RIGBY HALL SCHOOL

PROSPECTUS

Statement of commitment

Rigby Hall School is committed to developing the academic and life skills of all its pupils to enable them to lead safe, happy and purposeful lives.

Rigby Hall School actively seeks opportunities to develop partnerships with a broad range of groups within the local and regional community in order to better meet the needs of its own pupils and families as well as pupils with special needs in mainstream schools.

Towards these ends our school:

* Best prepares our pupils for the world they currently live in and their life beyond school.
* Strives to ensure pupils achieve the highest academic and social standards relevant to them.
* Creates a personalised and enjoyable learning experience for each pupil.
* Encourages creativity and enterprise.
* Values the diversity of pupil learning and outcomes.
* Embraces new technology and innovation.
* Works in partnership with other agencies and organisations.

OFSTED Inspection Report 2012

Rigby Hall School's OFSTED Inspection Report 2012 can be found on our website following this link: http://www.rigbyhallschool.com/downloads/downloads.php.

The staff

Senior Leadership Team
Mrs Tracey Smith - Head Teacher
Mrs Sam Hayward - Deputy Head Teacher
Mrs Tracey Kesterton - School Business Manager
Mr Ben Homer - Assistant Head Teacher
Mrs Shelley Hughes - Assistant Head Teacher

Teacher and Learning responsibilities/Middle Leaders
Mrs Kelly Ferran
Mr Ben Homer
Mrs Shelley Hughes
Miss Rhian Smith
Miss Rebecca Harrison

Teaching Staff
Mrs Daisy Ball – Maternity Leave
Miss Charlotte Brookes
Miss Faye Brook
Mrs Emma Brookes
Miss Charlie Dowling
Mrs Kelly Ferran
Mrs Miriam Francis
Miss Rebecca Harrison
Mr Ben Homer
Mr James Horne
Mrs Shelley Hughes
Miss Rachel Kearns
Mrs Jayne Moran
Mr Tim Moyle
Mr Geoff O'Brien
Mr David Pearce
Miss Rhian Smith
Miss Amy Thompson
Mrs Jayne Yorke
Mrs Danielle Walker

Administrative Staff
Mrs Tracey Kesterton - School Business Manager
Mrs Elaine Jones - Office Manager
Mrs Jayne Perry - Administrative Assistant
Miss Jessica Lea - Receptionist

The staff

Lunchtime Staff
Mrs Victoria Bamford - Cook
Miss Christine Walker - Cook
Mrs Paula Kieran - Lunchtime Supervisor
Mrs Susan Guilfoyle - Lunchtime Supervisor

Subject Lead Responsibilities
Miss Charlotte Brookes - PE
Miss Faye Brook - ICT
Mrs Charlie Dowling - PSHE
Mrs Miriam Francis - Modern Foreign Language
Miss Rebecca Harrison - Creative Arts
Mr Ben Homer - Mathematics
Mrs Shelley Hughes - EYFS
Mrs Kelly Ferran - English
Mr Tim Moyle - DT, Food Technology, Textiles
Miss Rhian Smith - Post 16
Mrs Jayne Yorke - RE
Mr Tom George - Careers Advisor
Mrs Danielle Walker - Science

Teaching Assistants

Callum Ashton
Katie Baker
Sasha Bliss
Simon Bliss
Natalia Bridgwater
Michelle Brotherton
Zoe Carter
Milly Collins
Chris Cooke
Sarah Duffin
Ryan Foster
Louisa Giles
Katie Goodall
Fay Godwin
Nattassia Graham-O'Connor
Louise Halley
Adam Harrison
Claire Harrison
Karen Harrison (HLTA)
Emma Hughes
Rumai Johnson
Amy Key
Kerrie Mason
Vanessa Rainbow
Beth Richards
Abbi Russell
Sharren Sawyers (HLTA)
Emma Shelton (PE Coach)
Katie Skyrme
Pauline Smith
Lesley Spencer
Lynette Sproule (HLTA)
Donna Steward
Hayley Walton
Linda Ward
Vicky Wilday
Mark Winson

The Governors

The role of the governing body in conjunction with the Headteacher is:

- To set strategic direction, targets, policies and objectives for the school in partnership with the local authority
- To develop a school improvement plan and approve budget for the operation of the school to meet identified needs
- To review progress against the budget plans and targets
- To act in a responsible manner and to ensure that all statutory and local conditions and requirements are met
- To act as a critical friend to the Headteacher by providing support and challenge.

The composition of the governing body is:

- 5 parent Governors
- 2 staff Governors
- 1 LA Governor
- 5 co-opted Governors

Governors are appointed for a four year period.

