in a multi-cultural society, it is important that the children learn about different beliefs and cultures. Our schemes of work are based upon the Local Education Authorities 'Agreed Syllabus' and children learn about Christianity, Islam and Judaism. During regular assemblies the children come together in collective worship. Assemblies are broadly Christian in nature but encompass stories, examples and celebrations from other world religions. Parents have the right to withdraw their children from Religious Education and Collective Worship. The Headteacher will gladly discuss concerns that parents may have.

Sex and Relationship Education

In line with national guidelines, the school has an agreed policy for the teaching of Sex and Relationship Education. This focuses on the three main elements of attitudes and values, personal and social skills and knowledge and understanding. All teaching within this area is done within the context of family life, where love, care and respect is fostered through positive relationships.

Many objectives are integrated into Science and Personal, Social and Health Education lessons. (PSHE) However, a discrete series of lessons are taught where pupils learn about the changes associated with puberty and human reproduction. Parents are invited to view the materials used and discuss any concerns that they might have with the Headteacher. Parents have the right to withdraw their children from all or part of the Sex and Relationship Education programme, except that part which forms part of the National Curriculum for Science.



The School Day

8.40 – 8.47a.m.	Doors are open for children to make their way to their classroom
8.50 a.m.	Pupils should be in their classroom. School starts – register is taken. Pupils arriving after this time are regarded as late
10.45 – 11.00 a.m.	Morning Break
12.00 – 1.10 p.m.	Reception Class/ Key Stage 1 Lunch (Staggered start)
12.30 – 1. 30 p.m.	Key Stage 2 Lunch
3.15 p.m.	School finishes for Reception Class
3.20 p.m.	School Closes for all other pupils.

Break and Lunchtime

Children should bring a water bottle to school every day and throughout the day, the children are encouraged to have a drink. Please ensure that your child's bottle is full at the start of the day, but please note that only plain water is allowed. Pupils in Foundation Stage and Key Stage 1 are also provided with fresh fruit to eat at morning break. (Key Stage 2 children may also bring fruit for breaktime but this is the only snack permitted.)

At lunchtime for pupils in Reception and Key Stage 1, Dudley Catering Services provide a free, nutritionally balanced meal, which address the Governments Nutritional Standards. Menus are published and children select their main course when the register is called each day. In Reception choices are recorded on a weekly form. Water and milk are freely available but flavoured milk and cartons of juice can also be purchased (both costing 35p).

If you are in receipt of Income Support or Job Seekers Allowance, your child may be entitled to free school meals throughout their time in school. By registering for free meals additional funding comes into our school budget, so it is important to apply even if your child is in Key Stage 1 and already has a free meal. An application form can be obtained from the school website and further details from the Benefit Service Division at the Council House (01384 814987).

Please note that the school operates a 'Nut Free Policy' and this applies to any food brought in from home.



Absence from School and Punctuality

Regular attendance is vital if pupils are going to succeed and as a school we are concerned if children are absent. If your child is away, please contact school in person or by telephone as soon as you can on the first day of the absence, giving a reason as to why your child is unable to attend. This is important for safeguarding reasons and raises concerns if we don't know your child's whereabouts and are unable to speak to you.

The school has to record and publish the level of absence. The school classifies absence as 'authorised' where we have received an acceptable reason (e.g. illness or medical appointment) or 'unauthorised', where the school has not received a satisfactory explanation for the absence. Leave of absence can only be authorised in exceptional circumstances. Any requests need to be put in writing – a form can be requested from the school office.

It is important that your child arrives at school on time. Registers are marked at the beginning of the morning and afternoon sessions. Pupils who are late arriving at school must be signed in at the school office and will be recorded as 'late'. For further information, please see our Attendance Policy.

If your child required a hot dinner but is not going to be in school first thing in the morning when the dinner register is taken, it is important that you notify the school office and book a lunch. If you phone before 9.30 a.m. we will be able to place an order however, if you are unable to book a dinner by 9.30 a.m., please kindly arrange for your child to bring a packed lunch.

