

# Roman Road Primary School



Mr A. Mahmood (Headteacher)  
**Roman Road Junior Mixed and Infant School**  
Roman Road,  
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Dear Parents,

On behalf of everyone at Roman Road, I should like to extend a warm welcome to you and your child. We are a community of children, parents, governors and teachers working together to provide the best possible teaching and learning opportunities for every child.

We hope to encourage a shared commitment to the education of your child and believe that parents have a positive and complementary role to play in supporting the work of the school.

We hope this brochure will provide you with all the information you require. However, should you need further explanation, please do not hesitate to contact the Head Teacher.

May we wish you and your child many very happy and successful years at Roman Road.

Yours sincerely,

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Mr. A Mahmood  
HEAD TEACHER

## ABOUT THE SCHOOL

Head Teacher Mr Asif Mahmood

Chair of Governors Mrs Sharon Blackwood

## OUR STAFF (2015/16)

Designation	Name	Class (If applicable)
Headteacher	Mr Asif Mahmood	
Deputy Headteacher	Mr John Gordon	
Assistant Headteacher	Mrs Beverley Mattis	
Assistant Headteacher	Mrs Yasmin Darr	2 Year Old Provision
Office Staff	Mrs Mary Vine Ms Angie Wicks Miss Jaimee Seaton Mrs Jennifer Charles Scheer	School Business Manager Admin Officer Admin Assistant Admin Assistant
Premises Manager	Mr Kevin Ellis	Site Manager
Teaching Staff	Miss Aabida Patel	6A
	Mrs Ann Wood	6A
	Mr Sam Stone	5A
	Mr Jack Bate	5B
	Miss Nooreena Hossenbux	4A
	Miss Joanne Mansfield	4B
	Miss Natasha Searle	3A
	Ms Luisa Ali	3B
	Mrs Elizabeth Cudjoe	2A
	Ms Sawaira Safdar	2B
	Ms Kim Eldridge	1A
	Ms Samirah Mahmood	1B
	Ms Monira Rahman	RA
	Miss Aneesa Patel	RB
	Ms Anna Dore Beaton	Nursery
	Mrs Ashe Clark	RWI Intervention
	Ms Hazel D'offay	Intervention Teacher
	Ms Deborah Peck	Librarian
Nursery Nurse	Ms Michelle Dodson	2 Year Old Provision
Nursery Nurse	Ms Tiffany Campbell	Nursery
	Mrs Gurdip Sagoo	PPA Cover
	Ms Sapna Jain	PPA Cover & Maths
HLTA	Miss Charlotte Edwards	3A
Learning Mentor	Mrs Leisa Adams	5A
Teaching Assistants	Mrs Karen Andrews	6A
	Mr Glyn Protheroe	5B
	Mr Aaron Lemard	4A
	Mr Romeo Gbana	4B

	<b>Ms Marie Joseph</b>	<b>3B</b>
	<b>Ms Mariana Nedelcu</b>	<b>2A</b>
	<b>Ms Razna Razaque</b>	<b>2B</b>
	<b>Mrs Kia Kay</b>	<b>1A</b>
	<b>Mrs Nina Harvey</b>	<b>1B</b>
	<b>Miss Rema Hussain</b>	<b>2B</b>
	<b>Ms Kerri Thomas</b>	<b>RA</b>
	<b>Mrs Melanie McCallum</b>	<b>RB</b>
	<b>Mrs Braxia Wardle</b>	<b>Foundation Stage</b>
	<b>Ms Samantha Russell</b>	<b>Intervention</b>
	<b>Ms Rema Hussain</b>	<b>Intervention</b>
<b>Learning Support (1:1)</b>	<b>Mrs Mandy Hines Mrs Anita Rulle Mrs Carole Bennett Mrs Joslyn Simper</b>	

### **General Information**

We have approximately 350 pupils on roll, plus 52 part-time nursery places and provision for a 40 place pre-school.

Roman Road is a small thriving community primary school in East London and will eventually be able to cater for 770 children aged 2 to 11 years.

In the main our children live in the local area - our catchment area. However, we do admit children from the wider community.

The older part of the school building dates from 1971 and is of single storey, bungalow type construction.

The school has recently become much bigger and will eventually become a three form entry primary school, with provision for two nurseries and a 40 place pre-school.