Rigby Hall Governors are:

Chair of Governors	- Huw Powell
Vice Chair of Governors	- Roy Rowlands
LA representative	- Phil Thomas
Staff Governor - Head	- Tracey Smith
Staff Governor - Teacher	-
Co-opted Governor	-
Parent Governor	- Mark Tabbernor
Parent Governor	- Martha Parsons
Parent Governor	-
Parent Governor	-
Parent Governor	-
Co-opted Governor	- Caroline Mytton
Co-opted Governor	-
Co-opted Governor	- Roy Rowlands
Associate Governor	- Mick Duggan
Associate Governor	- Tracey Kesterton
Clerk to Governors	- Caroline Spencer

Admissions procedure

Rigby Hall School provides education for children who have complex, severe or profound learning difficulties including autistic spectrum disorders.

- All pupils have an Education Health and Care plan.
- We accept children between the ages of 3-19 years of age.
- We accept children from the local area and other LA's.
- Unlike mainstream schools the Local Authority rather than the school determine admissions.
- Admissions only available by arrangement with Worcestershire Local Authority.
- Admissions may be made at any time during the academic year.
- **Visits from parents / carers are very welcome by appointment.**

Equal opportunity and accessibility

Rigby Hall School strives to ensure that the culture and ethos of the school are such that, whatever the abilities and needs of members of the school community, everyone is equally valued and treats one another with respect.

Our strategies to do this include:

- Offering the pupils the opportunity to experience, understand and value diversity
- Offering access to a rich, varied and challenging curriculum that fosters enjoyment in learning, develops lively enquiring minds and instils a positive attitude to lifelong learning
- Having high expectations of all pupils
- Finding ways in which all pupils can take part in the full curriculum including sport, music and drama
- Planning offsite activities, including all school trips and excursions in which all pupils can participate in
- Setting admissions policy and criteria which does not discriminate against pupils with disabilities or treat them unfairly
- Devising teaching strategies which will reduce barriers to learning and participation for all
- Planning the physical environment of the school to cater for all needs

The school recognises the legislation regarding racial and sexual discrimination and fully endorses equal opportunities.

Teaching organisation

Primary

There are six mixed age primary classes that are set according to the needs of the children and the stage that they are at in their education.

Teaching arrangements for the primary pupils is class teacher based. All core and foundation subjects of the national curriculum are taught. The method and approach of teaching is modified to meet the needs of the individual with an overall emphasis on developing basic skills. Pupils engage in literacy and numeracy sessions, adapted to meet their needs. Pupils also take part in phonic groups to improve reading and spelling. They take part in additional off site activities including swimming. We have our own Forest School area.

Secondary

The secondary school comprises of 6 classes:

4 Key Stage 3 classes,

2 Key Stage 4 classes.

Core subjects are taught by subject specialists with access to specialist facilities. We have a range of modern and well equipped facilities for specialist subjects such as Science, DT, Food and PE.

The school is equipped with laptops and iPad technology. Classrooms are equipped with interactive whiteboards or projection facilities.

The school offers a wide range of accredited courses. There is a strong emphasis on helping students prepare for adult life and in KEY Stage 4 students discontinue some NC subjects, allowing extra time for pursuing vocational courses.

Post 16

Not all students stay on in post 16; some leave us to attend mainstream college placements. Those students who do stay on follow either a one or two year course based upon their need.

Careers education and guidance

Careers education and guidance is an important part of the preparation of pupils for the responsibilities, opportunities and experiences of adult life. In the final years at school pupils are prepared to be able to make choices, changes and transitions affecting their future education, training and life as adult members of society.

In post 16 students undertake a day's work experience per week. This is either supported or unsupported depending on need; the school maintains good links with business and industry in the local area.

Pupils in post 16 also attend a college links course one day per week.

Tom George is our independent careers advisor who attends school one day per week.

In collaboration with another local special school, Rigby Hall hosts a "Life after school" event which allows parents and pupils to see what options are available for education after they leave Rigby Hall School.

Links between home and school

At Rigby hall school we recognise the importance of a positive and supportive link between home and school. Every effort is made by the school to keep in close contact with families. This is primarily the responsibility of the class / form tutor who should be the first point of contact for any parent. Parents are asked to sign a home / school agreement when their child starts school and at the start of every year thereafter.

Day to day contact

- A newsletter is sent home every half term and is available on the website.
- School operate a text service to notify parents of information.
- In cases of urgency or emergency the Headteacher will always try and speak to or see a parent.
- If you wish to visit the school it is advisable to make an appointment first, in order to be sure the person you want to see is free. Please report to reception and sign in when you arrive.
- All pupils are issued with a home school diary to help maintain good communication between home and school in which written messages can be passed back and forth. Primary staff keep in contact daily using a home school diary.
- Office staff are available if you contact us by telephone. The school has an answerphone which will be left on when the school office is unmanned for any length of time.
- We will respond to a letter as quickly as possible.

