



MRS P GEORGE, HEADTEACHER

**Saddlebow Road
King's Lynn
Norfolk
PE30 5BW**

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St Michael's Web Site: www.smkl.org.uk

This prospectus is to help you know more about St. Michael's C.E. Primary School.

It is intended to answer any questions you may have of a general nature. It also contains information we are required to publish under Education legislation.

At St. Michael's we aim to provide a caring environment and to give your child an excellent educational experience. We believe in developing self discipline, cooperation, independence and tolerance.

We value the support of parents and are happy to talk to you about any aspect of your child's development at a convenient time. We hope you will share with us in making this a successful period in your child's life.

This information is correct at time of writing. However school life does not stand still and any changes will be notified through regular newsletters.



ST. MICHAEL'S CE PRIMARY SCHOOL

ETHOS STATEMENT

We recognise our history as a church school and will continue to maintain and develop our religious character, following the principles of the Church of England.

We work in partnership with our community, including parents, our parish church and the Diocese of Norwich, to provide high quality education, with emphasis on Christian beliefs, for all pupils.

We encourage understanding of faith and promote Christian values through the experiences we provide for all pupils.

This statement is explained in more detail in our Aims.

About Our School

St. Michael's and All Angels Infants School opened in October 1901.

The school became a First School in 1988 and a Primary School in 1997.

It serves the housing areas of South Lynn, including a new large development, and nearby a permanent Traveller Site.

Due to redevelopment of the area, the school is due to move to a new site in September 2010.

The school has been extended and remodelled in the last few years to provide four Class bases and a multi-purpose Hall, ICT room, Library, Staffroom, Secretary and Head's Office.

The school has a large playground and field, incorporating the Nar Children's Centre and Playgroup. We have a pond area and vegetable garden in the field and a sensory garden at the front entrance of the school

The 131 children on roll are taught in five classes, YR, Y1/2, Y3/4, Y4/5, Y5/6 with full time teaching assistant support in each class.

From September 2009 there will be 6 classes YR, Y1, Y2, Y3/4, Y4/5, Y6.

This reflects our commitment to the Every Child Matters outcomes

We have a school council, and Playground Buddies and operative a positive behavior system.

We offer a range of after school clubs.

We work closely together as a team and everyone's contribution is valued.



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St Michael's is a Church of England Voluntary Controlled Primary School for children aged 4 to 11 years.

Who's Who in our School? (from September 2009)

Headteacher Mrs P George
Assistant Headteacher Mr M Taylor-Bennett

Teaching Staff

Mrs P Ashmore	Class 1
Miss S Bowell	Class 2
Mrs K Prentice	Class 3
Mr M Taylor-Bennett	Class 4
Mrs A Wilson/Mrs J Black	Class 4
Mrs H Toulcher	Class 5
Miss C Maskell	Class 6

School Secretary Mrs S Drew **Finance Officer** Mrs J Perham-Munro
Caretaker Mr B Butterfield **Cleaner** Mrs C Scott

Teaching Assistants

Mrs H Porter	YR – HLTA
Mrs K Law	YR
Miss N Garrard	YR SEN
	Class 2
Miss M Setchell	Y1/ HLTA
Mrs A Williamson	Yr 1
	Class 3
Miss A Woods	Y2
Mrs S Pollard	Yr2
Miss S Aldhous	Yr2 SEN
	Class 4
Mrs S Burdett	Yr 3 / 4 HLTA
Mrs M Ayres	Yr 3 / 4 SEN
Mrs A Villiers	Yr3 / 4 SEN
	Class 5
Mrs S Dowding	Y4/5
Mr R Copsey	Yr4/5
	Class 6
Mrs T Rake	Yr6
Miss E Willis	Yr6 SEN

Dining Room Assistant	Mrs M Blackmur	
Midday Supervisory Assistants	Mrs T Rake	Supervisor
	Mrs E Addison	
	Mrs S Pollard	
	Mrs D Grange	
	Mrs J Squires	

Mrs J Harden

Your Governing Body

School Governors

Chairman Mrs C Whiting C/o St Michael's CE Primary School

Bishops Governor (Foundation) Rev J Belfield (Vice Chair)

Foundation Governor PCC	Miss S Snasdell
Community	Ms A Gifford
Local Authority	Mr G Prendergast
Community	Mrs. J Nowrung
Staff Governor	Mrs P Ashmore

Parent Governors Mrs D. Grange
Mrs L Britton

Clerk to Governors Clerking Service

Full Governors' meetings are held each half term and the minutes are available for inspection.