As well as the new buildings, the outside area has been developed with 2 sports pitches, 2 tarmacked playing areas, park area and a mini farm.

We have a very committed staff and Governing Body.

Parents who wish to send their children to our school should follow the admissions procedure outlined below.

However if you will like your child to attend the nursery, please contact the office.

### **Admission Arrangements**

Children are legally entitled to a place in school at the beginning of the term after their fifth birthday. Therefore, children are admitted into the reception year at the beginning of the School year in which they are five years old and at this age they are known as 'rising-five'.

Please complete a form which you will collect from Pupil Services, Children and Young People's Services, London Borough of Newham.

### How Places are allocated

Our admission policy is in accordance with the Local Authority (LA) guidelines and they allocate places in the following order:-

1. Children with statements of special education needs, or those where a school is receiving 'exceptional resource funding' for that child under the 'school action plus' stage of the special education needs code of practice, or those whose assessed physical access difficulties or other disability require a particular school placement.
2. Children who are in the care of a LA. This priority will normally only apply to the nearest school to the child's accommodation address.
3. Children who live locally and have a brother or sister in the school.  
*Explanation: the family home must be in the school's catchment area. The brother or sister must go to the school - not the school's nursery class.*
4. Children who do not live locally but do have a brother or sister in the school, and you can prove that a place was not available at the local school for that brother or sister.
5. Other children who live locally.  
*Explanation: the family home must be in the school's catchment area.*
6. Children who do not live locally but do have a brother or sister in the school.  
*Explanation: the brother or sister must be attending the school, not the nursery class.*
7. Other children, whether or not they live in Newham.

### Appeal Mechanism

If you are unsuccessful in securing a place at the school, you may appeal by requesting a copy of an admission appeal form and guidance notes from the Contact Centre - 020 8430 2000 or any Local Service Centres or the Children and Young People's Services in Stratford.

Arrangements will then be made for the decision to be considered and parents informed accordingly. Information about the appeal process will be provided upon request.

## MISSION STATEMENT

### Roman Road Primary

Our mission for the whole school community is to work in partnership and enable our learners to have equal access to a broad and balanced curriculum.

We will provide a stimulating, secure, safe and happy environment, which enables each child to reach his or her full potential.

The school ethos will ensure children take responsibility for their own learning and actions.

The school ethos will help develop and realise the full potential of every child within the school enabling them to become confident and fulfilled, both as individuals and as members of an ever changing society.

Our curriculum will enable our children to;

- Acquire knowledge, skills, understanding and practical abilities with the motivation to use them.
- Develop qualities of mind, body, feeling and imagination.
- Extend effective use of language.
- Develop effective use of number.
- Appreciate human achievement in all areas of activity including art, music, science, literature and technology.
- Develop a sense of self-value and self respect and to understand and respect the right to social and cultural differences in others.
- Develop pupils' emotional health and wellbeing as an integral part of all subjects teaching.

To achieve the above aims the whole school uses the framework of the National Curriculum and Newham's Curriculum for religious education and ICT.

## **SCHOOL HOURS**

### **Nursery and Pre-School**

Morning Session	8.30am-11.30pm
Afternoon Session	12.15pm -3.15pm

### **Primary**

#### **KS1**

Morning Session (15min morning playtime)	8.45 am to 12.00pm
Afternoon Session	1.00 pm to 3.15 pm

#### **KS2**

Morning Session (15min afternoon playtime)	8.45 am to 12.00pm
Afternoon Session	1.00 pm to 3.15 pm

### **Reception**

Morning Session	8.45 am to 12.00 noon
Afternoon Session	1.00 pm to 3.15 pm

### **Length and times of school sessions**

The children are taught for 5 hours and 15 minutes each day. This is in line with the L.E.A recommendations. Total pupil days are 190 with 5 staff training days.

Please remember to supervise toddlers in the designated areas when waiting for older children.

### **School Uniform for boys and girls**

Our school logo is embroidered on some uniform items. These items are: jumpers, polo-shirts, cardigans, fleeces, book bags and P.E bags all of which can be purchased at the school but the other items without the logo can be purchased in any shop.

#### **Winter uniform**

Burgundy jumper/cardigan/fleece  
White shirt/polo shirt  
Grey trousers/skirt/pinafore  
Sensible black shoes

#### **Summer uniform**

Grey shorts for boys  
Red gingham dresses for girls

#### **P.E Kit**

Navy shorts/joggers  
White top (NO LOGO's please)

Black plimsolls

*N.B: All children are required to have a P.E kit.*

Please ensure your child's name is written on EVERY item of clothing.

