



LETTER OF WELCOME

Dear Parents

Thank you very much for your interest in Sir Robert Geffery's School and welcome.

The contents of this prospectus will give you an insight into the life and organisation of the school.

We aim to create a caring school that has both high and positive expectations and standards for all children. We recognise that each child is unique and very special and we have a real interest in the all-round development of every child.

There are many aspects of the school that cannot be captured in this prospectus as much depends on the co-operation and the relationship that is developed between home and school. To this end, we encourage and welcome parents to visit the school and to help in any way possible.

Sir Robert Geffery's is a Church Academy and the Christian values of the school are central to its life and ethos. We welcome all families to our caring school and have a mixture of different faiths represented in our community.

Should you wish to discuss anything further, please do not hesitate to contact the school. We look forward to you visiting and seeing how we can meet the needs of your child.

Yours sincerely

E. O'Hara

Mr Ed O'Hara
Headteacher



OUR SHARED VISION

Our mission statement is that 'At SRG we 'live life in its fullness' (John 10.10), knowing that God is our strength and with His help we will be the best we can'.

Our aim is to provide a living Christian school environment where we strive for each child to develop a passion for learning and a sense of excitement in their own achievement and that of others.

- Our vision is that our school will provide its children and staff with:
- Christian values and beliefs that are expressed through a loving, caring and safe environment
- The ability to think critically, the courage to question injustice, and a willingness to take the lead, and to look out for others.
- A family atmosphere that encourages a sense of belonging and results in the whole school working together as a team
- A nurturing and growth of both self-confidence and self esteem
- Broad and balanced experiences that prepare for 21st century sustainable living
- A sense of pride in the school and many opportunities to celebrate effort, success and achievement
- The promotion of respect for oneself, others and the environment
- An ability to strive for excellence
- A lasting love, enthusiasm and zest for learning through experiencing an exciting curriculum
- A fully inclusive school where each individual is highly valued and encouraged to reach their full potential
- Opportunities that encourage independence, cooperation, self-discipline and an active global prospective

Sir Robert Geffery's School is an Academy rooted in its historic foundation and strengthened by its Church of England character. The school is proud to carry on the vision of Sir Robert Geffery, born in the parish of Landrake, who died three hundred years ago, leaving money in trust for the education of the children of Landrake and surrounding areas. He appointed the Worshipful Company of Ironmongers as Trustees. The school continues to welcome the support and involvement of the Ironmongers' Company which has overseen the Trust since its foundation and which appoints the Foundation Governors. Proud of our tradition, we at the school, like Sir Robert Geffery, have a forward looking vision.

The school lies within the Diocese of Truro and enjoys strong links with the village church of St. Michael. The Christian values are central to the life and ethos and are vital to the realisation of the aims of the school.

Sir Robert Geffery's School recognises that every child is unique and special, and sets out to ensure that each fulfils their true potential. The school respects ethnic, cultural and religious diversity and actively promotes good personal relationships.

We strongly believe that to achieve our aims, we must build and maintain a strong working partnership between parents, governors, school and community.

Written and agreed by representatives of the whole school community

OUR SCHOOL

THE THOUGHTS OF THE PUPILS

As the pupils of Sir Robert Geffery's school, we would like you to know that:

- We try to make the most of all the opportunities available to us.
- We always try to do our best.
- Our teachers try very hard to make lessons fun.
- We like the people who work in our school because they help us and really care about us.
- We always try to keep our bodies fit and healthy.
- We always try to care for and look after one another.
- We like all the clubs we attend and we go to as many as possible.
- We think that the older children help the younger children really well.
- We have lots of music to enjoy and can learn to play many different instruments.
- There is always somebody there to help us with our work.
- We think that our ideas and opinions are listened to and valued. We are encouraged to put our ideas forward and they are taken seriously.
- We learn to care for animals and the environment.



DESCRIPTION OF THE SCHOOL

The present school was opened in January 1991 by R.H. Stedall Esq, Master of the Worshipful Company of Ironmongers and an extension was completed in 2000. In October 2015 a new bespoke block was opened enabling Reception Class children to have a large purpose built space where they can free-flow into their own outside learning area. The second storey houses Year 6 in a very light large area that can be divided to enable focussed teaching activities to be delivered. This has been named 'The Twallin Building', after a former, much-loved Chair of Governors.

