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SHEFFIELD  
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TRUST



# Prospectus

## 2023-24





## Letter from the Executive Headteacher & Head of School

Dear Parents & carers,

### **Welcome to our lovely school!**

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

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

We seek to provide “everyday excellence for every child” a top quality education, an extremely caring atmosphere & one where children can fully thrive & reach their full & amazing potential!

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

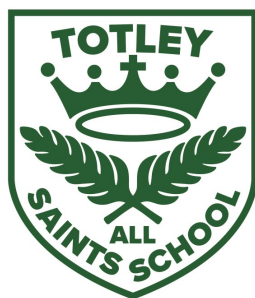
Miss Melissa Drake

Head of School

Mrs Mo Andrews

Executive Headteacher





## Letter from the Chair of Local Governing Body

Dear Parents and carers,

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

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

Kind regards,

Anne Camm

Chair of Governors





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## Our Vision

### *'Every day excellence for EVERY child'*

At Topley All Saints Church of England Primary School, we aim to be an exceptional school with Christian values at the very heart of the community. We recognise that children are a precious gift from God, made in His image and, as such, have infinite worth and value. As a result, we commit ourselves to providing an environment based on love and mutual respect where every child and every member of staff can thrive and is supported to achieve their unique and amazing potential as children of God.

**"I have come that they may have life, and have it to the full." John 10:10**

Our Christian ethos promotes life to the full, values all children as individuals and encourages their moral and spiritual development, so that they can become courageous advocates in a rapidly changing world. Together with our families, churches and wider community, we aim for all children to succeed in body, mind, heart and spirit.

## Our Mission

In pursuing our Vision, we believe our students will grow up aware of their value and that of others, seeking to live lives to the full, making a difference to their community, our country and to this world. The school will promote good health and fitness, perseverance, optimism and a "can-do" attitude. We will celebrate the success of every child, encouraging them to take pride in their own achievements as well as in those of others through a creative curriculum that is tailored to their needs. Children will have opportunities to build their confidence, skills and the self-esteem needed to be successful through the application of our vision in all aspects of school life. At all times we will seek to inspire children with a love of learning which will remain with them throughout their lives. Staff will have access to high quality professional development and will be nurtured and supported to be the best that they can be for the children. Compelled by our Christian vision, we value and care for everyone in our school community completely, equally and unconditionally. The Bible depiction of love is one that "always protects, always trusts, always hopes always perseveres." (*Corinthians 13: 6-7*). For us this will mean promoting individual and collective responsibility to respect and protect the rights of all, regardless of race, religion, age or ability to develop a healthy caring community where all children have a sense of their personal identity and worth.

We will seek to constantly adapt & improve, listen to parents & children and have ongoing reflection and debate amongst stake-holders.

## Our Values

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





## Our environment and history

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

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

We are fortunate to have school grounds that are the envy of many with vast green space for children to play in. As well as being a natural resource for Science, Geography and History, the 'Woodland Workshop' encourages the children's sense of responsibility and enjoyment for the environment. It has a wild life pond area & various covered areas including a willow structure. In addition, our green spaces are a fantastic place for our children to enjoy peace and personal space. We will be developing a sensory garden for the children to in 2023-24.

## What is a church school?

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

The Church is responsible for the maintenance of the buildings and for all external repairs and decoration. All other costs, including books, equipment, furniture, general running costs and salaries are met from the School Budget provided by the DfE as is the case with all other schools. We also receive annual donations from church charities and private donations.

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

## Behaviour in school

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

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

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

Our school rules consist of 5 easy to remember statements.

- \* Respect Others;
- \* Listen Carefully;
- \* Follow Instructions;
- \* Try your best;
- \* Keep Safe.



A copy of our Behaviour policy can be found on the school website.

## A safe and secure environment

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

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

Pupils told us that they feel happy and safe in school. If they have a problem, they know they can talk to any of the adults in school. Pupils learn in a calm environment which permeates throughout school. Leaders achieve this through a consistently applied behaviour policy.'

OFSTED 2021



## Sporting opportunities

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

All our children, whatever their age, gender or ability have equal opportunities to join in our sporting activities. We have an annual sports day which we hold at the English Institute of Sport plus we also hold a Mini-Olympics on site in the summer. Although these are competitive events, we value the effort made by all of our children whatever their achievement.