Reviews and meetings

Parent's evenings and annual review meetings take place during the school year. We appreciate the efforts made by the parents to attend planned reviews. If you have difficulty attending meetings regarding your child we will try to adjust the time of the meeting.

A "Meet the teacher" picnic, held in July, is an informal event to meet new staff who may have joined or if your child has moved class, or even just to share information.

A "settling in" evening is held at the end of September to discuss how your child has started the year.

The Headteacher is happy to make arrangements to talk with any parent / carer, either in relation to their own child or over a general school issue. Parents are requested to telephone for an appointment in advance.

We are happy to supply general information to both parents if they are living apart. Requests for this service should be sent to the Headteacher. Where there are particular issues, it is helpful if parents could make school aware of the legal status in regards to pupils of any parent not living in the family. The senior leadership team treats this information in confidence.

A parents evening is held each term to allow parents to meet and share information with the classroom staff and to discuss progress.

School hours and meals

The school operates Monday to Friday with the following lesson times:

9.05 - 9.15	Registration
9.15 - 10.15 Upper school 9.15 - 10.30 Lower school	Lesson one
Break: 10.15 - 10:30 Upper school 10.30 - 10.45 Lower school	
10.30 - 11.25 Upper school 10.45 - 11.25 Lower school	Lesson two
11.25 - 11.50 Lower school 11.25 - 12.20 Upper school	Lesson three
Lunch: 11.50 - 1.00 Lower school 12.20 - 1.00 Upper school	
1.00 - 1:10	Registration
1.10 - 2.00	Lesson four
2.00 - 3.00	Lesson five
3.00 - 3.10	End of day

A midday meal, cooked on the premises, is available every day. Pupils may, if they wish, bring a packed lunch instead. Some parents qualify for free school meals; information regarding this is available on the website or via the school office. The school receives additional funding to support the learning where pupils are eligible for free school meals. School meals cost £2.30 per day.

If a child requires a special diet for medical or religious reasons this can usually be arranged. The school office requires sufficient notice to get this organised.

The school operates a parent pay system to allow parents to pay for their school meals and trips online or by using cash at PayPoint facilities. Further information can be obtained from the office. We no longer accept cash and cheques.

The school runs a breakfast provision from 9.05am during registration.

A number of staff are assigned to supervise pupils during break and lunchtimes. School staff carry out lunchtime supervision. In addition, we have a quiet lunch room and post lunch activity clubs.

Attendance

Parents are responsible by law for ensuring their child / children attend and stay at school. Parents should inform the school office as soon as possible of the reason for any absence.

The attendance officer has a duty to check school registers and will follow up irregular or persistent absence for which there has been no satisfactory explanation.

Registers will be marked in school giving the reason e.g. illness or medical appointments.

Where you know in advance that your child will be absent (e.g. doctors or dental appointment) it would be helpful to let us know before the date in question.

There is an award at the end of each week that is presented to the class / classes who have 100% attendance for the week from all of their pupils.

Government legalisation implemented from 1st September 2013, states that the Headteacher may not grant **any** leave of absence during term time (e.g. family holidays) unless there are exceptional circumstances.

Where no notification has been received, or the reason is unjustified then the absence will be recorded as unauthorised. It is important to note that absences can only be authorised by the school, not by the parents.

Uniform list

Below is a list of our uniform items which can be purchased with or without a printed school logo.

Girls:

- Plain black or dark grey trousers or skirt
- Sky blue collared polo shirt (with or without school logo) or plain sky blue shirt
- Navy blue V-neck jumper, cardigan or sweatshirt (with or without school logo)
- Sky blue and white checked summer dress (for the Summer)
- Black low heeled shoes (with black laces where necessary)

Boys:

- Plain black or dark grey trousers
- Sky blue collared polo shirt (with or without school logo) or plain sky blue shirt
- Navy blue V-neck jumper, cardigan or sweatshirt (with or without school logo)
- Black or dark grey tailored school shorts (for the Summer)
- Black shoes (with black laces where necessary)

Post 16

- Smart Casual Dress - trousers, skirts, shirts, blouses, polo tops
- No blue jeans, no track suit bottoms, no tops or t-shirts with big logos and no trainers

The requirements of Post 16 is that at any point they can go out of school and make the good impression needed in a workplace or college placement

PE Kit

- Black shorts
- White round neck t-shirt or polo shirt
- Trainers or plimpsolls with non-marking soles
- Socks
- Hair bobble (if appropriate) - hair must be tied up / back during PE lessons

Jewellery should not be worn except for small studs in pierced ears (the pupils must be able to remove these during PE). No other piercings will be allowed.

Please remember that all clothing should be **clearly labelled** so that they may be returned to the owner if lost.

