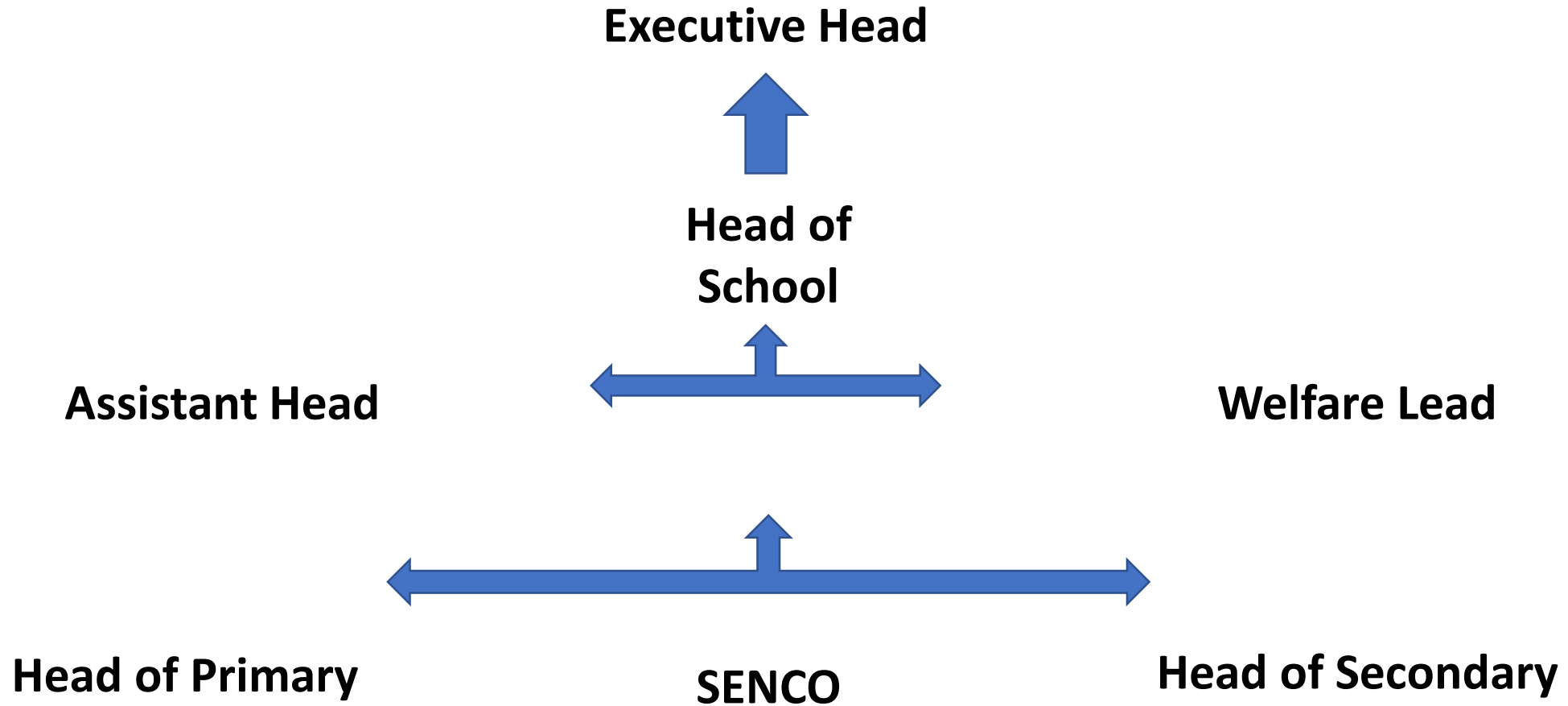


Riversides School Vision and Values

- Our community will provide everyone with opportunities for learning that are engaging, relevant, appropriate and meaningful to them.
- We ensure young people are listened to, have the opportunity to voice their opinions and can access play, positive self-expression and learning in a welcoming and positive environment.
- It is the work of the team to understand the young person not for the young person to make themselves understood. Young people and their families can expect a supportive relationship with school that helps to create a safe space for learning.
- Our community provides a place for self-discovery, to flourish and build an individual's strengths to foster an attitude of positivity in an environment of unconditional respect and support.
- We recognise the rights of all of our community and enable young people, families and staff to come together to take learning beyond the classroom, becoming a part of all that we do.





Administration Team

Dawn McKee PA to Executive Head

Heidi Phipps Diary management

Manage and maintain appointments and diary of Ex Head

?

