

Ofsted
Outstanding



The Diocese of Sheffield Academies Trust

Totley All Saints
Church of England Primary School

Prospectus

2021-2022





Letter from the Executive Headteacher & Head of School

Dear Parents & carers,

Welcome to our lovely school!

We are delighted to provide you with our prospectus which should give you a flavour of all the amazing things that your child can look forward to when starting at our school.

Totley All Saints is an extremely special school & is very well loved by its children, staff & parents.

We seek to provide a top quality education, an extremely caring atmosphere & one where children can fully thrive & reach their full & amazing potential!

We look forward to working together in the education of your child!

Mrs Karole Sargent

(Proud to be) Executive Headteacher

Mrs Trudi Brown

Head of School





Letter from the Chair of Governors

Dear Parents and carers,

On behalf of the Governing Body, I am delighted to welcome you to the Totley All Saints School prospectus. We'd like to thank you for showing an interest in our school and hope that, through these pages, you will be able to get a real understanding of what a special place Totley All Saints School is.

As governors, we are enormously proud to be part of both the local community and the governing body of TASS. Whenever we visit the school we are always impressed by the hard-working, calm and happy atmosphere we see. We are fully committed to working with Mrs Sargent and her staff, the children and parents/carers to ensure that we keep pushing our pupils to inspire each other, believe in themselves and succeed in all areas of life, but at the same time ensuring the pupils are happy, motivated and safe.

Kind regards,

Anne Camm

Chair of Governors





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Welcome to our Lovely School...



Our Vision:

At Totley All Saints Church of England Primary School, we aim to be an exceptional school with Christian values at the very heart of the community. We are committed to providing a caring environment where every child can thrive & is supported to achieve their unique & amazing potential as a child of God. An exceptional school is one that:

- ☺ Establishes excellent values & ethos;
- ☺ Ensures that relationships & behaviour are outstanding;
- ☺ Raises achievement & attainment to the highest possible levels;
- ☺ Proves that learning & teaching are of a consistently high standard.

At Totley All Saints, we place the child & their rights, as written in the UN Convention on the Rights of the Child, at the centre of our school practice. This means that: “All children have the right to an education” (Article 28), the “right to relax & play” (Article 31) plus the “right to reach their full potential” (Article 6). This “applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say and whatever their family background” (Article 2).

At Totley All Saints, education will be holistic & fun filled. In a calm & well ordered environment, based on love & mutual respect, all children will be valued as individuals & their moral & spiritual development encouraged (Article 29). The school will promote good health & fitness, perseverance, optimism & a “can-do” attitude in all (Article 24). We believe that every child is entitled to enjoy their childhood & to feel safe & loved (Article 31). We

will celebrate each child’s success & encourage them to take pride in their own achievements as well as in those of others (Article 29). We will engage children in a creative curriculum that is tailored to their needs & reflects the context & community in which they live (Articles 28, 29 & 30). At all times we will seek to inspire children with a love of learning which will remain with them throughout their lives (Article 2). Together with our parents, churches & wider community, we aim for all children to succeed in body, mind, heart & spirit (Articles 14 & 30). Children will have opportunities to work both individually & collaboratively, giving them confidence, skills & the self esteem needed to be successful in a rapidly developing world (Articles 14, 15, 17, 36, 42). In order to fulfil the vision, we will seek to constantly adapt & improve, listen to parents & children & have ongoing reflection & debate amongst stakeholders (Articles 5, 12 & 13).

Our Mission:

In pursuing our Vision, we believe that we can develop future citizens that we can all be proud of & people that make a difference both to their community & to their world (Articles 12, 13, 14, 29). We also believe that everyone in our school community deserves to be valued & cared for completely, equally & unconditionally (Articles 2 & 19). Through an awareness of understanding the rights of others, we will promote individual & collective responsibility towards respecting & protecting the rights of all, regardless of race, religion, age or ability (Articles 1, 2, 12 & 14).

Together, we will work to develop a healthy & caring community where we can articulate our values & all children have a sense of their personal identity & worth (Articles 1, 2, 12, 14 & 24).

Our Values:

We actively seek to promote the teachings of Jesus & particularly: "Do to others what you would have them do to you" (Luke 6:31). We will uphold the principles of justice & compassion for all, forgiveness & generosity and will encourage all children to work for the good of others rather than for their own self interest.

