



# *School Prospectus*

2013-14



INVESTOR IN PEOPLE



Worcestershire County Council

Riversides School

**Thorneloe Road  
Barbourne  
Worcester  
WR1 3HZ**

**Associate**

**Headteacher: Mrs Ann Starr**

**Acting Headteachers: Mr Paul Yeomans  
& Mrs Jodie McCracken**

**Chair of Governors: Councillor Susan Askin**

**Classification: Community Special School  
(Behavioural, Emotional & Social  
Disabilities)**

**Age Range: 7 - 16 years**

**School hours: 9.00am - 3.00pm**

Telephone: 01905 21261

Fax: 01905 22247

E-mail: [administrator@riverside.worcs.sch.uk](mailto:administrator@riverside.worcs.sch.uk)

Website: [www.riverside.worcs.sch.uk](http://www.riverside.worcs.sch.uk)

## *Riversides School*

Pupils attending Riversides School are of the ability range generally found in a mainstream school which may include specific or global learning difficulties. Our pupils have statements of Special Educational Needs which state that behavioural, emotional and social difficulties are their primary disability and are of sufficient significance to prohibit them from learning effectively in the mainstream setting. The school caters for pupils in Key Stages 2, 3 and 4, that is Years 3 to 11 over a number of different sites.

### *Riversides School Aims:*

- ❖ To provide a supportive and safe environment in which individuals are valued and encouraged to develop educationally, emotionally and behaviourally.
- ❖ To develop in pupils and students the necessary skills, qualities and understanding in order to function happily in post-school life.
- ❖ To encourage pupils and students to become informed responsible and caring members of society.
- ❖ To assist pupils and students to respect and understand the feelings, views and abilities of other people.
- ❖ To offer a carefully differentiated stimulating and enriching curriculum which encourages and maximises pupil and student achievement.
- ❖ To promote a climate in which achievement and success in all aspects of the lives of pupils and students is celebrated.
- ❖ To create an environment in which individuals are encouraged to accept responsibility for their own behaviours and development.
- ❖ To encourage in our pupils and students a caring and responsible attitude towards their immediate and the wider environment.

### *Accommodation and Facilities*

Riversides School is a split site school with some top end KS2 and KS3 pupils principally based in Barbourne, Worcester City and top end KS3 and all KS4 pupils based at Riversides Senior School in Spring Gardens in the City centre.

Our school building incorporates a specialist Design and Technology Room, Art /Music Room, Science Laboratory, Food Technology Room, Library area, Therapy Room, Computer Room and Quiet Withdrawal Rooms, in addition four classrooms and administrative offices.

In the absence of its own gymnasium, pupils from Riversides School have use of the adjacent Worcester College of Technology gym. Weekly use is made of the two Worcester swimming pools.

Riversides School does not have school kitchen facilities, pupils bring packed lunches from home or are provided with packed lunches if they are entitled to free school meals. Drinks are provided during the school day. A daily snack, usually after playtime, forms part of the social training of primary age children. This is an important aspect of the nurture group ethos of our primary classes.

Additionally, chilled drinking water is available to pupils throughout the day and pupils are able to have wholemeal toast and fruit juice at the start of the day and a weekly hot breakfast, with a selection of fruit also being available daily.



Keeping fit on the Rowing  
Machines

## **Staffing**

Riversides teaching staff comprises the Associate Headteacher, 1 FTE Acting Headteacher, 1 Deputy Headteacher, 8 full time and 3 part time teachers. Key Stage 4 provisions are co-ordinated by the Deputy Headteacher based at Riversides Senior School, with all KS4 students having personalised timetables. The school also employs learning mentors to support young people at risk of disengagement.

Special Support Teaching Assistants support all class groups.

The School's liaison Educational Psychologist visits the school regularly and our Community Paediatrician will hold clinics in the school if requested. Extensive links are maintained between school staff and colleagues from Social Care, the Police, Support Guidance and Skills Service, West Midlands Education Service for Travelling Children and Youth Justice. Learning Mentors work collaboratively with colleagues from other agencies.

## **Admissions Procedures and Parental Visits**

Pupils are referred to Riversides School as a result of an assessment of their Special Educational Needs made by the Local Authority. All referrals to the school come via the Special Services section of the LA and it is not possible for a parent or a Headteacher to request a place in the school directly.

Following a referral parents, carers and/or social workers caring for the prospective pupil are invited to bring the pupil concerned to the school to meet the Headteacher and to see the school. This meeting is designed to make initial contact with the pupil and his/her parents/carers and for them to see the school and to examine the provision being offered within the context of the specifications outlined in the pupil's Statement of Special Educational Needs.