We take the opportunity to involve as many children as possible in representing their school at a range of sports for example; boys and girls football, cross country, and athletics We encourage teamwork, resilience and pride in their achievements



## IT Facilities

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





## Starting School

### Foundation stage curriculum

We teach daily phonics, we follow the Little Wandle Letters and Sounds Phonics programme to give our younger children the tools they need to become fluent readers, literacy and maths and weekly PSHE, RE, music, PE and Topic. We follow the Early years Foundation Stage (EYFS) Statutory Framework that sets the learning, development and assessment requirements for all children until the end of the reception year.

You can find out more about Little Wandle on their website:

<https://www.littlewandlelettersandsounds.org.uk/resources/for-parents/>



### Getting to know your school

Parents and children are always invited into school prior to admission. Additionally, we will arrange for the Foundation Stage / Reception Class Teacher to meet 4 to 5 year olds either at home or at nursery. Regular school familiarisation sessions are also arranged. Parents, whose children are offered a place, will be contacted automatically and invited to these sessions.

### Our school meals

Our school meals are cooked on the premises by excellent catering staff employed by Taylor Shaw and are well known for their high standards, excellent value for money and fantastic nutritional value! Children always have four choices & can choose from a selection of additional items from salad, fresh fruit, bread & yoghurts. All Reception and Infant children are eligible for a free school meal each day & also receive a fruit or vegetable snack daily free of charge. Menus are available in advance (& on our website) and children can flexibility choose to have school lunch on a daily basis.



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

## School events and extra-curricular activities

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

All our children have opportunities to visit museums and other places of interest and we often have visitors to school to enhance the curriculum. The older children can also take part in residential trips where they take part in outdoor and adventurous activities.

We also offer a wide programme of activities after school, including: sports clubs including football training (with professional club coaches), coding club, drama, choir and dance.

We have a range of musical opportunities in school: All Year 5 children take part in Brass lessons linked to the music hub and we have peripatetic piano & guitar lessons from visiting teachers. We have introduced a termly musical evening where any child can perform in front of an audience of family and friends and our choir has performed at the Young Voices event at Sheffield Arena.



## Parent-Teacher Association

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



Social and fundraising activities organised by the School PTA have included: Summer / Autumn Fairs, picnics, children's discos, family breakfasts and easter bonnet and egg competitions.

This year the PTA provided a visit into school for all classes from the well-known illustrator Korky Paul and have replaced the cooker used for Food technology and updated all the equipment needed as well as providing some lunchtime equipment, new bins as asked for by our Global neighbours group, and supporting the development of the sensory garden.





## Before school facilities

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

They also provide some before and after school care.

Please contact the nursery directly for further information and times on 2352148 or visit [www.littlesaintsnursery.org.uk](http://www.littlesaintsnursery.org.uk).

## Our Breakfast Club

Come and join us for breakfast and start the day the Topley way!

**Opening Hours: 07:30– 08:40**

We are open everyday during term time

### How to sign your child up:

Parents and carers can sign up using the Arbor app. Options include daily, weekly or termly sessions.

**Note:** Sign up is on a first come, first serve basis. If you are requesting long term options please contact the school office.

## After school facilities

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

<https://www.playinltd.com/play-in-dore-after-school-club>



## Child Protection

As a school, we are totally committed to child protection on every level! The school has a strong Safeguarding Policy which has been approved by the Governing Body. Our Designated safeguarding lead Teacher is the Head teacher & her deputies are the Executive Head teacher and one of the senior teachers.

The school Safeguarding Policy is available either from the Head teacher or the School Office and is published on our website.

The government document Keeping Children Safe in Education can also be viewed on our website.

## Equal opportunities and inclusion

Our school's aim and ethos is rooted in each & every child reaching their full & amazing potential! We are determined to offer every child both the full range and equal access to the curriculum. We encourage all our children to show mutual respect and tolerance to everyone. We strive at all times to remove barriers to learning which discrimination creates and also alert our pupils to the dangerous effects that prejudice has on our society.

*Pupils are extremely positive about their school. They say there is a real sense of community. Pupils like the way that people treat one another with respect and kindness. One pupil said, 'There's not a lot to change; it's just perfect.' OFSTED 2021*

## Special educational needs

The SENDCO works closely with class teachers with a view to the earliest possible intervention and help whenever it is required.