Sensible shoes must be worn at all times. "Jelly" sandals and slip on sandals are not permitted for reasons of safety.

It would help us to keep our cloakroom areas tidy if you would also ensure that coats have loops for hanging. Do remember that school bags with the Roman Road Primary School logo are available from the school.

**Uniform items can be bought from our uniform shop which is run by Mrs. Adams**

**This takes place every Tuesday from 3.30pm-4.00pm**

### Lost Property

Please put your child's name on each item of their clothing. If an item is lost, please speak to your child's teacher.

## **PUPIL BEHAVIOUR**

We also have a behaviour policy which reflects and supports the ethos of the school. As part of the approach we use rewards to motivate and support our children's behaviour. These are used by all staff.

We have a rewards and consequence system. On the positive side children can receive anything from reward one to reward five. Reward five being the highest achievement at our school. Reward fives are normally celebrated by the student's picture and attainment being highlighted in the school newsletter. On the sanction side we have a consequence system, which runs from consequence one to consequence five. If a child reaches above a consequence three parents will be notified. The idea being that the parents and school work together to address any issues (for more detailed information please ask for a copy of our behaviour policy)

We also encourage our children to:

- always be at school on time
- always be respectful to others
- when moving around the school walk quietly, never run or shout
- refrain from wearing jewellery in school
- keep items of value at home

Each class also has its class rules. These are drawn up with children.

## EVERY CHILD MATTERS

The school is committed to the government's "Every Child Matters" agenda of:

- Stay Healthy
- Enjoy and Achieve
- Stay Safe
- Make a Positive Contribution
- Achieve Economic Well-being

We believe that every child is special and that it is our role to create an environment in which everyone can thrive and we meet this agenda in the following ways:

### STAYING HEALTHY

We participate in the Healthy Schools programme and are currently working towards the National Healthy Schools award.

### SCHOOL MEALS/PACKED LUNCHES

The kitchen prepares all meals at lunchtime. The meals are planned by the catering division of the LA and approved by the school.

A wide variety of fresh produce is used and the meals are freshly prepared daily.

The school office should be informed should your child arrive late to school, or have an appointment so that meal requirements can be noted and registers amended as school dinners must be ordered by 10.00 a.m.

Children may bring packed lunches to school and we ask that the lunch box is labelled clearly with the child's name on the outside. Packed lunches should consist of suitable items e.g. sandwiches (but please pay special attention to meat fillings as some may go off on hot days), cheese, raw vegetables, yoghurt, fruit etc., but no sweets, fizzy drinks or chocolates please.

Children may bring a flask or carton of juice for lunchtime but no glass containers or cans.

If you feel your child may be eligible for free school meals a claims form is available from the office. The staff will deal with the process confidentially.

*N: B. During the summer months our children are fortunate to be able to eat packed lunches in our extensive grounds.*

### SNACKS AND DRINKS

The school promotes healthy eating and children in the Foundation Stage and Key Stage 1 are provided with free fruit or raw vegetable each day.

We have drinking water taps and we provide each child with a water bottle and we encourage all children to sip water during the course of the day.

## **HEALTH & SAFETY**

The school has adopted the LA policy for Health and Safety.

If any visitor or parent/carer visiting the school notes anything which they believe constitutes a health and safety hazard they should report this to the office.

All visitors to school, including parent helpers, are expected to report to the school office and sign in if staying for any length of time. They must also sign out before leaving the building.

Fire drills are carried out termly. Staff and visitors are not given notice on these occasions. When the fire alarm is activated, any visitors in the school should leave by the nearest exit and make their way to the playground at the back of the school.

Procedures are displayed in every classroom and in other parts of the building.

## **Keeping in Touch**

It is vital that we have an emergency contact number for your child. It can be the number of your place of work, a neighbour or a relative. In the event of a serious accident or your child becoming ill during school, we must be able to contact someone who will take responsibility for your child. We also have a text messaging system which we use to pass information on to parents (these have previously been used to remind parents of trips or advise of school opening/closures). We will not pass on any phone numbers or your address to anyone without your permission. Please remember to give us any new numbers.