This preliminary meeting is also important as an opportunity for school staff to outline the school's policies, procedures and expectations and to stress the need for collaborative working between home and school.

If the placement is considered appropriate and is accepted by parents/carers, arrangements for admission are agreed. The process of phasing pupils into Riversides School is planned on an individual basis in such a way as to best support pupil needs. Pupils' Statements of Special Educational Need are reviewed annually after placement and more regularly if necessary.

Parents/carers are encouraged to maintain regular contact with the school, indeed contact with home is built into our Whole School Behaviour Policy known as "Discipline for Learning". Additionally our younger pupils have liaison books, which are sent home regularly as are reports on secondary age pupils noting behaviour and learning. Pupils have reports sent home half-termly, with the major report being sent in the second half of the summer term. The parents of Key Stage 4 students receive termly reports from their external providers (where appropriate) and a comprehensive end of year report in June/July.

## **Communication with School**

Parents/carers are very welcome, indeed encouraged, to keep in close contact with school staff. If a parent/carer wants to talk to a teacher we ask that the call is made either before 9.00am or after 3.00pm since it is not appropriate for teachers to leave a class in order to take a telephone call. Alternatively parents/carers can ring the school office with a message and the relevant person will ring you back after school or a message can be relayed back via the School Administrator. Visits from parents/carers are also welcomed, although staff would prefer prior notification to ensure that they are available to meet with visitors.

## **Organisation**

Pupils are generally admitted to class groups according to age although social maturity and ability are also taken into consideration. Each class is based with one or two class teachers and there is specialist teaching undertaken in science, design technology, Art, Food Technology, PE, ICT, MFL and Music. Pupil groups are generally restricted to a maximum of seven pupils although this will depend on the lesson being undertaken. Groups may be combined for activities such as PE and swimming while other subjects may require groups to be reduced or pupils to be tutored on an individual basis.

Riversides School operates a policy of an inclusive day with pupils not being permitted off site during the school day. All break times are fully supervised. Term dates are the same as for all Worcestershire Schools and are circulated to parents regularly.

## **The School Day**

Pupils are not admitted to the school site before 8.55am. On arrival registration is followed by lessons commencing at 9am. Pupils should go directly into class at the start of each school day.

Lessons are of different duration for primary and secondary age pupils. Copies of pupil timetables are sent to parents at the start of the school year for their convenience. Pupils have a morning break of 15 minutes duration and a lunch break of 30 minutes; there is no afternoon break.

Hours for Key Stage 4 students vary from those noted above in order to allow them to access college courses and external providers.

The school day finishes at 3pm although because of difficulties when transport is shared with other schools this may occasionally vary in individual cases.

## **Attendance**

Many of the students attending Riversides School are transported to school by the LA. Parents/carers are responsible for pupils being ready at their designated time of collection from home. Those pupils who make their own way to school are expected to be punctual. Pupils are not permitted into school until 8.55am.

**Parents are asked to account for all student absences from school on the first day of absence by calling the School Office on 01905 21261.**

Parents/carers are asked to avoid, where possible, making medical appointments in school time since this proves to be disruptive and detrimental to the student's education. Similarly parents are actively discouraged from arranging holidays during term times.

Any unaccounted for absences will be recorded as unauthorised. Mrs Barron works closely with our designated Education Welfare Officer in supporting families experiencing difficulties and in order to maximize school attendance.

Permission for unavoidable pupil absence during term time should be requested from the Headteacher.

## Curriculum

Riversides School's Governing Body works within the guidelines of the LA and curriculum policies following the directions of the National Curriculum. Governors endeavour to see that staffing and resources are directed to this end. The school curriculum seeks to provide a framework within which the intellectual, behavioural, personal, social and physical development of pupils is promoted. We seek to ensure accessibility to a broad and balanced curriculum for every pupil.

School timetables give priority to Literacy, Numeracy and social skills. The Literacy and Numeracy curriculum is comprehensive and pupils additionally have access to the following National Curriculum subjects: Science, Design Technology (including Food Technology, Resistant Materials and Textiles), History, Geography, RE, Music, Art, MFL, ICT, PSD and PE.



Enjoying African  
drumming in Music this  
year

Key Stage 4 pupils have individualised timetables comprising core subjects, specific GCSE courses taught by Riversides' staff, academic and vocational accredited courses, vocational courses run by external providers and work experience placements. Riversides is also a 'Young Enterprise' Registered Centre.

## **Special Educational Needs**

All pupils attending Riversides School have Special Educational Needs. Access to the curriculum can be difficult for some of the pupils attending the School because of their significant emotional and behavioural difficulties. The school seeks to maximise success for such pupils by constantly reviewing strategies on a group or individual basis to ensure that appropriate and comprehensive curriculum entitlement is offered. Teachers personalise work according to individual needs with extension materials being used with the most able pupils. Riversides school offers additional support to individual pupils, when this is necessary, from the Educational Psychologist, the Literacy Co-ordinator or Teaching Assistants working to her direction. Pupils receive individual learning interventions to remove identified barriers to learning.