Our History & Environment:

Totley All Saints Church of England Primary School has a history going back for almost 300 years! It is situated on a green field site, looking out over open countryside, on the very edge of Sheffield. The first building on the present site was built in 1877.



Our partnership with the Church of England & as part of the Diocese of Sheffield Academy Trust (DSAT), means that we are able to maintain a high standard of repair throughout the school. We have a commitment to continuous improvement of both buildings and facilities. The school has been extensively developed over time and amongst other projects, we have added two new classrooms, a library, offices, a lift and four wheelchair / pushchair ramps. We have a superb infant block with secure outdoor play for our youngest pupils, a Forest School, an all weather sports pitch and a fully equipped IT Suite with 30 computers. These later developments reflect our commitment to the education of our under-fives, giving your children the best possible start to their school life!

We are fortunate to have school grounds that are the envy of many with vast green space for children to play in, a 'Woodland Workshop' & a natural resource for Science, Geography and History. To encourage the children's sense of responsibility



and enjoyment for the environment, we have a wild life pond area & various covered areas including a willow structure & outdoor classroom. In addition, our vast green space is a fantastic place for our children to enjoy peace and personal space. We even have a vegetable garden, which is looked after by our children.

What is a Church School?

Totley All Saints Church of England Primary School is a Voluntary Aided School. This means it is owned by the Church of England but has financial aid from the government. We also became part of the Diocese of Sheffield Academy Trust (DSAT) in December 2019 which further strengthens our relationships & networks throughout the whole of South Yorkshire.



As such, the Church is responsible for the maintenance of the buildings and for all external repairs and decoration. All other costs, including books, equipment, furniture, general running costs and salaries are met from the School Budget provided by the DfE like with all other schools. We also receive annual donations from church charities and private donations. It is the Governors' responsibility to decide how the School Budget should be spent, taking into account advice from our school Trust & the Government.

As a Church School we hold assemblies which are predominantly Christian based. Our Religious Education Syllabus is also largely Christian, although we follow the Sheffield Agreed Syllabus & therefore cover many aspects of Judaism, Islam, Sikhism & Hinduism. And whilst we have our own Admissions Policy, we welcome all children to our school — whether from families of ‘Churches Together’ or who profess another, or no faith. A copy of our Admissions Policy can be found on our website.

Behaviour in School:

We are extremely proud of the high standards of behaviour in our school!

‘We have a policy of positive behaviour & believe in rewarding children to build their self esteem & guide them in the right direction towards becoming the very best that they can be.



We have four Merit Teams: *Ruby, Diamond, Sapphire & Emerald* and children are given merit points for following the rules & helping each other. We also have a half termly treat afternoon for the winning team!

‘The behaviour of pupils is outstanding...Pupils display exemplary behaviour during lessons. They listen attentively & engage fully in all activities.

This positive attitude to learning is a major reason why pupils achieve so well.’

**OFSTED
2016**



Our school rules consist of one overarching principle & 5 easy to remember ‘TASS Rainbow Rules’.

The TASS Rainbow Rules:

1. Follow Instructions;
2. Listen Carefully;
3. Work Hard;
4. Respect Others;
5. Keep Safe.



Our Sporting Achievements:

Our school has large playing fields, which are ideal for playing all kinds of sport! We also have a large range of PE apparatus and sports equipment plus a fantastic all weather sports pitch. We have an extremely strong commitment to provide for the future health and well being of our pupils as well as give them the opportunity to excel in all areas.

All our children, whatever their age, gender or ability have equal opportunities to join in our sporting activities. We have an annual sports day which we hold at the English Institute of Sport plus we also hold a Mini-Olympics on site in the summer. Although these are competitive events, we value the effort made by all of our children whatever their achievement. We have several very enthusiastic and committed sports teams (boys and girls football, cross country, athletics, orienteering, swimming, etc.) & compete in Sheffield & county matches and tournaments. Their play is characterised by selfless teamwork, which has been admired wherever they have played!