## **HEALTH AND WELFARE**

### **Pastoral Care**

Most members of staff will do their best to look out for children with problems of one kind or another and help them over any personal or social difficulties that they might experience at school. Serious problems will be brought to the notice of Mrs Leisa Adams (Learning Mentor).

We also have a school counselor who works with either the child and/or the parents. This service is available after discussion with the SENCO, Mrs Mattis.

## **MEDICINES, HEALTH CONDITIONS & ALLERGIES, FIRST AID**

We do not administer medicines. However, if a child has a medical condition, we will prepare a special education needs plan for him/her ensuring that the need is met. If this happens, medicines should always be:

- provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Clearly marked with the child's name and child's class.
- Handed in at the office by an adult.
- Collected from the office at agreed times.

Do let us know of any allergies or medical conditions which may affect your child so

that we can support them in the most appropriate way. Many staff have attended certificated First Aid training. Minor accidents are dealt with by school staff and parents are always informed of serious accidents and head bumps.

N:B. Children must not bring in aspirins etc to school.

### Head Lice

Nits and lice love clean hair. It is no disgrace if a person gets them. To prevent nits spreading, we ask all parents to check their child's hair regularly - at least once a week. The school nurse is also always available to give advice.

### INFECTIOUS ILLNESS

Should your child contract an infectious illness, including any of the following, we would be grateful if you would notify the school as soon as possible. The table below provides a guide for exclusion periods for common childhood diseases.

Conjunctivitis	Until discharge has cleared up
Chickenpox	Until scabs are dry - usually 5 - 7 days
Head lice	None - but treatment must have started
Impetigo	Depends on where the rash is. Please consult the school.
Measles	4 days after rash appears
Mumps	9 days after onset of swelling or until swelling has subsided
Ringworm	None - but treatment must have started
Rubella	4 days after onset of rash
Scabies	None - but treatment must have started
Scarlet Fever	Following 24 hours of antibiotic treatment
Sickness/diarrhoea	Children should stay off school for at least 48 hours
Slapped Cheek syndrome	None as child is no longer infectious once rash appears.

### **SEX AND RELATIONSHIPS EDUCATION**

The content of our sex, relationship and growing - education teaching has been drawn up in accordance with Newham Council guidelines and has been approved by our School Governors. We hope to create a climate of communication where the children feel happy to ask questions and the teachers provide information simply and at the right level. Information will be conveyed in a frank and friendly way.

There is no statutory right for parents to withdraw from sex education.

### **SMOKE-FREE POLICY**

The school has a Smoke-free policy. All employees of the school, teaching and non-teaching staff, parents and visitors are informed that they are unable to smoke while in the school building or on the school site. This policy is available from the school office and can be viewed on our website.

## ENJOYING AND ACHIEVING

### CURRICULUM

#### The National Curriculum-

The pupils at Roman Road Primary School experience a wonderfully rich and exciting curriculum and are fully supported by all our staff. The National Curriculum at Early Years Foundation Stage (Nursery and end of reception) and Key Stage 1 (years 1 and 2) forms the basis for work which is taught using themes which stimulate and motivate the children. Staff work to personalise learning and ensure that all pupils work at levels which are appropriate to their needs.

The basic requirements under the National Curriculum include the 'core' subjects of English, Mathematics, Science, ICT, and Religious Education. At the primary level there are also six non - core subjects; Art, Geography, History, Music, Personal Social Citizenship and Health Education, Physical Education and Design Technology

The attainment targets of the National Curriculum provide standards against which children's progress will be assessed. Standard Assessment Tasks (SATs) are taken in year 2 and year 6 and your child's results will be sent to you. The overall purpose of assessment is to monitor progress, diagnose weaknesses and to give staff an indicator for a pupil's future work.

The children in Nursery follow the Foundation Stage Curriculum, which prepares them for the National Curriculum.

#### Swimming

Every child in year 5 goes swimming for a whole year, once a week.

All children **MUST** wear a swimming cap that can be bought from the school office. Appropriate swimwear (full swimsuits for girls and trunks for boys) must be worn.

#### Homework

We view homework as both a means of promoting self-discipline and independent learning as well as encouraging parental involvement in children's learning. Class teachers set homework weekly.

There is also a homework booklet available for each year group. This has been produced to help parents work with their children at home throughout the year.

## RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Our Religious Education curriculum is taken from Newham's Agreed Syllabus, which has been discussed, agreed and ratified by Newham Council, local teachers and representatives of all major local faiths and denominations. Although Christian-based, it also ensures that our pupils gain respect for and awareness and understanding of other world religions. There are varied arrangements for daily worship.

*All parents have a right to withdraw their child from the school's daily act of collective worship. If you want to withdraw your child from this part of school life please write to the Head Teacher. Alternative provision will be made for those children withdrawn and parents will be informed.*

*N.B: This is not usual practice in this school.*

## **INCLUSION**

Educational Inclusion is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of different groups of children.

We believe that all children have the right to learn together and we are committed to giving all of our children every opportunity to achieve the highest of standards.

We aim to ensure that this happens for everyone who attends this school.

The success of the school's policy relies on school staff, governors and parents working together to achieve the following aims:

- To be an inclusive school, enabling all children to have full access to all elements of school life
- To work together with parents and outside agencies
- To ensure that we challenge and extend all pupils through the work that we set and the experiences we provide
- To encourage children to think and work independently, generating their own learning
- To treat children from all inclusion groups with equal concern. These groups include:
  - Children with medical needs
  - Young carers
  - Children from families under stress
  - Refugee and Asylum seeker children.
  - girls and boys;
  - Minority ethnic and faith groups;
  - Children for whom English is an additional language;
  - Children with special educational needs and disabilities;
  - Gifted and talented children;

- Children who are at risk of disaffection or exclusion;
- Children in public care;
- Traveller children

The Roman Road Primary School Inclusion Policy is available on the school website or from the school office.

### **Special Needs**

Here at Roman Road we fully support Newham Council's policy on inclusive Education, which looks forward to the opportunity for all children to work together in the same type of school. We play our part by taking children who are assessed as having special education needs.

Sometimes children need specialist help, which is given in the classroom wherever possible. There are occasions when small group work is appropriate, involving either just one child or a small number of children.

### **ACCESSIBILITY**

Staff and governors have worked together with others from our school community to develop our Disability Equality and Accessibility Plan. This can be obtained from the school and is available on our website. Our main areas for development is the following:

- ☐☐To ensure that all school policies are equality impact assessed in line with the Disability Equality Duty Code of Practice.
- ☐☐To investigate the accessibility of our new school website for those with visual difficulties and to make improvements where necessary
- ☐☐To improve the provision of staff at after-school clubs to support children with statements of Special Educational needs.

### **PUNCTUALITY**

Punctuality is vital if children are to settle to the school day and to learn effectively. Late arrivals lose valuable learning time and it can also be upsetting for children to arrive after the morning session has started. We do understand that occasionally families have a difficult morning but teaching sessions start very soon after the beginning of the school day and it can be disruptive for the whole class if children regularly arrive late.

If for any reason your child is going to be late, please telephone the office so that we can make lunch arrangements for your child (all school meals are ordered before 9.45am)

### **ABSENCE FROM SCHOOL**

Please telephone the school to inform us of the reason for your child's absence on their first day off. If we do not hear from you we will telephone/text you to find out why your child is absent. This will enable us to insert the correct code in the register.

All absences from school are recorded in our registers and any unauthorised absences are totalled at the end of the school year and reported to you in the school report in line with DCSF regulations. Our Educational Welfare Officer visits regularly to check registers and discusses pupil absence/lateness.

Any absence not authorised is recorded as an unauthorised absence in the register.

Authorised absences fall into the following categories:

- Sickness where school is advised by letter or verbal
- Explanation by parent or other responsible adult (by telephone or personally).

An appointment card or letter for medical/dental appointments should be shown to staff when children are being taken out of school for appointments.

### **Holiday Absences**

*In line with the Local Authority, no holiday will be authorized.*

### **Clubs and Activities**

We run regular clubs to enrich the curriculum and the lives of the children.

These clubs include activities such as art, netball, tennis and homework, Class teachers usually inform parents and children when these clubs are to be run.

## STAYING SAFE

### CHILD PROTECTION

We recognise that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication help to prevent abuse. We are committed to safeguarding and promoting the welfare of children and young people and expect all our staff and volunteers to share this commitment. Our child protection policy can be viewed on the school website or obtained from the school office.

Mr. John Gordon and Ms Darr are our Safeguarding Coordinator's.

### SOCIAL BEHAVIOUR

Children are encouraged to have good manners and practise a code of common courtesy in their relationships with others.