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

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

We can access advice from LA Support Teachers, consultation with the Educational Psychologist or support from an outside SEND Teacher or Teaching Assistant. Our Inclusion Leader / SENCO is: Mrs Underwood & our Inclusion Governor is: Mrs Anne Camm.

We have a SEND Policy, which is available on request or on our website.

## Uniform

School uniform is worn throughout the school. This gives our children a sense of identity and pride in their school. All of our children are expected to follow the School Dress Code.

It is extremely helpful if parents ensure that all items are **clearly labelled** with children's names and that coats have a loop to enable them to be hung securely on a coat peg.

Children should bring their belongings in a **small** bag or rucksack as our cloakrooms have limited space.

Our PTA hold second hand uniform sales regularly.

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

## PE Kit

<b>T Shirt</b>	White or yellow.
<b>Shorts</b>	Black.
<b>Plimsolls</b>	Black.
<b>PE Bag</b>	Any colour.



## Teaching and Learning

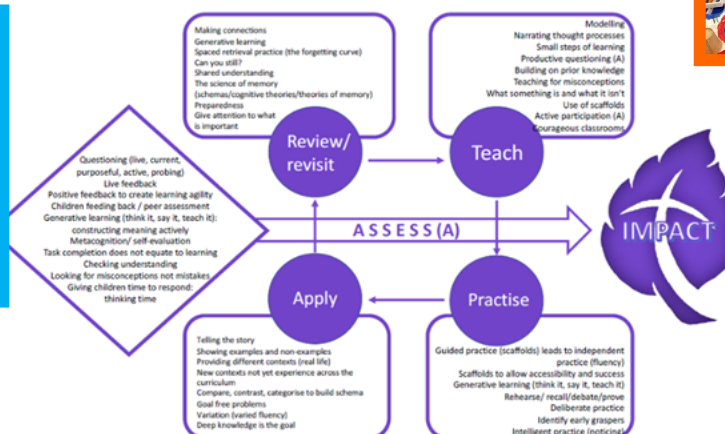
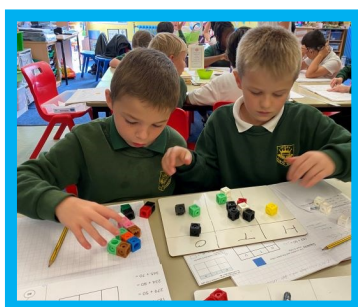
What we teach and how we teach it is of fundamental importance.

### What we teach

The National Curriculum is a framework of subject areas set out by the Government by which all schools must operate and we aim to give our children a broad and balanced curriculum.

### How we teach

In common with all DSAT schools, we follow the Teach Simply model which is based on sound educational research.



Our excellent  
stantly strive to

& to make their teaching innovative, exciting as well as appropriately challenging for all children.

We want to maintain the enthusiasm and curiosity for learning which very young children have & to build on this throughout their time with us — all the way into Y6!

We also believe in 'building' our children to be confident, resilient & able to work independently as well as collaboratively. We have a strong Christian ethos and through our school values we seek to equip children to be respectful, tolerant of all & extremely caring for each other as well as those in the world less fortunate than themselves.

### OFSTED Inspection Report:

Our last inspection by OFSTED took place in October 2021 & we are very proud indeed that we were judged as STILL OUTSTANDING. A copy of the report is available either on our school website or via the official OFSTED website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

teachers con-  
be the very best

## Parents' evenings and school reports

We hold three Parents' Evenings each academic year (one each term). If you have any concerns about the emotional or social welfare of your child at any time, please do not wait for an open evening, but see your child's teacher as soon as possible. The Head of School and Executive Headteacher are also be available for you to talk to if you have any concerns - *whether big or small!*

## School Procedures for Absence:

For any illness, please telephone the school on 0114 236 1934 to let us know why your child is absent.

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

Attendance will be celebrated during our weekly Celebration Assembly & will also be published via the newsletter each week.

Holidays, or other leave requests, are not normally authorised except under exceptional circumstances. Applications for term time leave should be filled in before any such leave is taken. Forms can be accessed via the school office or our website.

The joint school & local authority Term Time Leave Policy can also be accessed via the school website.