Books and Equipment:

We have a wide range of exciting books in our exciting school library which are regularly updated. We also have a daily 'Book Club' reading session at the beginning of each day in all classes with a vast array of fantastic new titles funded by our dedicated Parent-Teacher Association (The PTA Fun-d Raisers). Our range of resources and equipment is constantly being updated in all curriculum areas & includes: Literacy and Numeracy, PE, IT & Early Years resources.



the full range and equal access to the curriculum.

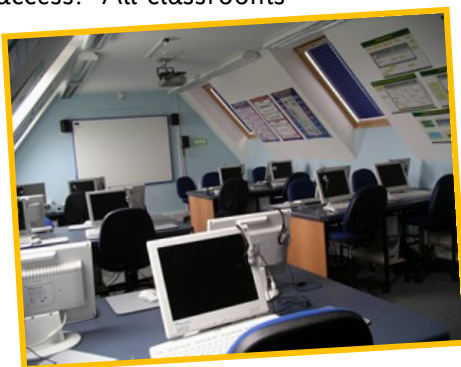
Boys and girls, regardless of race or ability / disability are offered the full curriculum.

We encourage all our children to show mutual respect and tolerance to everyone. We strive at all times to remove barriers to learning which discrimination creates and also alert our pupils to the dangerous effects that prejudice has on our society.



IT Facilities:

Our school has excellent IT facilities! We are committed to developing both our hardware and software for Computing, which is integrated throughout the entire curriculum. All our staff receive up to date & ongoing IT training and make good use of our IT Suite which houses 30 computers — enough for every child in a class to have individual access. All classrooms also have their own class computers plus access to laptops, iPads and interactive whiteboards that teachers use to teach innovative & interactive lessons.



Equal Opportunities &

Inclusion:

Our school's aim and ethos is rooted in each & every child reaching their full & amazing potential! We are determined to offer every child both

Our school meals are cooked on the premises by excellent catering staff employed by Taylor Shaw and are well known for their high standards, excellent value for money and fantastic nutritional value! Children always have four choices & can choose from a selection of additional items from salad, fresh fruit, bread & yoghurts. In addition, our junior children run a 'Healthy Snack Shack' Tuck Shop at morning break times, with a range of fruit and snacks available to purchase. All Reception and Infant children are eligible for a free school meal each day & also receive fruit daily free of charge. Menus are available in advance (& on our website) and we allow our children flexibility to stay for school lunch when they wish. Children can choose each week on which days they would like a cooked meal & all children have the opportunity to try different foods using our 'teaspoon tasters'.



Whilst all Reception & Infant children are entitled to a free school meal under government rules, there are also other benefits to your child (as well as the rest of the school) if parents on a low income claim free school meals through the Council. Details and forms are available from the School Office on request. No one except the staff directly concerned need be aware that your child is receiving or is entitled to a free school meal.



School Events & Extra

Curricular Activities:

Throughout the school year, we have a varied programme of school events, including: the Easter, Harvest & Christmas church services, whole school concerts & productions, Sports Day at the EIS, Book Week, Maths Week, Science Week, Online Safety Week plus Global / Cultural Week.



All our children visit museums and other places of interest. Recent trips have included: The Victorian Classroom, the Halle Orchestra concert, Kelham Island, Abbeydale Industrial Hamlet, Whirlow Hall Farm, the Jorvik Centre, Arc Archaeological Site, Losehill Hall, The Magna Centre, Moorlands Discovery Centre, Eden Camp, Anston Butterfly House and various theatre visits. We also offer a wide programme of activities during school lunchtimes and after



school, including: athletics, cross country, football training (with professional club coaches), tennis, basketball, knitting, chess, music lessons (piano, brass, guitar and woodwind), choir, dance, gymnastics, Mad Maths & Mad Science.

'The curriculum enhances pupils' learning extremely well. It embraces cultural & sporting activities as well as a strong emphasis on reading, writing & mathematics. It is enriched by trips & visitors to school. A wide range of after school clubs supports pupil's emotional & social development.' OFSTED 2016

Parent Teacher Association :

All parents, grandparents and carers automatically become a member of the Tolly All Saints School PTA — The TASS Fun-d Raisers! Everyone is encouraged to join in the many social activities and fundraising events. We believe that an excellent partnership between parents, children and teachers is essential in providing an effective education in order that all of our children can achieve their full & amazing potential!