They are discouraged from "standing up for themselves" by using physical responses and are always advised to tell an adult about any inappropriate behaviour so that it can be dealt with.

We value and encourage courteous behaviour and would hope that it extends into all aspects of a child's life. We trust we can work together in the best interests of your child and for the benefit of the whole school.

### BULLYING

The school has an Anti-Bullying Policy which can be viewed on the school website or obtained from the school office. Bullying is not acceptable behaviour in this school. All members of the school community are of equal worth and have rights and responsibilities towards each other. Bullying is monitored and dealt with as soon as it occurs.

Our aims are:

**To prevent bullying**

**To deal with bullying when it occurs**

**To build on the school's behaviour management policy**

### Safety

We have safety regulations guidelines to protect our children in school. Pupils are expected to:

Exercise personal responsibility for safety to self and classmates

Observe standards of dress consistent with safety and /or hygiene

Observe all safety rules of the school and in particular the instructions of staff in an emergency

Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Your children will be told of the rules which are designed for their safety and well-being.

These include:

Walking inside the school

Staying on the school site during school hours

Staying with a parent/carer before school and at the end of the day when the class is dismissed.

### **DOGS**

**Please note that dogs are not allowed on to the school site.**

### **VOLUNTARY HELPERS**

All our regular voluntary helpers are CRB checked. A copy of the school's guidelines for volunteer helpers is available on the website or from the school office.

### **SECURITY**

We open the gates at 8.30 a.m.

The gate's are then locked as soon as the children are escorted from the playground and no later than 8:45am. Anyone arriving after the gates are closed should enter the school via the main entrance.

Should anyone need to enter the main building the door can only be opened with the assistance of office staff.

Please note that the office staff will sign children in or out at the office if they are late or if they need to be taken out of school.

Children going home to lunch should be collected from the office and should be brought back in time for the afternoon session depending on their key stage. If they are brought back early, please remain with them in the lobby until it is time.

Class teachers should be made aware, in advance, of any changes to the arrangements for collecting your child at the end of the day.

Staff has lists of adults who may collect children at the end of the day. These lists should be updated as necessary.

### **SUPERVISION OF PUPILS BEFORE SCHOOL**

Unless a prior arrangement has been made with the class teacher/headteacher, only parents or a responsible person are expected to accompany children to school in the morning and to supervise them until 8.30 a.m until a teacher comes on duty. You may choose to wait to see your child's class leave the playground. Parents or a responsible person are expected to collect children at the end of the afternoon session at 3.15 p.m.

Children should not come on to the site or leave on their own. All parents and carers are asked to complete the list giving details of all adults who may collect their child from school.

## **Picking children up from school at the end of the school day and from After School Clubs**

### **Foundation Stage (Nursery, Reception, Years 1 & 2)**

ALL children are to be collected by an adult.

### **Years 3, 4, 5 & 6**

We would expect these children to be collected by an adult, however, we will look at exceptional cases and if we have written permission from a parent then we **may** allow collection by a sibling who is over the age of 14.

Children in years 5 & 6 may go home by themselves. However, the school asks that any parent wishing their child to go home by themselves **needs to give us written permission.**

**When we talk about an adult, this is defined as someone who is over the age of 16 (proof may be required).**

### **JEWELLERY**

For reasons of health and safety, children are not to wear any jewellery for school. The only jewellery permitted is small stud earrings. No jewellery (earrings of any description, watches, rings, necklaces, bracelets) is allowed for P.E. activities. If children do wear earrings on P.E. days, tape must be provided to cover them if children are not able to remove them on their own. This should be applied and removed by the child.

### **INSURANCE**

The local Education Authority is insured in respect of its legal liability to pupils, should it be proven negligent and/or in breach of some statutory duty. However, it does not have personal accident insurance for pupils and it is incumbent upon parents to take out their own cover should they wish to do so.

### **TRANSPORT**

**We aim to ensure the safety of the children at all times when being transported for school-led activities.**

#### **School Visits**

Pupils will be transported in buses or coaches or minibuses. Pupils will be seated one to a seat.

Staff will ensure that seat belts are adjusted appropriately and fastened at the beginning of the journey.

All buses/coaches will be fitted with lap belts.

Pupils will remain in their seats at all times.

No pupil will be allowed to leave their seat or kneel while the coach or bus is in motion.