Please note - Uniform items with printed school logo are available from:-

S&H Schoolwear and Sports (formally Bromsgrove Sports) 1 Church Street, Bromsgrove, B61 8DD. Tel. No. 01527 874885 Email: sandhschoolwear@btinternet.com

Congratulations to S & H school Wear who started their autistic friendly appointments in 2018. After great success they have now been awarded with the officially accredited Autism Friendly award by the National Autistic Society. They look forward to seeing the regular and new faces of Rigby Hall pupils in their shop!

Autism friendly appointments are available, please book in advance with the shop

My Clothing - www.myclothing.com

Focal Image, 45-47 Broad Street, Bromsgrove, B61 8LL. Tel. No. 01527 832984

School Days, 15 Church Street, Bromsgrove B61 8DD. Tel. No. 01527 877561

School does hold some items of good quality second hand uniform. Please contact the office if you are interested. Donations are given to the Friends of Rigby Hall School.

Educational visits

In line with guidelines from the Department for Education parents are asked to complete a single consent form for school trips and other off site activities. This form is valid for pupils throughout their time at the school, however school reissues annually to update on individuals changing circumstances. Details about each trip or activity are sent out before it takes place to inform parents / carers. This allows them time to raise any concerns about their child prior to the event.

Educational day and residential experiences involve use of the school minibuses. Vehicles are fitted with full lap and diagonal seat belts for maximum safety. Our drivers have all passed the necessary test to drive vehicles of this size and hold the relevant certificate of proficiency issued by Worcestershire County Council. Minibuses are regularly serviced in accordance with Worcestershire County Council.

Voluntary contributions are requested from parents to cover the costs of visits. Where parents cannot afford to contribute this factor will not prevent their child from going on the visit in school time. If however, there are insufficient contributions, it may be that the visit does not go ahead.

Trips that take place outside school hours will be charged for to cover the costs involved. Where parents experience financial difficulty over payment for trips they should contact the school business manager, as it may be possible to gain support from other sources of funding.

Residential trips are currently run in KS3 and Year 11. We are looking to introduce similar opportunities in primary and Post 16.

Term dates

Term Dates 2020 - 2021

Autumn Term 2020

Autumn 1 -	**Thursday 3rd September – Friday 23rd October 2020**
TEDs	Tuesday 1st September & Wednesday 2nd September 2020
HALF TERM	Monday 26th October – Friday 30th October 2020
Autumn 2 -	**Monday 2nd November – Thursday 17th December 2020**
TED	Friday 18th December 2020

Spring Term 2021

Spring 1 -	**Monday 4th January – Friday 12th February 2021**
HALF TERM	Monday 15th February – Friday 19th February 2021
Spring 2 -	**Monday 22nd February – Wednesday 31st March 2021**
TED	Thursday 1st April 2021

Summer Term 2021

Summer 1 -	**Monday 19th April – Friday 28th May 2021**
HALF TERM	Monday 31st May – Friday 4th June 2021
Summer 2 -	**Tuesday 8th June – Wednesday 21st July 2021**
TED	Monday 7th June 2021

TED's only staff attend

Other Dates:	Good Friday	Friday 2nd April 2021
	May Day	Monday 3rd May 2021

Exam results

EXAM RESULTS 2018 / 2019

EXAM RESULTS	FUNCTIONAL SKILLS ENGLISH	FUNCTIONAL SKILLS MATHS	FUNCTIONAL SKILLS ICT	AQA SCIENCE Entry Level Certificate
Year 11				
Entry 1	2	1		1
Entry 2	1	1	8	3
Entry 3	2	2		4
Level 1	1	1		
Post 16				
Entry 1		1		1
Entry 2	2			
Entry 3		2		1

DESIGN TECHNOLOGY:

Resistant Materials
1 pupil achieved Entry Level 1
3 pupils achieved Entry Level 2

Food Technology - BTEC
13 pupils achieved a Pass

ART AWARD

10 pupils achieved Arts Awards Explore

PRACTICAL ENVIRONMENTAL & CONSERVATION SKILLS

1 pupil achieved a Pass

Friends of Rigby Hall

Friends of Rigby Hall exists to support the school by raising money.

As a parent / carer of a child at Rigby Hall School you are automatically a member of the Friends Association.

Friends of Rigby Hall organise events to raise money for the children within the school to give them extra opportunities and to make it possible to purchase extra equipment for the school.

Meet our Committee:

President
Mrs Tracey Smith (Head Teacher)

Chairperson
Mrs Claire Nowell

Vice-Chairperson
Mrs Rachel Duncalf

Treasurer
Mrs Gail O'Brien

Secretary
TBC

Email: friendsofrigbyhall@outlook.com

Please feel free to register with The Giving Machine for an easy fundraiser for the Friends of Rigby Hall.

Please take a look at the website for details of upcoming events.