Baseline testing is undertaken on students new to the school, tests subsequently being updated bi-annually.

The school's Special Educational Needs Policy is reviewed by Governors biannually.

The school curriculum is personalised to meet differing special educational needs and the school's Accessibility Plan highlights open access to ground floor facilities. The school building and nature of the pupils necessitates against people with a physical disability accessing the first floor of the building.

## **Sex Education**

Both biological and moral aspects of this subject are covered in a graduated progression of Personal, Social and Health Education lessons throughout the school. Human relationships and moral issues arising from such relationships are an integral part of this subject. The subjects of HIV, AIDS, alcohol and drugs related issues, their implications, effects and strategies for prevention are included within the syllabus. Parents have the right to withdraw their child from the sex education programme. Parents should discuss individual requirements with the Headteacher.

## **Religious Education / Assemblies**

Riversides School is non-denominational. Assemblies take place in Key Stages on a regular basis and all pupils undertake RE lessons.

Parents have the right to withdraw their child from all or part of the Religious Education syllabus. Parents should discuss individual requirements with the Headteacher.

## **Careers Education**

This has been recognised as a priority for our school and very productive relationship between school staff and the school's Support Guidance & Skills Service PA.

This subject aims to provide relevant experiences in order to enable pupils to acquire those skills that they need to function effectively in the workplace. To this end a programme of work placement visits, taster days, short - and extended-work experiences has been established, with staff working collaboratively to ensure that pupils are able to take maximum advantage of all opportunities offered to them.

Programmes are designed to enable pupils to develop the range of personal qualities required to cope with new situations and strategies to deal with possible challenges.

## **Homework**

Following consultation with parents/carers a policy reflecting their requirements has been developed. Homework is available to all pupils and students and they are strongly encouraged by school staff to take up this opportunity. However, mindful of parental preference, homework is not compulsory. Class teachers liaise individually with parents to formulate a satisfactory homework schedule.

## **Examinations and Certification**

Statutory examinations are undertaken. All Key Stage 4 students are encouraged to undertake nationally accredited courses in a range of subjects. All Riversides Senior School based Students undertake an ICT, Literacy and Numeracy and Science courses that lead to accreditation. Some students are able to access first level NVQ qualifications through their College courses. The Key Stage 4 curriculum is flexible enough to respond to the special interests and skills of students so offering a breadth of meaningful experiences and qualifications.

Pupils showing particular skills and motivation are encouraged to undertake GCSE courses in Maths, Science, Geography, History and Art & Design.

Target setting is undertaken on an individual basis, within the framework outlined by the DfE. The achievement of targets, like examination results, will vary from year to year due to the significant movement of pupils in and out of the school. This makes it necessary to view tables of comparative results with caution and underlines the need to set individual targets.

## **Integration/Inclusion**

Staff and Governors of Riversides School are committed to DfE guidelines in respect to inclusion. To this end we foster good relations with mainstream colleagues and, whenever possible, undertake joint ventures. Good relations have been established between Riversides School and a number of mainstream primary and secondary schools.

College courses and accredited courses undertaken with external providers form an important aspect of the integration process prior to pupils leaving school. External Provider placements are also fully integrated.

## **Extra Curricular Activities**

In addition to, and in conjunction with, the academic curriculum of the school, a wide range of visits is arranged to complement the students' educational and social development and to enrich their perspectives.



- . Emphasis is placed on the need to raise self-esteem, confidence and team building skills. Courses at Upton Warren Sailing Centre, The Malvern Outdoor Activities Centre, Bishops Wood Environmental Education Centre and other local facilities are arranged to specifically target these areas.

## **Riversides School Policies**

Riversides School has a wide range of both Curriculum and Non-Curriculum Policies which are updated on a regular basis, in line with statutory requirements and guidance from the Local Authority. These are available to parents/carers to view by request to the Headteacher.

### **Charging and Remissions Policy**

Riversides School does not charge for activities that take place mainly or wholly in school time when they constitute part of the curriculum. However, in the case of activities such as Food Technology, if the pupil wishes to take the finished product home then a charge is made for ingredients. Similar arrangements are made in Design and Technology. Inability to pay for materials will not exclude a pupil from an activity, costs of ingredients/materials will be met by the school however the finished product will not be available to be taken home.

There is no charge for any activity which is essential for the completion of a course of study or certification. However, the cost of examination entry will be charged against pupils who absent themselves without good cause from the examination or course work leading to an examination.