Illness and Accidents

Whilst we encourage good attendance, please do not send your child to school if he or she is obviously unwell. However, if you are unsure whether to send your child or not, we recommend that you do encourage them to come to school and if later in the day we feel it necessary, we will contact you to come and collect them.

At school we have a number of qualified First Aiders. When children have minor accidents and are treated with simple first aid, parents / carers will receive a 'bump' letter detailing the injury and treatment given. If, however your child is taken ill or receives a more serious injury, then every effort is made to contact parents / carers as soon as possible.

At the beginning of each academic year you will be asked to complete an Emergency Contact Form and it is vital that the school is notified of any subsequent changes, especially to any mobile phone numbers.



Medicines

In most cases medicines can be managed so that they don't have to be given during the school day. Where prescribed medicines do have to be administered at school, parents / carers need to obtain a form from the school office to give all the necessary details and sign to give permission for the medication to be administered.

Safeguarding

The school is committed to safeguarding the safety and welfare of all its pupils. The school's Safeguarding Policy details the steps that will be taken if concerns arise about the safety or welfare of a child. If any parent or carer has concerns about the welfare of pupils, these should be addressed to the Headteacher, who is the designated teacher with responsibility for safeguarding. For further information, please see our Safeguarding Policy.

Promoting Positive Behaviour

At The Ridge, we encourage children to be responsible for their own behaviour as well as having consideration for others. We place emphasis on the positive approach of encouragement and praise rather than on the more negative one of criticism and punishment. We have well established rules and the children know that they are responsible for making choices. They are praised for good behaviour and thoughtful attitudes, but if their behaviour is not in line with the school rules, they know that there is a range of consequences. The rules are clearly displayed around the school and at the beginning of each school year, staff revisit them to ensure that all children are familiar with them and understand them. The rules are regularly referred to and all staff take responsibility for ensuring that children follow them. Children are taught to observe others following the rules and acting as good role models and refer to the Golden Rules if they see mistakes being made. For further information, please see our Behaviour and School Discipline Policy.

Bullying, a deliberate act, which causes distress or harm to another individual or group, is not tolerated. All incidents are treated seriously and are dealt with in accordance with our Behaviour and School Discipline Policy.

Our Golden Rules.

- We are kind, helpful and polite to everyone
- We follow instructions the first time
- We keep our hands and feet to ourselves
- We walk quietly and sensibly around the school building
- We dress smartly and look after equipment and belongings



Home Learning

Home learning tasks are set to complement the learning which is going on in school and provide an opportunity to practise skills, research aspects of a topic or solve problems.

Home learning tasks begin as children start school, with words to learn to read or finding things out from home. As children progress through school they are expected to practice core skills (reading, spelling and number fluency facts) and are given other tasks to complete. It is expected that parents and carers support home learning as regular practice is vital to ensure that pupils progress. For further information, please see our Home Learning Policy.

Special Educational Needs

Some children find aspects of school life and the process of learning difficult. Such children are identified early in their school lives and policies and procedures are in place to help them make progress. The Ridge is committed to the Local Education Authority's policy of inclusion of pupils with learning difficulties and disabilities and has access to a range of other professionals who support pupils with additional needs. The Governors have a Special Educational Needs Policy and an Equal Opportunities Policy, both of which support access to the curriculum and equality of opportunity. These policies are regularly reviewed to ensure that they continue to meet the needs of Special Educational Needs Code of Practice.

Parents are encouraged to discuss any worries about their child's progress with the class teacher, the SENCo - Special Educational Needs Co-ordinator, or Mrs. Saunders (Assistant SENCo). For further information, please see our Special Educational Needs Policy.