Social and fundraising activities organised by the School PTA have included: Summer / Autumn Fairs, barn dances, discos, picnics, balls, quiz nights, sporting activities, table top sales, children's discos, coffee mornings & bun sales. These are great social times as well as having the added bonus of raising money for fantastic 'add ons' to make the children's experience of school even more special!



The Parents' Prayer Group:

The Parents' Prayer Group meets weekly in the staff room. If you would like more information (or would like them to pray for a school matter, your child or family in confidence) then there is a prayer box in the entrance lobby.

The children have a prayer book in the school hall and can ask for prayers to be said by our Parent Prayer Group.

Pre-School / Before School Facilities:



There is an excellent Nursery on site, which is independently run, but was originally set up by the Governing Body of Totley All Saints. The modern nursery building provides excellent facilities which enable the provision of a home-like environment for nursery children. Attendance at the nursery does not guarantee a place in school, but is a factor which is taken into account. Morning, afternoon and day care sessions are available and children of all ages can also access sessional or day care. Please contact the nursery directly for further information and times on 2352148 or visit www.littlesaintsnursery.org.uk.



After School Provision:

We also have strong links with *Play at Dore & Whizz Kids* & have children who travel as part of a 'walking bus' to both settings for after school care. Our own programme of after school activities means that children can be involved at school until 4:30pm.

Getting to Know Your School:

Parents and children are always invited into school prior to admission. Additionally, we will arrange for the Foundation Stage / Reception

Class Teacher to meet 4 to 5 year olds either at home or at nursery. Regular school familiarisation sessions are also arranged. Parents, whose children are offered a place, will be contacted automatically and invited to these sessions.



Our Early Years Provision:

We know that our early years' education is amongst the very best in the city!

'Early Years Provision is outstanding... Children make rapid progress in the early years due to outstanding teaching underpinned by an excellent understanding of how children learn.' OFSTED 2016

Our reception classroom provides an environment that is not only welcoming and caring, but also stimulating and inspirational. Such an environment enables our children to make an effective transition from home to school life and gives them the very best possible start to their education. The reception class has their own fenced off play area as well as amazing resources for outdoor play.



A Safe & Secure

Environment

We take great care of the safety of our children, staff and parents in school.

We strive to keep a balance between having an 'Open Door Policy' where parents feel comfortable about dropping into school at anytime and having the responsibility for the safety of our children. Our whole site is fenced & access to the school is tightly controlled.



'Pupils feel safe & are well looked after & parents acknowledge this. This feeling of security enables pupils to participate fully in their learning.' OFSTED 2016

Child Protection:

As a school, we are totally committed to child protection on every level! The school has a strong Safeguarding Policy which has been approved by the Governing Body. Our Child Protection Lead Teacher is the Head teacher & her deputy is the Deputy Head teacher. The school Safeguarding Policy is available either from the Head teacher or the School Office or is published on our website.

Our Dress Code:

School uniform is worn throughout the school. This gives our children a sense of identity and pride in their school. All of our children are expected to follow the School Dress Code. It is extremely helpful if parents ensure that all items are clearly labelled with children's names, coats have a loop to enable them to be hung securely on a coat peg & if children wear plimsolls or a change of footwear inside school.

Sweatshirt	Yellow or green with school crest.
Trouser, Skirts, Pin-fores, Shorts	Plain grey or black (no denim).
Dresses	Green or yellow gingham (summer only).
Socks	Plain dark or white
Tights	Plain grey, black or green
Footwear	Plain black shoes or trainers, wellingtons for outdoor play in wet or wintry weather. Sandals, high heels or brightly coloured trainers are not permitted.
Coats	Any colour. For your child's comfort please be aware that we are situated at the very edge of the moors and it can be very cold outside school.
Caps/Sun Hats	Caps with school crest preferred (Summer Only).

PE Kit:

T Shirt	White or yellow.
Shorts	Black.
Plimsolls	Black.
Slipper Bag	Any colour.



Teaching & Learning:

What we teach and how we teach it is of fundamental importance to us. We have a host of excellent teachers who constantly strive to be the very best & to make their teaching innovative, exciting as well as sufficiently challenging for all children.