Invoicing and payments

Staff pay

General school enquiries

Over view of admin team day to day duties

De-brief and briefing minutes

School calendar

Room management

Karin Z

Front of house

General school enquiries

Phone contact and messages

Letter drafting and sending

Filing student files



Amanda A

Transport

General filing

Phone contact and messages

Letter drafting and sending

Maintaining safeguarding files

Lunches

Head of School



Len Meredith

Design and Technology

Bradley Eeles

Outdoor Ed

Line Management Structure

Please refer your queries to your immediate line manager unless a safeguarding issue in which case refer to DSL team

Head of Primary

Teaching team

NP

BC

PD

ME

Head of Secondary

Teaching team

HS

SM

AS

EF

Assistant Head

GL

LW

ML

DM

LM

SN

LP

ST

HN

AP

KS

MW

CS

CM

J?

SENCo

Welfare Manager

DB

HS

CH

LA

RH

VL

Roles and responsibilities

The person named holds overall responsibility for reporting issues to the Head of School unless stated otherwise.

- Transport AA reporting to Head of school for ordinary transport issues and EW regarding all alternate or part time timetables
- Lunches AA and HN/?
- Attendance DB. Any pupil being sent home for any part of any day has to be authorised by the Executive Head.
- Outdoor activity BE
- Part-time timetables EW and BK in her absence
- Pastoral timetable EW and BK in her absence
- Teaching Timetable EW and MG in her absence
- Pupil premium EW and BK in her absence
- Therapies BK
- Mentoring EW and HS in her absence
- Outreach EW and BK in her absence
- Medication HN
- Alternate provision timetable and activities EW and BK in her absence
- Decisions about exclusions or placement on alternate provision JH
- Decision about next steps following an incident (formerly consequences) for Primary students and you need discussion or clarification and cannot wait until de-brief see Head of Primary
- Decision about next steps following an incident (formerly consequences) for Secondary students and you need discussion or clarification and cannot wait until de-brief see Head of Secondary
- Anti-bullying student support VL
- Anti-bullying staff procedure JH
- Behaviour MIS (Management Information System) structure, reward systems VL
- Access arrangements for exams BK
- Room management LB

Roles and responsibilities

The person named holds overall responsibility for reporting issues to the Head of School unless stated otherwise.

- Concerns about school practice including teaching, pastoral activity, and other Head of School
- Safeguarding EW, MG, DB, BK (from October 2019), JH, ME, EF (from October 2019)
- Referral for assessment of SAL issues, learning difficulties, Ed Psych, ASC assessment etc BK
- Concerns about students mental health BK
- Concerns about student physical health BK
- Questions about union representation HN and AS
- Teaching duties Head of School
- Contract issues JH
- School development plan JH and SLT
- Site maintenance Caretaker
- Governance of school JH and Samantha Gould (Chair of Governors)
- Contact with families HS
- Transition HS and DB
- New referrals DB and HS to liaise with JH/JB
- Exams DB
- Performance management as per line management flow chart
- Financial management and expenditure approval including expenses JH
- Overtime and mileage claims LB

Safeguarding Structure

Executive Head



**Head of School
Designated
Safeguarding Lead**



**Mark Green
Emma Wagstaffe
Becky Kemp (From October)
Dawn Barron
Ed Fenner (From October)
Marcus Eden**

Safeguarding Procedure

If you have any safeguarding concern:

1. Listen to disclosure
2. Inform young person you will pass the disclosure on and it must be shared
3. Fill out Form 1
4. Give Form 1 to a member of Safeguarding team
5. Wait for feedback

Life Skills

Students should thematically link an area of life skills each half term and will deliver a lesson to SLT on life skills on that theme at the end of each term. This lesson can be practical or demonstrative

Examples are:

- Cleaning
- Food hygiene
- Preparing and planning a meal
- Interview skills
- Shopping and budgeting
- Shopping and healthy eating
- CV writing
- House maintenance
- Loans and debts
- Analysing skills set for a CV/interview/employability skills
- Parenting skills
- Self care (different ages)
- Looking after a pet
- Social skills (understanding social rules, asking for help, asking for directions etc)
- Law and justice (contacting emergency services, society structure-courts, police, community wardens, understanding the NHS, how to see a dentist/optician etc)
- Planning a journey and using a map
- Managing your mobile phone (safety, emergency calls, payments and billing, repairs and uses)

The Arts. A Creative Curriculum

Using Art in its widest definition to support pupils and group and self expression

Six arts focused projects each year

The result of the arts projects will be showcased to governors and parents in the last week of the summer term

Arts projects could relate to topic. For example

- Creative media project short film/animation/product/
- Drama/role play
- Crafts- knitting/crochet/ dough craft/ clay work/ printing techniques
- Two dimensional arts- Painting, printing, drawing, sewing
- Three dimensional arts- clay work, dough crafts, junk modelling, papier mache, mask making, wire work
- Group music making – performance/ as a group/ choir/ world music exploration/ learning instruments
- Poetry/ narrative story writing
- Dance- group performance, world dance, story telling through performance
- STEM project using imaginative context/ LEGO worlds/ Photoshop/SCRATCH etc