Parents can be asked to pay the costs incurred on activities mainly or wholly out of school hours but would be advised of this in advance of consenting to their child taking part.

**Parents are advised that deliberate damage by pupils to the fabric of the school or to school property will incur a requested for payment towards the cost of restitution.**

The Headteacher will be happy to discuss individual enquiries by parents/carers as they arise.

### **Whole School Behaviour Policy.**

Riversides School operates a comprehensive whole school behaviour programme. The focus of our programme is positive with emphasis on rewards and encouragement for good behaviour, work and social skills within a framework of school and class rules, school rewards and consequences. Parents are fully involved in the programme, indeed telephone calls, certificates and sticker charts sent home are a major part of the process. .

When pupils are experiencing difficulties parents/carers are involved as fully as possible, always being kept informed of the situation.

Parents/carers are welcome to ask for a copy of the School's Behaviour Policy, this will incur a small charge for reprography; alternatively the policy is available for parents to read when they visit the school.

The underlying ethos of the school is to maintain a pupil on a progressive course of improvement and success.

## **Safeguarding**

Riversides School has established, clear and robust safeguarding policies, strategies and procedures to ensure the safeguarding and welfare of all pupils, including those relating to bullying, health and safety, harassment and discrimination. The Headteacher is the senior designated person for child protection (SDP).

A copy of Safeguarding Policy and Procedures is available on request from the school office and is also available on the school website.

## **Annual Review and School Reports**

In accordance with Government legislation pupils with a Statement of Special Educational Needs have an annual review of their Statement to which relevant staff and professionals are invited to contribute. This information, together with the parental and pupil contribution of views, a teacher report and updated reading tests and pupil profiles are used to complete the appropriate documentation, which is forwarded to Special Services Section of the Local Authority. Parents are urged to attend annual review meetings and their views are valued by school staff.

Pupils in Year 9 have their 14+ Annual Review that additionally involves a careers interview and the attendant documentation.

Personalised Pupil Plans outline targets (learning, behaviour and integration) updated test results, behaviour management plans including Positive Physical Interventions and specific additional interventions. Records of Achievement are formulated for Key Stage 4 pupils.

Parents' Consultation events are held regularly when all aspects of pupil progress can be discussed. The school issues a report to parents annually in the Summer Term.

The Special Educational Needs Co-ordinator (SENCO) is the Headteacher.

## **Pastoral Care**

Initially pastoral care is the responsibility of the class teacher since they are the member of staff who has the most opportunities to counsel pupils regularly. Staff are responsible for the collation of all information relating to the pupils in their care and act as an initial point of contact for parental inquiries about their child's progress.

While most pupils relate well to their class teacher they are free to discuss any issues with whatever member of staff that they find it most comfortable to do so. In addition to teaching staff pupils are able to access time with the Headteacher, Deputy Headteachers or Learning Mentors.

The member of staff designated to deal with safeguarding issues is the Headteacher. In his absence, Mrs Kalia Davidson, Deputy Headteacher will deputise. The school's Safeguarding Policy follows County guidelines and is readily available.

## **Medication**

A significant number of school pupils are on regular medication. The school has clear protocols for the administration of medication on school sites and parents are responsible for ensuring that sufficient medication is available to enable school staff to administer it appropriately. Pupils who have not been medicated appropriately prior to their arrival in school will be sent home to be medicated.

## **Parental Visits**

All parents/carers are asked to visit the school before their child is admitted. Informal meetings between parents and teachers are encouraged. Parents are also urged to attend functions such as Parent/Teacher, Parent/Governor evenings and Annual Reviews. Staff are eager to exchange positive as well as negative information. We are especially grateful to those parents/carers who lend their support and interest to the school. This can be indicated in a number of ways ranging from ensuring pupil attendance, presentation and punctuality to becoming a Parent Governor when the opportunity arises.

School staff are very willing to undertake home visits; however these would usually need to be planned for after the end of the teaching day.

## **School Transport**

The Local Authority provides transport between home and school for many Riversides pupils. Escorts will be provided when this is deemed necessary. Queries about school transport are best directed to Mr Simon Addison, Transport Section, located at Integrated Transport Services Department of the Local Authority at County Hall. It should be noted that reasonable, safe behaviour is expected on journeys to and from school. Dangerous behaviour can result in the suspension or withdrawal by Transport Section of a pupil from school transport and it then becomes the responsibility of parents to make their own arrangements for their child's transport to school.

## **School Meals**

Pupils need to bring packed lunches to Riversides School. Those pupils entitled to free school meals are provided with a packed lunch and LA application forms and assistance can be obtained from Mrs Martin if required.