‘The quality of teaching, learning & assessment is outstanding. As a result, pupils are extremely well prepared for the next stage of their education.’ OFSTED 2016



The National Curriculum is a framework of subject areas set out by the Government by which all schools must operate. Our school has schemes of work and policy statements for all subjects including: English, Mathematics, Science, Computing, PE, Geography, History, Music, Modern Foreign Languages, Personal Social Health and Moral Education (PSHE) plus RE.

We use the nationally agreed Early Years Foundation Stage Profile for our reception children which addresses their need for learning about literacy, numeracy and knowledge of the world through play. Social and physical development is also carefully planned for. We seek to maintain the enthusiasm and curiosity for learning which very young children have & to build on this throughout their time with us — all the way into Y6!

At Totley All Saints, we also have an underlying curriculum & believe in building a strong ‘Learning Culture’ in order that children can understand how they learn best in order to get the most from their education. We also believe in ‘building’ our

children to be confident, resilient & able to work independently as well as collaboratively. We have a strong Christian ethos which seeks to equip children to be respectful, tolerant of all & extremely caring for each other as well as those in

the world less fortunate than themselves. We also seek to equip children with the skills of enterprise in order that they have a strong charitable ethos alongside an understanding of business.

OFSTED Inspection

Report:



Our last inspection by OFSTED took place in January 2016 & we are very proud indeed that we were judged as **OUTSTANDING** - in **all five** areas!

- ☺ **Effectiveness of Leadership & Management — graded OUTSTANDING!**
- ☺ **Quality of Teaching, Learning & Assessment — graded OUTSTANDING!**
- ☺ **Personal Development, Behaviour & Welfare — graded OUTSTANDING!**
- ☺ **Outcomes for Pupils — graded OUTSTANDING!**
- ☺ **Early Years Provision — graded OUTSTANDING!**

A full copy of the report is available either on our school website or via the official OFSTED website: www.ofsted.gov.uk.

Special Educational Needs :

Termly meetings are arranged between all teaching and support staff to review the personal, social and academic development of all children in our school with a view to the earliest possible intervention and help whenever it is required.



A child will be identified as having Special Educational Needs when:

- he/she has significantly different learning needs from the majority of children of the same age (specific or general); or
- he/she has a disability (medical, emotional or behavioural) which hinders or prevents learning.



At Totley All Saints, we always regard parents as active partners in their child's education. This is especially important when a child has Special Educational Needs and/or a Disability (SEND). Parents of children with SEND are always fully consulted and have the opportunity to be involved in all aspects of their child's education. Confidentiality is always maintained.

We have a SEND Policy, which is available on request (or on our website), which sets out our commitment to our children with SEND.

We follow the levels of intervention recommended by the SEND Code of Practice. Adjustments have been made to the school building, in line with the Disability Act, to enable access to the whole of the school by children with physical disabilities; this includes a lift to the ICT Suite and Year 6 classroom.

All children with SEND receive some form of extra help, depending on their individual needs and which stage they are at.

This help may be by any of the following methods: differentiated class work, extra class teacher time, extra teaching assis-



tant time, use of specific teaching aids or methods, small group work, extra workbooks, individual target plans, advice from LA Support Teachers, consultation with the Educational Psychologist or support from an outside SEND Teacher or Teaching Assistant. Our Inclusion Leader / SENCO is: Mrs Brown & our Inclusion Governor is: Mrs Heather Green.



'Pupils with special educational needs, those benefitting from pupil premium funding & the most able, make extremely good progress relative to their starting points.' OFSTED 2016

The More Able Child:

At Totley All Saints School we also take care to recognise and provide for the more able and talented child. Our aim is to provide:

- ☺ A broad, balanced curriculum;
- ☺ Access to suitably differentiated and challenging curriculum materials;
- ☺ Opportunities for all learners to achieve their full potential and a commitment to life-long learning.

Pupils are taught and encouraged to use effective thinking skills, to work in a team and to develop their skills of enquiry, communication and participation both academically and in the broader field.



Homework & Home School Agreement:



In line with government policy we have a Home School Agreement. We also have a Homework Policy included in this prospectus.

Parents' Evenings and School Reports:

We hold three Parents' Evenings each academic year (one each term).

If you have any concerns about the emotional or social welfare

of your child at any time, please do not wait for an open evening, but see your child's teacher as soon as possible. The Head teacher is also available for you to talk to if you have any concerns - *whether big or small!*



Concerns/Complaints

Procedure:

We hope that you do not have cause to complain, but if you do, there is a procedure that can be followed in order that your complaint can be fully dealt with.