If your child's attendance drops below 95%, we will write to let you know this. Attendance below 90% constitutes persistent absence as defined by the DfE and unless there is a well documented reason for this we will invite you into school to discuss how we can help to improve your child's attend-

If your child attends school..	How many days missed?	Risk
97% - 100% of the time	97% is the equivalent to 5 days missed	No Concern
95% - 96.9% of the time	96% is the equivalent to 7.5 days missed	Concern
93% - 94.9% of the time	93% is the equivalent to 12.5 days missed	Risk of Underachievement
90% - 92.9% of the time	92% is the equivalent to 15 days missed	Severe Risk of underachievement
0% - 89.9% of the time	89.9% is the equivalent to 17.5 days missed	Extreme Risk of Underachievement





## Concerns or complaints procedure

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

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

Finally, if it is still felt that the matter hasn't been resolved, then your concerns should be put in writing & sent to the Chair of Governors, Mr Chris Walch. Emails can be sent via the Chair of governor email address or will be forwarded by the office.

We genuinely do want to help & have the very best of intentions for your child to be safe & happy so we will do everything that we can to sort out any issues as quickly as possible.

Details of our complaints procedure can be found on the website.



## **School staff team**

### **Teaching Staff:**

**Mrs Mo Andrews— Executive Headteacher**

**Miss Melissa Drake — Head of School**

**Mrs Rebecca Underwood—SENDCo / Reception Class Teacher**

**Mrs Emily Scarpello — Assistant Headteacher / Y3 Class Teacher**

**Mrs Tracy Soar — SLT / Y6 Class Teacher**

**Mrs Sue MacPherson—Y6 Class Teacher**

**Mrs Marie Fenton — Y4 Class Teacher**

**Mrs Daniel Sumner—Y5 Class Teacher**

**Mrs Rebecca Keen —Y3 Class Teacher**

**Mrs Julie Brown — Y2 Class Teacher**

**Miss Laura Cupitt — Y1 Class Teacher**

**Mrs Jacky Mulholland — EYFS lead/ Reception Class Teacher**

**Mrs Jill Leggett — Teacher**

**Mrs Claire Richardson — HLTA with QTS**

**Ms Helen Thwaite — HLTA**

### **Support Staff:**

**Mrs Dale Shaw—Office Manager**

**Mrs Cecelia Rodriguez — Admin Assistant**

**Mrs Debbie Diggins — Admin Assistant**

**Mrs Claire Jackson — Teaching Assistant**

**Mrs Sarah Williams — Teaching Assistant/LTS**

**Mr Chris Johnson — Teaching Assistant / SLTS**

**Mrs Joan Bell — Teaching Assistant**

**Mrs Stephanie Beeden — Teaching Assistant / LTS**

**Mrs Alix Foster — Teaching Assistant / LTS**

**Mrs Wendy Taylor — Teaching Assistant**

**Mr Sam Smith — Buildings Officer**



## The Local Governing Body

**Chair of Governors / Parent Representative**

Mrs Anne Camm

**Vice Chair / Parent Governor**

Mr Chris Walch

**Foundation Governor**

Mrs Heather Schofield

**Foundation Governor**

Mrs Izzy Dunn

**Parent Governor**

Maria Gledden

**Parent Governor**

Helen Pocock

**Parent Governor**

Louise Broddle

**Vicar of Toley All saints**

Rev. Ben Tanner

**Executive Head Teacher**

Mrs Mo Andrews

**Associate Governor / Head of School**

Miss Melissa Drake

**Staff Representative Governor / Class Teacher**

Miss Laura Cupitt



## APPENDIX

### Road Safety and Parking

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

- Cars should **never** be reversed into the school drive;
- Cars must **never** be parked on the pavement area outside school,
- Parking within the school gates is restricted to staff . The school must be accessible to emergency vehicles at all times;
- Cars must **never** stop on the yellow zig-zag lines outside the school entrance even for dropping off. Even disabled badge holders cannot stop here as it is within 50m of a junction.

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

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

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



**Everyday excellence for every child**

**Topley All Saints Church of England VA Primary School**

Hillfoot Road  
Topley  
SHEFFIELD  
S17 4AP

Tel: 0114 2361934

Email: [enquires@tas.dsat.education](mailto:enquires@tas.dsat.education)

Executive Headteacher: Mo Andrews; Head of School: Melissa Drake

Chair of Governors: Mrs Anne Camm