The school grounds are beautiful and we are fortunate in having two hard surface play areas and a grassed playing field. There is also an area with many trees and wildflowers and a pond, set aside as a conservation area. The School Farm, situated at the edge of the school field, is used as an outside classroom to enhance the curriculum. The school operates a School Council, Eco Committee and Farm Committee, which encourage participation in the organisation and running of the school and care of the farm and animals.

In 2011 the decision was made to convert to an Academy. The school also runs a Schools Direct Initial Teacher Training course and is committed to the professional development of its happy staff team.



SIR

ROBERT GEFFERY'S PRE-SCHOOL

The Pre-school is housed within the same building. Although independent from the School, there are very strong links with close co-operation and liaison. The Pre-school is accredited by the Local Education Authority and regularly inspected by Ofsted. The curriculum is linked with Cornwall Early Years' Policy, which follows through to their first year in school, thus making the transition from Pre-school to Reception Class much easier for each child.

SAFEGUARDING

Sir Robert Geffery's School is committed to ensuring the welfare and safety of all our children in school. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the/our safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.

If you are ever concerned about the safety or well-being of someone at our school, please talk to one of the school's Designated Safeguarding Leads (DSLs). Details of our safeguarding procedures can be found in our Child Protection and Safeguarding policy on the school website.

ADMISSION TO THE SCHOOL

Applying for a Place

All applications for places in Reception, or during the school year, must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available on Cornwall Council's website.

However, if your child has an Education, Health and Care Plan you do not need to complete an application form as a school place will be identified through a separate process.

Over-Subscription Criteria: The details of the school's admission arrangements for the current and coming academic year are on the school website. This includes the over-subscription criteria in the event that the number of applications for places is greater than the published admissions number (30). Late applications will be considered at any time throughout the academic year.

Visits welcome: Parents wishing to visit the school when considering whether or not to seek admission for their child should contact the school secretary to make an appointment. The headteacher tries to meet every family to answer any questions they may have about the school.

Parental Choice: Parents have a right to express a preference for a particular school, stating their reasons. Admissions to this school will normally be granted, but the Headteacher and Governors reserve the right to refuse admission if classes are full.

Under Fives: There is an Under Fives Scheme whereby children may be admitted for part-time education, starting in the September after their fourth birthday.

Full Time Admission: Children whose fifth birthday occurs between September 1st and August 31st are offered a full-time place in September of the year in which they are 5.

TIMES OF THE SCHOOL DAY

KS1 Timetable

7.45am	ICT/Homework Club
8.00am	Morning Clubs
8.40am	Doors will open – children will go straight into classroom. Activity – age appropriate arranged
8.55am	Register
8.55-10.45am	Morning - First Session
10.45-11am	Playtime (split into year groups 15 minutes each) Followed by Morning - Second Sessions
11.50am	Lunch – Foundation Stage)
12.00 noon	Lunch – KS1) 1-hour lunch break
1.00 -3.30 pm	Afternoon Session (with afternoon break)
3.30 pm	End of School
3.30-4.30 pm	After School Activity Clubs

KS2 Timetable

As Above

8.40am	Doors will open – children will go straight into classroom. Activity – age appropriate arranged
8.55am	Register
8.55-11am	Morning- First session
11.00-11.15 am	Playtime
11.15-12.30 am	Morning- Second session
12.30–1.15 pm	Lunch
1.15-3.30 pm	Afternoon Session
3.30 pm	End of School
3.30-4.30 pm	After School Activity Clubs

Wrap Around Care

Wrap Around Care is run and supervised by Pre-School Staff. They offer a breakfast club from 7:15am onwards, and after school care is available from 3:30pm until 5:30pm. Details of the Sir Robert Geffery's Pre-School and Wrap Around care, including prices and how to book, are on the school website (enquiries tel: 01752 851343). There is a charge for this service, invoices are issued monthly.

SCHOOL UNIFORM

Girls

Pinafore dress or skirt	Bottle green, pleated.	
Trousers	Black	
Shorts	Grey	
Sweatshirt	Green with school emblem*/green cardigan	
Blouse	White	
Tie	Green and yellow stripe*	
Socks or tights	Bottle green in winter, white ankle or white	knee length in
Summer		
Summer Dress	Green and white small check or green skirt and white embroidered	
polo shirt		

Shoes: should be black, and should be well fitting with sensible heels. Pointed toes are not good for children's feet. No trainers please.