Firstly, it's always a good idea to make an appointment to see the teacher of your child. The class teacher will make every effort to investigate the concern thoroughly and report back as soon as possible. If the matter is still not resolved, then an appointment to see the Head teacher can always be made to sort things out further.

Finally, if it is still felt that the matter hasn't been

resolved, then concerns can be put in writing & sent to the Chair of Governors. Letters can be posted in the Governors post box inside the school main entrance or emails can be sent via the Chair of governor email address.

We genuinely do want to help & have the very best of intentions for your child to be safe & happy. As a result, we will do everything that we can to sort out any issues quickly & with a good outcome.

School Procedures for

Absence:

For any illness, please telephone the school on 236 1934 to let us know what is happening. When your child returns to school, please follow up with a letter explaining the absence.

For appointments, if your child has an appointment for medical/dental reasons during school hours, please send a letter to the teacher or school office with details of when and where. Before your child is picked up for the appointment, please call in at the school office for an absence pass that can be presented if approached by the police or a truancy officer.

For holidays or other leave requests, these are not normally permitted unless under exceptional circumstances. Applications for term time leave need to be filled in before any such leave can be taken & permission gained from the Headteacher.

Forms can be accessed via the school office or our website.





APPENDIX 1

School Staff

Teaching Staff:

Mrs Karole Sargent — Executive Headteacher
 Mrs Trudi Brown — Head of School / (SENDCo)
 Mrs Emily Scarpello — Assistant Headteacher / Class Teacher
 Mrs Tracy Soar — SLT / Class Teacher
 Mrs Sue MacPherson—Class Teacher
 Mrs Marie Fenton — Class Teacher
 Mrs Kathryn Winson — Class Teacher / Reading Champion
 Mrs Dawn Carter—Class Teacher
 Miss Emily Saunders—Class Teacher
 Mrs Rebecca Keen —Class Teacher
 Mrs Julie Brown — Class Teacher
 Miss Laura Cupitt — Class Teacher
 Mrs Jacky Mulholland — Class Teacher
 Mrs Rebecca Underwood — Class Teacher
 Mrs Jill Leggett — Teacher
 Miss Claire Bird — HLTA with QTS
 Mrs Helen Thwaite — HLTA

Support Staff:

Mrs Sally Moorwood — Business Manger
 Mrs Cecelia Rodriguez — Admin Assistant
 Mrs Debbie Diggins — Admin Assistant
 Mrs Claire Jackson — Teaching Assistant
 Mrs Sarah Williams — Teaching Assistant / Lunchtime Supervisor
 Mrs Julie-Anne Ellwood—Teaching Assistant / Lunchtime Supervisor
 Mr Chris Johnson — Teaching Assistant / Senior Lunchtime Supervisor / Cleaner
 Mrs Joan Bell — Teaching Assistant
 Mrs Rhona Griffow — Teaching Assistant / Lunchtime Supervisor
 Mrs Stephanie Beeden — Teaching Assistant / Lunchtime Supervisor
 Mrs Wendy Taylor — Whole School Assistant / Teaching Assistant
 Mr Sam Smith — Buildings Officer
 Mrs Susan Appleby — Cleaner in Charge / Lunchtime Supervisor
 Mrs Angela Longstone-Hull—Cleaner / Lunchtime Supervisor
 Mrs Claire Spencer — School Cook / Cleaner
 Mrs Sarah Banks — Lunchtime Supervisor
 Mrs Janine Elliot— Lunchtime Supervisor
 Mrs Sarah Banks — Lunchtime Supervisor





APPENDIX 2

Composition of the Governing Body

Chair of Governors / Parent Representative

Mrs Anne Camm

Vice Chair / Foundation Governor

Mrs Kate Lancaster

Foundation Governor

Mrs Heather Schofield

Foundation Governor

Mrs Izzy Dunne

Parent Governor

Mr Mark Evans

Parent Governor

Mr Chris Walch

Executive Head Teacher

Mrs Karole Sargent

Associate Governor / Head of School

Mrs Trudi Brown

Staff Representative Governor / Class Teacher

Mrs Kathryn Winson





APPENDIX 3

Home School Agreement

The Parent(s) or Guardian(s):