Paid-for lunches may also be ordered, half termly in advance (payment with order). It should however be noted that refunds cannot be given if a pupil does not attend school on any day for any reason. Most special dietary requirements can be accommodated but parents/carers are responsible for notifying school of any allergies/intolerances when ordering. Mrs Martin can provide an order form on request.

Enjoying Food  
Technology and  
Healthy Eating



We are proud to be a school with "Healthy Schools" status, we do encourage healthy eating and therefore we do not allow fizzy drinks or sweets to be consumed in school. We also prefer that children do not bring in items such as chocolate biscuits or crisps.

The school ensures pupils have a fresh supply of drinking water throughout the day and fresh fruit and a breakfast of wholemeal toast and fruit juice are available to pupils daily with a weekly hot breakfast available. School also enjoys celebratory meals for fundraising for charity, at Christmas and a summer barbecue.

## *School Uniform*

Pupils are asked to attend school wearing clothes that comply with the following dress code:

- Shoes or trainers, NOT BOOTS.
- Dark blue/black/grey trousers or skirt, plain track suit bottoms or jeans.
- Navy blue plain sweatshirt
- Royal blue polo shirt

Additionally the following items will be necessary for weekly PE lessons:

- Trainers or plimsolls
- Shorts
- Plain 'T' shirt
- Sports socks
- Swimwear and towel as appropriate.

Pupils are expected to change for PE.

Uniform items on which the School logo is printed are available through the school. Parents/Carers should contact Mrs Martin for further details.

## *Personal Property*

*Any pupil, member of staff, parents/carers or other visitor who takes personal property, including spectacles, on to school premises does so at his/her own risk.*

Pupils are not allowed to bring toys or personal items into school without the prior express permission of their teacher.

**Walkmans, iPods, mobile phones and pagers are forbidden in school.**

School staff actively discourage pupils from wearing jewellery in school, except for stud earrings which have to be either removed or covered with a plaster during sporting activities, DT, Food Technology and Catering. If pupils choose to wear such jewellery, it must be removed for PE lessons and pupils will have to take responsibility for their own belongings. School staff will not take responsibility for such items or any other personal belongings brought into School.

**Neither the Local Authority nor any of its officers or servants (including teachers) will accept liability in the event of damage to or loss of personal property while it is on school premises, unless caused by negligence by the Authority or its employees.**

## **Insurance**

Approved insurers cover pupils when taking part in educational visits outside school premises. Pupils participating in work experience schemes are covered by separate insurance approved by Connexions.

The Local Authority also carries public liability insurance to cover claims from pupils (or other members of the public) in the event of injury, or damage to their personal property, when it can be shown that the Council has been negligent. However, accidents may occur where pupils are injured, in or out of school, where there is no negligence on the part of the Council or its employees. Parents may therefore wish to arrange their own personal accident insurance cover for their children, not just for the time that they are at school, but throughout the year and for all activities. Such cover should be arranged privately by parents themselves and not through the Local Authority.

## **Complaints Procedure**

Parents/carers are encouraged to keep in close contact with the school, this being seen as mutually supportive and a positive means of avoiding misunderstandings and difficulties. It is envisaged that the majority of concerns and complaints can be resolved informally.

If a complaint cannot be resolved informally the school follows the LA Complaints Procedure - please see flow charts (Appendices C & D).

## **School Governors**

School Governors have an important role to play in the management and development of our school. Listed in Appendix F are the names of all current School Governors. Governors can be contacted through Mrs Martin in the school office.

## **Further Information**

Any further information about the curriculum and related matters, including school policy documents can be made available for inspection on request. Some are also available on the school's website [www.riversideschool.co.uk](http://www.riversideschool.co.uk).

Pupil files are available for parental viewing by prior arrangement with the Headteacher. Pupil files may not be taken off school premises.

Copies of any school documents can be made available to parents, please ask at the school office. A small charge will be necessary to cover reprography costs.

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## APPENDIX A Results 2011-2012