Alternative arrangements will be made in school for pupils whose parents do not wish them to participate in visits which involve travelling by coach or bus. It is not appropriate for parents to transport pupils themselves for a school visit.

### **Transport of pupils in cars**

Parents will be responsible for organising the collection of ill pupils from school, except in an emergency when hospital treatment is required and an ambulance will be called.

As a general rule, pupils will not be transported in staff cars for any reason.

## MAKING A POSITIVE CONTRIBUTION

### SCHOOL COUNCIL

The school council meets regularly and makes important decisions about school life. Each class has two representatives on the school council. This enables all pupils in the school to make a positive contribution. Representatives from the School Council take part in regular conferences with pupils from other organisations.

### SCHOOL INFORMATION

Your child will be given a Newsletter every Friday to bring home to you. This will keep you informed of all school activities, dates for your diary, staff training and general information. Do let your child's class teacher know if you do not receive one. These can also be viewed on our website:

[www.romanroad.newham.sch.uk](http://www.romanroad.newham.sch.uk).

There is also information on the notice board in the big playground.

### GOVERNORS

There are twelve governors on the Governing Body of Roman Road Primary School. They represent the whole school community- there are parent and staff governors, Local Authority governors and community governors. Each group brings different skills and experiences to the governing body and they use these skills as a team to ensure the best possible education for our children. Governors work with Mr Mahmood, the headteacher and staff to ensure that the school provides an excellent education for all pupils.

Governors do not make day-to-day decisions but they do set the strategic direction of the school through their aims and vision. These are evident in all our policies and the school development plan. The Governing Body monitors plans and policies to ensure that they are having the desired impact on the pupils' education and wellbeing, and to ensure accountability. The Governors are led by Mrs. Sharon Blackwood who is the chair of governors.

They share the workload by working through committees- Finance, Personnel, Premises and Curriculum, but they act as one corporate body.

They adhere to the principles of public life- selflessness, integrity, objectivity, accountability, openness, honesty and leadership- in all their decision making. Individual governors visit the school to get to know the staff and pupils and to understand how the school works. They try to be present at special occasions such as special assemblies, sports days and presentations. Governors tell us that these are always enjoyable times and make them proud to be associated with Roman Road Primary School, a good school (Ofsted, March 2008)!

### Friends of Roman Road

All parents of children in our school are automatically become members of the Friends of Roman road Primary School and we do hope that parents and carers will be able to join in their many social and fundraising activities. We can assure you that you will be made extremely welcome. Our co-coordinator is Mrs. L. Adams.

### TRANSFER TO SECONDARY SCHOOL

Most children transfer from this school to Brampton Manor Secondary School which is adjacent to our site. As part of our transition policy, visits to the secondary school are made by the children in their final term so that they become familiar with the geography of the school and meet the Headteacher and staff. The schools work closely together to ensure that there is continuity and that the transfer is smooth.

### WORKING IN THE CLASSROOM

The children will be made aware of the behaviour which we expect from them so that effective learning can take place. Each class devises their own rules which may include:

Listening to Staff and following instructions.

Allowing others to work without distraction.

Doing their best with whatever tasks are given to them.

Looking after school equipment and books.

Respecting others.

The school uses positive behaviour management strategies. A tracking system is also used in each class to remind children when rules are broken.

If your child experiences difficulties with his/her work, then he/she is encouraged to tell the teacher or teaching assistant who will help.

## ACHIEVING ECONOMIC WELL-BEING

### SCHOOL COUNCIL BUDGET

Each year our school council is allocated a budget and the children consider very carefully how this money will be spent.

### SKILLS DEVELOPMENT

Staff and governors at Roman Road Primary School recognise that the acquisition of skills is vital to the life chances of all children. We do not know what their future lives will hold so we wish to enable them to develop into young people with the ability to deal with their ever-changing world. We actively encourage the pupils in our school to be creative, flexible and confident and to communicate well with others.

Alongside all of these things we also acknowledge that skills in Literacy, Mathematics and ICT will remain of great importance and we work to ensure that high standards in these areas are maintained. Children of all abilities are enabled to use ICT in school.

### CHARITY FUNDRAISING

As part of our work in school we carry out fundraising for selected charities. Sometimes we hold non-uniform days, or sponsored events. During our Harvest Celebrations we make collections for various organisations. The children are encouraged to think about how the money raised will benefit those to whom it is sent and they are involved in collecting and counting donations.