- I/we will ensure that my /our child goes to school regularly, on time, properly dressed in uniform, and suitably equipped for lessons and activities as explained in the school prospectus.
- I/we will let school know about any concerns, problems or circumstances that might affect my/our child's work or behaviour, both socially and educationally.
- I/we will support the school's policies and guidelines for behaviour.
- I/we will enable my/our child to complete homework and other home learning.
- I/we will enable my/our child to participate in after-school activities wherever possible.
- I/we will attend parent's evenings and discussions about my/our child's progress.
- I/we will take an interest in my/our child's life at Totley All Saints, and support the school in activities, wherever possible.
- I/we will support the Christian values of the school community.

The Child:

- I will attend school regularly.
- I will be punctual for registration and all lessons.
- I will bring all the equipment I need for the day.
- I will wear school uniform and be tidy in appearance.
- I will work to the best of my ability in class and at home.
- I will go to bed at a sensible time so that I can give my best at school.
- I will be polite and helpful to others.

The School:

- We will care for your child's welfare.
- We will endeavour to help your child achieve his/her full potential, both in his/her studies and generally.
- We will keep you informed about general school matters.
- We will keep you informed about your child's progress.
- We will be open and welcoming and offer opportunities for you to become involved in the daily life of school.
- We will endeavour to stimulate your child's spiritual awareness in a Christian environment.
- We will treat all children equally, regardless of race, colour, ability, creed, sex or status.

Signed (Parent/carer): **Date:**



APPENDIX 4

Homework Policy

Purpose of Homework

- to encourage a home/school partnership;
- to encourage independent study skills;
- to reinforce/ rehearse skills that have been learnt at school.



The purpose of homework changes as children get older. For children at Key Stage 1, developing a partnership with parents or carers and involving them actively in children's learning is a key purpose. As children get older, homework provides an opportunity for children to develop skills and independent learning and this should increasingly become a main purpose.

The purpose of the policy is to encourage continuity and progression for our children. The policy gives clear guidelines for consistent expectations of homework for children, teachers and parents.

Weekly Homework

Reception	Sharing a book at least three times a week for around 10 minutes. Practising letter sounds/High Frequency Reception words, own pace and level of ability. Individual targets e.g. putting on own shoes, doing own zip, etc.
Year 1	"Push on Reading" - read three times a week. Weekly spellings words. Children learn High Frequency words from "Letters and Sounds", (at their own pace – on-going). Children on PIPs receive some related homework.
Year 2	Practise spelling words and Maths objective work. "Push on Reading" - read three times a week.
Year 3	Reading at home. Weekly spelling words. Weekly Mental Maths. Home Learning (Topic themed) – usually two activities per half term.
Year 4	Weekly spelling words. Weekly mental/oral Maths practise. Read three times a week. Home Learning (Topic themed) – 2 tasks per half term – 30 minutes a week.
Year 5	Weekly spelling words. Short weekly Maths and English tasks. Home learning (Topic themed) – at least two activities during a four week period.
Year 6	Weekly spelling words. Weekly Maths/English revision tasks Home Learning (topic themed) – one activity per half term.

Weekly homework may be changed at the teacher's discretion.

Homework for Mathematics will be given as and when necessary.

Mathematics work will be given to the pupils to practise skills or to reinforce concepts only if it has been taught in class first.

In KS2 topic/project work (research and investigation) will be given as “Home Learning” each half term along with a comprehensive home-learning letter to parents. This includes expected time limits on how long work should take along with a range of activities of varying lengths to choose from. This aspect of homework is optional.

Children should bring the homework back to school when it is asked for in order that it can be marked. If the homework is handed in late, then it may not be marked. We understand that sometimes there are good reasons why homework has not been done during the school week or weekend. There will not be sanctions for homework that is not done.

If children repeatedly and frequently do not do their homework, then the class teacher will discuss this with the child and their parents; the Headteacher will also be informed. Children will not make the same progress as their friends if their schoolwork is not supported at home.

Homework will not be set for the school holidays. Our children work hard and need a rest!

Our expectation of the children is that they should:

- do their best;
- hand in / return work when asked to do so;
- balance their extra curricular activities, e.g. music and sport, with school work.