### Year 11 Leavers (June 2011) - cohort of 10 pupils

<b><u>LITERACY</u> - 90% of Pupils achieved a Literacy qualification</b>		
Highest Qualification: <i>% of Pupils achieved</i>	<b>GCSE (Grades D-G)</b> 20	
<b>Functional/Basic Skills Level 1</b> 50	<b>Functional/Basic Skills Entry Level 3</b> 20	<b>Functional/Basic Skills Entry Level 2</b> 20
<b><u>NUMERACY</u> - 100% of Pupils achieved a Numeracy qualification</b>		
Highest Qualification: <i>% of Pupils achieved</i>	<b>GCSE (Grades D-G)</b> 60	
<b>Functional/Basic Skills Level 2</b> 10	<b>Functional/Basic Skills Level 1</b> 90	
<b><u>ICT</u> - 80% of Pupils achieved an ICT qualification</b>		
Highest Qualification: <i>% of Pupils achieved</i>	<b>GCSE (Grades D-G)</b> 10	
<b>Functional/Basic Skills Level 2</b> 10	<b>Functional/Basic Skills Level 1</b> 60	<b>Functional/Basic Skills Entry Level 3</b> 20
<b><u>SCIENCE</u> - 50% of Pupils achieved a Science qualification</b>		
Highest Qualification: <i>% of Pupils achieved</i>	<b>BTEC Level 1</b> 50	
<b><u>ART</u> - 20% of Pupils achieved an Art qualification</b>		
Highest Qualification: <i>% of Pupils achieved</i>	<b>GCSE (Grades D-G)</b> 10	
<b>Entry Level 2</b> 10		
<b><u>STEP UP</u> - 100% of Pupils achieved a Step Up qualification</b>		
Highest Qualification: <i>% of Pupils achieved</i>	<b>Level 1 Diploma</b> 20	
<b>Level 1 Certificate</b> 10	<b>Level 1 Award</b> 40	<b>Entry Level 3 Award</b> 30
<b><u>VOCATIONAL COURSES</u> - 6 pupils achieved qualifications from Level 1 Diploma to Entry Level 3 qualifications. In addition some Step-Up units were completed with external providers.</b>		

## Year 11 Leavers 2012-13 Managed Destinations

	<u>No. of</u>	<u>Pupils (%)</u>
	<u>Cohort of 8</u>	
<u>Further Education</u> Through Worcestershire, FE Colleges	-	0 (0%)
<u>Training</u> Including 4U/B2A	-	0 (0%)
<u>Education other than</u> <u>at School/College</u>	-	0 (0%)
<u>Employment</u> Including Apprenticeships	-	2 (25%)
<u>NEET</u>	-	0 (0%)

## APPENDIX B

### Attendance Data 2012-2013

The figures below are published to conform to the Education (Pupils' Attendance Records) Regulations 1991.

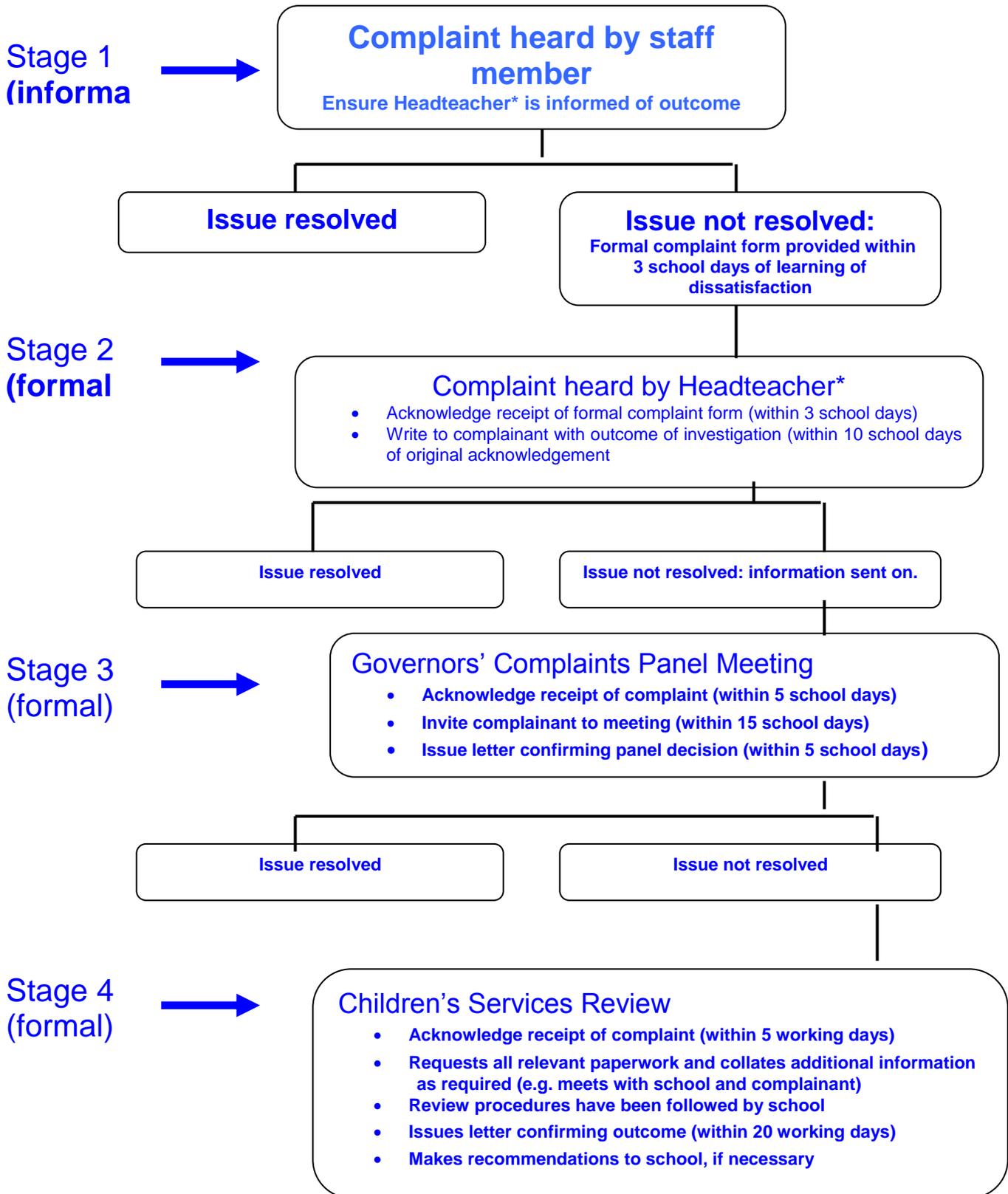
**\*The following figures show attendances for the school year commencing September 2011:c**