### Other Fundraising

The school fund helps pay for all those extra things we would otherwise be unable to afford e.g. cassette players, cooking materials, subsidised school trips etc. pantomime shows etc.

Twice a year a professional photographer takes individual and group photographs. A percentage of the profit is given to the school. We also hold book fairs twice a year and we hold an annual bazaar.

### The Friends Association

The Friends of Roman Road School association raises funds for our school to support our various activities. All parents are automatically members.

### Charging policy

Parents are asked to make a voluntary contribution towards the cost of trips etc. Without this, we would not be able to visit museums and places of interest. Special arrangements will be made if any parent is unable to make a donation.

## Other Important Information

### HOME/SCHOOL PARTNERSHIP

Parents are most welcome to contact the school on any matter. However, it is desirable to telephone during the morning when the secretary will be able to arrange an appointment. Of course, if the matter is one of urgency, then the Head Teacher will endeavour to see parents as soon as possible.

Roman Road Primary School prides itself on its excellent home/school links and provides many opportunities for parents to visit the school.

The school invites parents to;

- speak to the class teacher by appointment
- discuss their child's progress through pre-arranged visits
- attend class assemblies
- attend consultation evenings
- attend special events during the year

Our philosophy is to;

- encourage a shared commitment to the success of the individual child
- create an ethos of understanding and openness in school/home relationships
- help parents to develop a positive role in complementing and supporting the work of the school in the education of their children

### Complaints

#### Parental Complaints

We hope that the school can resolve any complaints that parents may have. In the first instance complaints should normally be made to the Head Teacher, and in most cases we find that complaints are dealt with successfully at this informal level. However there are two formal routes that you can use if you wish to take the matter further.

#### Curriculum complaints

You have particular rights in making complaints about:-

- Curriculum provision, including R.E. and collective worship
- The implementation of National Curriculum
- The availability of external qualifications

- Exemptions from the National Curriculum
- The operation of charging policies

The complaint must first go to the school, through the Head Teacher.

If the complaint cannot be resolved it may be necessary to forward it to the Governing Body, through the Principal Officer for Governing Bodies Administration. Roman Road Governing Body will then consider the complaint.

If the complaint is not resolved by the Governing body it may then be referred to Newham Local Education Authority, where it will be considered by Councillors. If that fails, the complaint can be referred to the Secretary of State.

Note that this procedure does not apply to complaints on matters like pupil discipline or individual teachers.

### School Attendance Statistics

#### Attendance

We aim for 100% attendance and punctuality.

We cannot teach children who are not in school.

We publish our attendance figures in this booklet each year. Below are the figures:

Percentage of	08/09	09/10	10/11	11/12	12/13	13/14
absences						
Percentage of authorised absence	4.1%	4.4%	3.3%	3.3%	2.3%	3.3%
Percentage of unauthorised absence	3.6%	2.5%	2.5%	1.9%	1.7%	1.4%

#### SATs

#### Key Stage 2

	School 2013	School 2013	National 2013	National 2013	School 2014	School 2014	National 2014	National 2014
	Level 4 +	Level 5	Level 4+	Level 5	Level 4+	Level 5	Level 4+	Level 5
Reading	100%	42%	86%	44%	100%	69%	89%	49%
Writing	96%	38%	83%	30%	92%	54%	85%	33%
Grammar	92%	63%	73%	47%	88%	69%	76%	52%
Maths	100%	50%	85%	41%	92%	58%	86%	42%

## **Breakfast and After School Clubs**

### **Breakfast Club**

The school runs a breakfast club every morning. The club runs from 7.30 to 8.45 at a cost of £2.50 per session, which needs to be paid in advance.

Breakfast is served between 7.30 and 8.15. Children will have a choice of cereal, toast, eggs and orange juice.

Currently there are 10 places available at Breakfast Club. Those parents wishing to make use of this service may wish to contact either Ms Edwards or Ms Joseph for more information.

### **After School Club**

#### **We have two after school club services**

One runs from 3.15 to 4.30 at a cost of £3 per session and the other runs from 3.15-6.00 at a cost of £6 per session. Payment for these services must be received in advance.

Activities during After School Club may include:

- Cooking
- Board Games/Electronic games
- Movie evenings
- Art
- Sewing

Please contact Ms Joseph/Ms Wicks for more information.