Working in Partnership with Parents and Carers

As a school we value working in partnership with parents and carers and believe that your interest in your child's progress is a significant factor in their success. We continually strive to build positive relationships and effective communication between home and school. Some of the ways that the home-school link is developed include:

- The school website (www.ridge.dudley.sch.uk) and app
- Notifications, E-mails, Letters and Newsletters detailing events, news and other matters to share
- Termly Curriculum Newsletters providing information about the learning planned and targets set for the children in each year group
- Termly Consultation Evenings where teachers and parents meet to discuss progress,
- Written reports or Learning Journeys, providing a summary of each child's achievements
- Invitations to class assemblies and other events
- The Home School Agreement, which is designed for the school, parents /carers and pupils to demonstrate their commitment to the work of our school
- The work of voluntary helpers both on a regular basis in school and on an occasional basis (e.g. helping on an educational visit or through offering a particular skill such as helping a group with sewing.)
- The Ridge Friends Association – a group of parents and friends who organise social and fund raising events

We aim to make The Ridge Primary School a centre for the community with everyone working together and supporting each other. There is an open policy for parents and carers to come into school to meet with Mrs. Hudson and staff to discuss matters of interest or concern and we are always willing to make time for this. However, we do ask that if you need to talk to a member of teaching staff, you do this before 8.40 a.m. or preferably after 3.20 p.m. This enables teachers who have a class commitment, to give concerns the attention that they deserve.

We also ask that we are kept fully informed of any changes of circumstances which might impact on your child's welfare or learning. If you wish to see Mrs. Hudson or Mrs. Hadley, they are usually available before and after school and at certain other times during the day. However, it is advisable to telephone to make an appointment at a mutually convenient time.

If you have a complaint about any aspect of the school, it is best to approach the Headteacher in the first instance. If you find that she is unable to address your complaint in a satisfactory manner, please refer to the Complaints Policy, which is available on the school website and details the procedures to follow to formally raise concerns.



Our School Uniform

Our school has a uniform, which gives children a sense of pride in belonging to The Ridge.

Winter Uniform

- White button up shirt or blouse (not polo style)
- Navy Blue School tie (obtainable from the School Office)
- Grey pinafore dress, skirt or school trousers
- The Ridge Primary School 'Kingfisher Blue' Sweatshirt / Cardigan (obtainable from the School Office)
- Navy blue, white or grey socks or tights
- Flat black/navy/grey school shoes (not trainer style)

Summer Uniform *

- Yellow gingham or striped dress
- The Ridge Primary School Sweatshirt/Cardigan
- The Ridge Primary School Yellow Polo Shirt
- White or grey socks or tights
- Sandals may be worn, with socks, but must be suitable for school (no trainers, beach/jelly shoes)

* Summer Uniform is optional and may be worn from the beginning of the Summer Term (usually April) to the Autumn Half-Term (usually end of October). For the rest of the year, the children wear the standard winter uniform.

P.E. Kit

It is very important that all children have a P.E. kit, which is always available in school.

- Plain white tee or polo shirt
- Blue shorts or P.E. skirt
- In colder weather, blue joggers or a track suit may be worn
- Pumps
- Trainers for outdoor P.E. and Games lessons (Key Stage 2 pupils)

Sweatshirts, cardigans, polo shirts, baseball caps and ties can be bought from the school office. All other items are easily obtained from either the Uniform Shop or the major chain stores.



Bags

A book bag is provided for children in Key Stage 1, when they join the school in Reception. Due to space restrictions in the cloakrooms, children in Key Stage 2 either continue to use their book bags or may use a school backpack, which is available to buy from the school office.

Extreme haircuts are not permissible and any hair bands or clips should ideally be in school colours and should not be ornate.

Please note that nail varnish and jewellery must not be worn to school, although a watch and small pair of simple ear studs are acceptable. For safety reasons, they must be removed for P.E. lessons. Therefore, please arrange for ear piercing to be carried out during the summer break and it will not interfere with children's learning in this important area of the curriculum.

Please ensure that all uniform, bags, lunchboxes and P.E. kit is clearly labelled with your child's name.

Out of School Care at Ridge – OSCAR Club

The OSCAR club provides both a breakfast and after-school club for children. It is run by qualified and DBS checked staff and operates during term time from the school hall.

Breakfast club: 8.00am – 8.50am

After-school club: 3.30pm – 6.00pm

The OSCAR club offer a varied range of stimulating indoor and outdoor activities as well as quiet or home learning time if needed. Refreshments are provided. Parents are welcome to visit or enquire about any aspect of the care, which is Ofsted inspected and registered. For further information, please contact Mrs. Evans, who is the OSCAR Club Leader.