1. Number of day pupils of compulsory school age on roll:	52
2. Number of pupil sessions:	13847
3. Attendance	90%
4. Number of authorised absences:	698
5. Number of pupils with at least one authorised absence:	48
6. Number of unauthorised absences:	681
7. Number of pupils with at least one unauthorised absence:	29
8. Percentage of authorised absence:	5.04%
9. Percentage of unauthorised absence:	4.91%

*\* Figures at 1.6.13*

# APPENDIX C

## Riversides School Complaints Procedure Flowchart Summary of Dealing with Complaints



\* or Chair of Governors if complaint is made about Headteacher

# APPENDIX D

## Riversides School Complaints Procedure Flowchart - Race

### Summary of Dealing with Complaints of a Racist Nature

Stage 1  
(informal)



#### Complaint heard by staff member

- Ensure Headteacher\* is informed of outcome

Issue resolved  
Headteacher to ensure that complaint is logged as having a racist element

Issue not resolved  
School will provide a formal complaint form within 3 school days of learning of dissatisfaction.

Stage 2  
(formal)



#### Complaint heard by Headteacher

- Acknowledge receipt of complaint form (within 3 school days)
- The Headteacher will inform Children's Services and Chair of Governors
- The Headteacher may approach the WREC for advice
- Write to complainant with outcome of investigation (within 10 school days of original acknowledgement) [copy to Children's Services]

Issue resolved

Issue not resolved:  
information sent on to Chair of Governors

Stage 3  
(formal)



#### Governors Complaints Panel Meeting

- Acknowledge receipt of complaint (within 5 school days)
- Issue letter inviting complainant to meeting (within 15 school days)
- Send copy of complaints form to Children's Services
- Chair of Panel to seek advice from Children's Services
- Issue letter confirming panel decision (within 5 school days)

Issue resolved

Issue not resolved

Stage 4  
(formal)



#### Children's Services Review

- Acknowledge receipt of complaint (within 5 working days)
- Request all paperwork and collate additional information as required (e.g. meeting with school and complainant)
- Review procedures followed by school
- Issue letter to parent confirming outcome (within 20 working days)
- Makes recommendations to school, if necessary

\* or Chair of Governors if complaint is made about Headteacher

## APPENDIX E - List of School Staff (September 2013)

Associate Headteacher:	Mrs Ann Starr
Acting Headteachers:	Mr Paul Yeomans Mrs Jodie McCracken
Deputy Headteacher:	Mrs Kalia Davidson
Teaching Staff: School based	Mr Richard Benham Mrs Kim Carwardine Ms Claire Colman Mr Mark Green Mrs Rebecca Kemp Mrs Ruth Meachem Mr Steve Morgan Mr Nicholas Price Mr Adrian Shipley Ms Katie Simpson
Senior Learning Mentor	Ms Karen McArthur
Learning Mentor	Mrs Harriet Thompson
Learning Mentor	Miss Helen Steele
Learning Support Manager	Mrs Emma Aston
Attendance Administrator	Mrs Dawn Barron
Business Manager	Mrs Mary Billington
PA to Headteacher/School Administrator	Mrs Lindsey Martin
Apprentice Administration Assistant	Miss Natalie Plant
Special Support Assistant	Miss Rebecca Chapman Mrs Laura Corbett Mr Paul Daws Mr Jim Laidler Mrs Mandy Langdon Mrs Marta Martins Mrs Lisa Morrow Mrs Helen Newbery Miss Dominique Snell Miss Heather Stone Mr Sam Watkins
Ancillary Staff:	Mr Chris Wood (Caretaker) Mr Ken Wright (Cleaner)