Our expectation from parents is that they should:

- allow their child time and a quiet place to study at home;
- encourage their child to do the work independently. Parents are asked not to do homework for them or correct writing, etc. as homework is often used by the teacher to help assess the child's understanding and ability to work independently.
- Check that their child does not become involved in so many after school activities that their school work suffers. Children need to have time for their homework but should not be too tired for school.

Homework should not be a burden to parents or their children. Rather it should be something that is enjoyed & is pleasurable. If there is a problem, parents are invited to come and talk about it and not to worry unnecessarily! Remember, we are working together to support your child to achieve their very best & this can also be enjoyable!





APPENDIX 5

Statement from the Diocesan Board of Education

The Anglican schools within the Diocese of Sheffield were established as parish schools to provide a distinctively Christian based education for the local community. They are rooted in the belief that church schools stand at the centre of the Church's mission.

Our schools express their Christian foundation in their worship, and the religious, spiritual and moral educations offered to the pupils, and are places where the spiritual dimension of life is acknowledged and affirmed.

Our schools, like all others, are there to provide the best possible education for their pupils, closely involving governors and parents, with the Headteacher and staff. What is distinctive is that they set out to do this in an explicitly Christian setting, with the active involvement of local Christian representatives and the Sheffield Diocesan Board of Education.





APPENDIX 6

Attendance

At Totley All Saints School we consider that regular attendance is extremely important in order that every child can reach their full & amazing potential – as well as experience all of the wonderful things that happen at TASS! As a school we have a shared policy & practice with Sheffield Local Authority in the form of our Term Time Leave Policy. The key features are as follows:

- Parents can request term time leave and the head teacher will consider each request. If the request is not granted, the absence will be recorded as unauthorised.
- Requests for term time leave need to be made 20 days in advance.
- The circumstances for leave may be classed as 'special' or 'exceptional'. For example, an annual or regular holiday would not demonstrate special circumstances.
- Absence from school could result in action being taken against the parent by the authority, which could include a fine or court action.

This means that schools in Sheffield do not authorise leave for family holidays or other reasons unless special circumstances can be demonstrated. These may include:

- during workplace closedown;
- Parents required to take leave during workplace closedowns;
- Inflexible leave allocation in a parent's profession;
- Death of a close family member;
- Critical or life threatening illness of a parent or close family member;
- Parent / carer required to take time to recover from a critical illness;
- Once in a life time opportunities
- Events of a religious or cultural significance.

For more information please see the full term time leave policy which is available from the school office and on our website. Attendance will be celebrated during our weekly Celebration Assembly & will also be published via this newsletter each week.

Support and guidance on attendance is always available and if you have any questions about this or if you need any help to achieve an improvement then please contact us to discuss the situation. Advice and support can also be made available to you through the Attendance and Inclusion Service by contacting 0114 2735701.





APPENDIX 7

Road Safety and Parking

The area around the school main entrance is very busy and congested so for your child's safety, please bear the following in mind:

- At school times there is a morning patrolled crossing across the top of Hillfoot Road;
- Cars should **never** be reversed into the school drive;
- Cars must **never** be parked on the pavement area outside school, with the exception of Orange Disabled Badge Holders in the designated parking places only;
- Parking within the school gates is restricted to staff and orange disabled badge holders only. The school must be accessible to emergency vehicles at all times;
- Cars must **never** stop on the yellow zig-zag lines outside the school entrance even for dropping off.

We would also ask you to be considerate to our local residents and **never** block their access – even for short periods.

Cars should not park in Butts Hill, Hillfoot Road or Summer Lane. The roads and pavements are very narrow and parking congestion would inevitably cause a danger to your children.

The Managers of all 2 local public houses (The Cross Scythes and The Crown) have very kindly allowed us to use their car parks, at both ends of the school day. Please use those car parks and treat them with respect and ensure that you supervise your child/ren at all times. We are very proud of our 'Park and Stride' arrangements.

Please ensure that every person who brings your child to school or collects them after school is familiar with this request.



Totley All Saints
Church of England Primary School



Ofsted
Outstanding



The Diocese of Sheffield Academies Trust



Working together in the education of your child

at

Totley All Saints Church of England VA Primary School

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