Sports Wear

P.E. Shorts	Green*
P.E. Shirt	Gold polo shirt with school emblem*
P.E. Hoody	Emerald Green with school emblem*
P.E. Shoes	Training Shoes
P.E. Bag	Marked with child's name*

Optional Extras: Black Track Suit bottoms

Boys

Trousers or shorts	Grey
Sweatshirt	Green with school emblem*
Shirt	White
Shirt (Summer)	White Polo Shirt with logo
Tie	Green and yellow stripe*

Socks	Grey
Shoes	Black - No trainers please.

Sports wear

P.E. Shorts	Green*
P.E. Shirt	Gold polo shirt with school emblem*
P.E. Hoody	Emerald Green with school emblem*
P.E. Bag	Marked with child's name*
Black tracksuit bottoms	

There are currently three outlets to purchase uniform from:

Encore / Saltash Uniforms – available on line to order, visiting their shop (located below) and by personal appointment which can be booked via their website or Facebook page.

The shop is located at 21c Brunel Road Saltash PL12 6LF

(Directions - turn in beside Lidl's, take next right into Brunel Road. Down past the car wash, round the corner - the next unit on the left next door to Alfords).

Further information is available on their website:

<https://saltashuniforms.co.uk/>

Or contact at: marilyn@saltashuniforms.co.uk or 07597 522059

On line purchases can also be made from:

Wovina - <https://www.wovina.com/collections>

My Clothing -

<https://myclothing.com/collections/sir-robert-gefferys-va-church-of-england-primary-school-6275>

The following list of school uniform, with logo, is generally available from all three.

Description	Sizes
School Tie	Elastic Normal
V Neck Jumper/ Sweatshirt	24", 26", 28", 30", 32", 34" XS, S, M, L (Adult)
Cardigan	24", 26", 28" 30", 32" (Adult)
Polo Shirt (white)	Age: 5-6, 7-8, 9-10, 11-12
PE shirt (yellow)	Age: 3-4, 5-6, 7-8, 9-10, 11-12 XS (Adult)
PE Shorts (green)	18-20", 22-24", 26-28", 28-30", 30-32"
Hoodies	Age: 3-4, 5-6, 7-8, 9-11, 12-13 S, M, L (Adult)
Coats	Age 3-4, 5-6, 7-8 (M), 9-10 (L)
Fleeces	Age: 3-4, 5-6, 7-8, 9-10, 11-12 S (Adult)
PE Bag	NA
Book Bag	NA
Book Bag with shoulder strap	NA

CURRICULUM ORGANISATION IN KEY STAGE 1 AND KEY STAGE 2

At present, there are approximately 218 children, aged between 4 and 11, on the school roll. The school is organised into one class per year group. Children are generally allocated to classes, according to their age. However, we do group children for maths across the school from year 3 using additional teacher availability. In Key Stage two the children rotate in the afternoons and are taught by subject experts. On Friday for KS2 and Thursday for KS1 the afternoons are enjoyed participating in enrichment activities that reinforce and extend National Curriculum expectations.

THE SCHOOL CURRICULUM

We have taken great care to design our curriculum to achieve our vision and ensure that our Christian values underpin it. Our curriculum is based on the National Curriculum. Our pupils are offered a very wide range of experiences to extend their understanding of themselves and the world in which they live. Skills, attitudes and values are developed to prepare the children for the next stage of learning and enable them to be successful in the community. We believe that effective learning takes place when there is considerable emphasis on active involvement, opportunities to talk both imaginatively, expressively and to explain and clarify thinking. We make meaningful connections across subjects and deliver a creative curriculum. The school expects everyone to develop and show a sense of responsibility and self-discipline whether alone, together, at work or at play, and to support policies on equal opportunities. We actively promote British Values of Democracy, the Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those with different faiths and beliefs to prepare our pupils for life in modern day Britain.

PARENTAL CONSULTATION

We feel that learning is a partnership and will be most successful when we all work together to meet the needs of the pupil. At Sir Robert Geffery's we work hard to establish very positive relationships with families.

As part of this, parents are very welcome to discuss the curriculum and their child's progress outside school hours. During their time in the school, the pupils' progress is regularly monitored and reported to parents. A full report in the Summer term is provided, and parents' evenings take place in Autumn and Spring for parents to discuss their child's progress with the class teacher.

The Headteacher is always willing to talk to parents. Please make an appointment through the School Office. Weekly newsletters are sent to parents, giving information concerning forthcoming school events and reports on past events and other items of interest.

SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

Every child is unique and each will be treated and developed as an individual. Some children will however need particular help with some aspects of their education. At first this will be in the hands of the class teacher, who may well call upon the advice of our Special Educational Needs Co-ordinator within the school. Help is given to individualise programmes of study for children with learning difficulties. We also liaise with other outside agencies that offer further support in this area. Discussion with parents takes place from the onset of any concern. The school SEND policy is available on the website.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Sir Robert Geffery's School is a Church of England faith school and the governors have agreed to follow the Cornwall Agreed Syllabus for the teaching of RE Lessons. In KS2 they are taught by a subject specialist each week and there is an annual RE Week when visitors often support the learning.

We work closely with our parish church and the Methodist church in the village. Our collective worship is Christian in nature; we welcome regular visits from local preachers and celebrate the religious festivals of Harvest, Christmas and Easter in St Michael's Church. We learn about different religions within RE lessons.



SPORTING AIMS AND PROVISION

Our aim is to provide encouragement, participation, skills, development and personal achievements within the context of the PE curriculum. The school has a clear policy covering the implementation of these aims. The PE curriculum is supplemented by the opportunity to participate in a wide range of extra-curricular activities. The school enters into friendly and competitive tournaments, encouraging participation and the enjoyment for pupils of all abilities.

At present, extra-curricular sporting opportunities are offered in the following (depending on season)

Tag Rugby	Football	KS1 Sports
Netball	Athletics	Gymnastics
Cross-Country	Rounders	Cricket

Both boys and girls participate in all these clubs.

ENRICHING THE CURRICULUM

Educational Visits

We are committed to the broadest educational offering, and that means looking beyond the National Curriculum. A very successful enrichment programme that develops a wide range of skills is offered through school trips, visiting specialists and themed days and weeks as well as weekly 'enrichment' lessons.

We feel that these are really important and have developed many opportunities for the children from the time the move into Year 3 until they leave in Year 6. Years 3 and 4 enjoy locally based residential experiences of one night each to develop confidence in staying away from home and building independence, resilience and teamwork. In Year 5 the children have recently enjoyed an adventurous two-night residential in which they developed teamwork and map reading skills and grew in self-esteem, as they walked camped and rowed across part of East Dartmoor with the Spirit of Adventure. In Year 6, there is a long-standing tradition for the children to visit London - a trip that includes a visit to St Paul's Cathedral, The Natural History Museum, the Ironmongers Hall amongst other highlights. Year 6 children also have the option of taking part in a Junior Ten Tors experience on Dartmoor.

As we have our own minibus, we plan a series of trips each term for each year group and these are communicated to parents with plenty of prior notice. The trips are often linked to our topic work for example a sea topic may include a trip to the beach. Our location gives us access to a wealth of historic and National Trust sites that are often used to support learning.

These trips are always risk assessed and supervision planned accordingly.

Children should always wear School PE Shirts and Hoody on school trips for easy identification.

Extra-Curricular Activities

We are fortunate in having a very willing and supportive staff and parents who are prepared to offer the following activities, either at lunchtime or after school:

Art	Farm	Rounders	
Computer	Gymnastics	Tag Rugby	Construction
Football	Netball	Cross Country	Basketball
Athletics	Cricket	Skipping	Singing/Music
Cookery	Dance	Hockey	Board Games Gardening
Drama	Homework and others.		

Peripatetic teachers from the Cornwall Music Service visit the school to teach children woodwind, guitar and brass. These lessons are available to children in KS1 and KS2. Children whose parents/guardians are eligible for Income Support will receive free instrumental tuition and a subsidy is available for families entitled to Disability (applicable to one instrument only). Please enquire in the school office for further details. We also have piano, singing, and drumming lessons taught by other qualified peripatetic teachers.

SCHOOL FARM

We encourage children to take an interest in the local environment. Outdoor learning and enrichment activities regularly take place on the School Farm and allotments. There are a variety of animals on the farm which include Polly the Donkey, pigs, sheep, hens, ducks and guinea pigs. The farm is run by a committee made up of fantastic parent volunteers and staff. Children and parents are actively involved in feeding and caring for the animals.



GENERAL INFORMATION

Medicines

There are two main sets of circumstances under which the school may be asked to deal with the administration of medically prescribed medicines to pupils at school. These are:

1. Children with chronic illnesses or long-term complaints, such as asthma, diabetes or epilepsy.
2. Children recovering from shorter illnesses but who are receiving a course of antibiotics.

A medical form has to be completed in both cases (available from the School Office or website). Please contact us through the school office ahead of your child starting if key information needs to be shared.