## APPENDIX F - Riversides School Governors

NAME	ROLE / RESPONSIBILITIES
<b>Local Authority Governors:</b>	
Cllr. Susan Askin <i>Chair Of Governors</i>	<ul style="list-style-type: none"> <li>• Vice Chair of Appeals Committee</li> <li>• Governor for KS4 Provision</li> <li>• Governor for Sustainability</li> <li>• Curriculum &amp; Admissions Committee</li> </ul>
Mrs Elizabeth Holt <i>Joint Vice Chair of Governors</i>	<ul style="list-style-type: none"> <li>• Governor for Behaviour</li> <li>• Governor for Healthy Schools</li> <li>• Working Party on Governor Development</li> </ul>
<b>Community Governors:</b>	
<i>Vacancy</i>	
Mr Julian Thake <i>Joint Vice Chair of Governors</i>	<ul style="list-style-type: none"> <li>• Governor for Learning &amp; Teaching</li> <li>• Governor for Additional Needs</li> <li>• FPHS&amp;P Committee</li> <li>• Curriculum &amp; Admissions Committee</li> <li>• Working Party on Governor Development</li> </ul>
Mrs Pamela Guy	<ul style="list-style-type: none"> <li>• Curriculum &amp; Admissions Committee</li> <li>• Governor for Looked After Children</li> <li>• Governor for Safeguarding</li> <li>• First Hearings Committee</li> </ul>
<b>Parent Governors:</b>	
Mrs Tracey Smith	<ul style="list-style-type: none"> <li>• FPHS&amp;P Committee</li> <li>• Governor for Health &amp; Safety and Premises</li> <li>• Governor for Equalities &amp; Community Cohesion</li> <li>• Appeals Committee</li> </ul>
Mrs Susan Girling ( <i>Proxy</i> )	<ul style="list-style-type: none"> <li>• Working Party on Governor Development</li> </ul>
<i>Vacancy</i>	
<i>Vacancy</i>	
<b>Teacher-Governor:</b>	
Headteacher	<ul style="list-style-type: none"> <li>• FPHS&amp;P Committee</li> <li>• Curriculum &amp; Admissions Committee</li> </ul>
Mrs Ruth Meachem	
<b>Non-Teacher Representative:</b>	
Ms Karen McArthur	<ul style="list-style-type: none"> <li>• FPHS&amp;P Committee</li> </ul>
<b>Additional Associate Members &amp; Officers:</b>	
Mr Ron Clews	<ul style="list-style-type: none"> <li>• Associate Member</li> </ul>
Mrs Lindsey Martin	<ul style="list-style-type: none"> <li>• Clerk to the Governing Body</li> </ul>

## APPENDIX G

### RIVERSIDES SCHOOL

#### Term Dates September 2013 – July 2014

##### Autumn Term 2013

<u>TEACHER EDUCATION DAY 1</u>	Tuesday 3 <sup>rd</sup> September
<u>TERM STARTS FOR PUPILS</u>	Wednesday 4 <sup>th</sup> September
<u>TEACHER EDUCATION DAY 2</u>	Friday 25 <sup>th</sup> October
<u>HALF TERM HOLIDAY</u>	Monday 28 <sup>th</sup> October - Friday 1 <sup>st</sup> November
<u>TEACHER EDUCATION DAY 3</u>	Monday 4 <sup>th</sup> November
<u>TERM ENDS FOR PUPILS</u>	Friday 20 <sup>th</sup> December

##### Spring Term 2014

<u>TEACHER EDUCATION DAY 4</u>	Monday 6 <sup>th</sup> January
<u>TERM STARTS FOR PUPILS</u>	Tuesday 7 <sup>th</sup> January
<u>HALF TERM HOLIDAY</u>	Monday 17 <sup>th</sup> February - Friday 21 <sup>st</sup> February
<u>TERM ENDS FOR PUPILS</u>	Thursday 10 <sup>th</sup> April
<u>TEACHER EDUCATION DAY 5</u>	Friday 11 <sup>th</sup> April

##### Summer Term 2014

<u>TERM STARTS FOR PUPILS</u>	Monday 28 <sup>th</sup> April
<u>MAY DAY HOLIDAY</u>	Monday 5 <sup>th</sup> May
<u>HALF TERM HOLIDAY</u>	Monday 26 <sup>th</sup> May - Friday 30 <sup>th</sup> May
<u>TERM ENDS FOR PUPILS</u>	Tuesday 22 <sup>nd</sup> July