Parking

Parking at the school is limited, so if you are able to walk your child to school this is actively encouraged. The playground (entrance in Lowertown) is open for parking every morning and every afternoon from 3.20pm. For safety reasons, we ask that you reverse into parking spaces and be aware of pedestrians. Please return to your car promptly after collecting your children as the playground is needed for after-school sports clubs. We ask that all drivers are considerate to our neighbours, and please do not block any driveways.

School Meals

The school has its own kitchen and provides a well-balanced meal for your child, if you wish to take advantage of this service. A vegetarian option and jacket potato option is always available. Children in Reception and Years 1 and 2 receive Universal Free School Meals. You are requested to pay on 'Parentpay' for school meals (if your child is in year 3 to 6). A registration letter is issued when your child starts school.

Packed Lunches

Children who bring packed lunches eat their meals in the hall, and are supervised by the mealtime assistants. Please label lunchboxes and plastic drink bottles and ensure that your child has a healthy, balanced lunch diet.

HELP FROM THE PARENTS

The school welcomes volunteer help (to support curriculum e.g. readers, art, sewing cooking and/or on educational visits) and ensures that all volunteers are DBS safeguarding checked. You can supporting your child from home with daily reading (including through KS2), daily timetables. number-fact practice and completing homework positively as a routine; not too much TV and great sleep.

FRIENDS OF THE SCHOOL

The school has a very active 'Friends' Association which supports the school in a number of different ways. Quite a variety of events are organised throughout the year, both for social activity and to further the links between home and school.

They have a regular slot in our school newsletter keeping you up to date with details of events.



BEHAVIOUR

The School's Positive Behaviour Policy is based on rewards. Children are praised for good behaviour with stickers, awards, badges, gold cards and certificates awarded and every week there is an assembly where some of these are recognised. At all times staff highlight good manners and caring toward others. Each class agrees rules and sanctions at the beginning of the year and these are displayed in the classroom. Pupils know that their opinions matter and that their ideas are listened to.

This is a caring school which prides itself on the way our older pupils look after the younger ones. There are few incidents of bullying and this is the result of the school's promotion of self-esteem and consideration for others. The children share the view with staff that persistent physical or verbal bullying is not acceptable. If an incident occurs then staff need to know about it so it can be dealt with. Bullying flourishes in schools where it is kept secret, so it is vital that children feel able to report any incidents. Children coming to school should feel comfortable, confident and at ease.

(Copies of the school's Positive Behaviour Policy and Anti-bullying Policy are available on the school website)

ATTENDANCE

Good attendance at school can make all the difference to your child's education, confidence and success in life. Attendance is a strength at SRG and children enjoy coming to school.

ABSENCE

When a child is absent for any reason, the school should be notified by telephone or email on the first day of absence.

If it is necessary for a child to leave the school for a short period during the school day, the class teacher must be notified in writing. No child will be allowed to leave the premises on such occasions unless collected by a parent. There is a signing out book in the entrance hall to record any changes.

HOLIDAYS

By government regulations 'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances'. The changes are clearly set out to reduce the amount of time some children do not attend school. At present we do not generally have a problem with attendance and clearly we do not want there to be one in the future. School attendance is regularly monitored by different agencies as low attendance can have a harmful effect on a child's chances of success.

SCHOOL GROUNDS

Dogs are not permitted within school grounds. This is to safeguard children from injury and disease which can be transmitted by dogs, and which can occur from dogs fouling such areas. Smoking is not permitted within school grounds.

PHOTOGRAPHY AND USE OF IMAGES

The school follows the latest guidance on 'Photography and the safe use of images.' Parents are asked to complete the Primary School Annual Consent Form at the beginning of each academic year. Parents must never put photographs of school events on social media sites if they include children other than their own.

EQUALITY OF OPPORTUNITY

It is our belief that all pupils of this school have a right of access to opportunities regardless of ability, age, gender, physical ability, capability or characteristics, racial or ethnic group, religious beliefs and social background. No racist views or attitudes are tolerated at this school. We also believe that all pupils should be encouraged to understand the implications of equal opportunity and regard and should be challenged to dispel the ignorance and distrust which breeds prejudice and discrimination.

DESTINATIONS OF YEAR 6 LEAVERS

Each year our year 6 children move with confidence, gained at our school, onto the next part of their journey to a range of secondary schools including Saltash, Callington, Looe, the Plymouth grammar schools and Plymouth college.

Results

We are very proud of our results. They can be viewed on the school website.

Thank you for taking the time to look through our website and we look forward to hearing from you and organising a visit to have a look around if you are interested in finding out more.