The Governors are committed to the long-term future and success of the school and to ensuring that the education offered is of the highest quality.

What do Governors do?

The Governors at a school make decisions on how the school is run. They are parents, representatives of the Local Education Authority, the Church, the Parish Council, the community and staff.

Governors are appointed to help:

1. Decide what is taught in school
2. Set standards of behaviour
3. Interview and select staff.
4. Decide how the budget is spent.

Governors have legal duties, powers and responsibilities.

Parent Governors are elected by the parents every 4 years. They provide a good way of school communicating with parents and parents with school. If you are interested in becoming a Parent Governor the Head will be pleased to give you details.

Local Authority Information

Children's Services Director

Norfolk Education Department

Martineau Lane
NORWICH
NR1 2DL
01603 222146

Lisa Christenson

County Hall

Childrens Services, Education Advice Centre

KING'S LYNN
PE30 5DR
01553 669200

St Margaret's House

What are our aims?

To foster the children's self esteem and to enable them all to achieve their potential.

To ensure all children are given equal regard and have equal access to learning opportunities.

To promote the ethos of Christian values, within the spirit of the teaching of the Church of England.

To develop an environment in which children are made aware of their rights and responsibilities.

To develop effective links between school, home, church and the local community.

To ensure that all adults in school set an appropriate example by their care and consideration for others, language and behaviour.

To provide for each child:

- A happy, caring, stimulating and disciplined environment in which they can develop fully, intellectually, spiritually, morally, socially, physically, and emotionally.
- An education that is broad, balanced and relevant to their needs whilst making reference to the National Curriculum and the Literacy and Numeracy Strategies.
- An environment which reflects our safeguarding policy and procedures

To encourage the Children

- To develop self- discipline and to take increased responsibility for their own behaviour and learning, developing independence.
- To be considerate, tolerant and understanding of the values, feelings and beliefs of others, enabling them to become responsible members of our multi-cultural, changing society.

What are the admission arrangements for St. Michael's School?

Visiting The School

You are welcome to visit the school with your children. Please telephone the school to make an appointment with the Headteacher

Admissions

Our policy is to respond flexibly to children's needs and parental wishes regarding a part or full time start to school. Children are offered a place in our Reception Class in the September of the school year in which they will have their fifth birthday.

Admissions Policy

Norfolk Education Authority's recommended intake number for the school for the school 2009/2010 is 20 pupils.

In the event of over subscription preference will be given to children *living nearest to the school* according to the following criteria (in order of priority):

1. Those living in the designated area served by the school.
2. Those living outside the designated area served by the school but having an older brother or sister attending at the time of admission.
3. Those living outside the designated area served by the school who have medical needs and have been professionally recommended to attend the school.
4. Those living outside the designated area served by the school, if space permits.

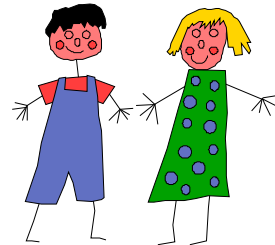
Pre-school Visits

Our pre-school friends and their parents are invited to occasional events during the school year. Children due to join our reception year are invited to visit us three times in the half term before they start school.

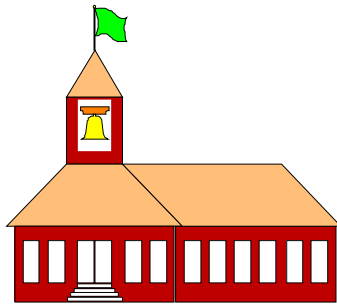
Reception Staff will do a home visit.

The pupils first visit is until lunch –time, the second includes lunchtime and the third all day.

Parents are invited for an information session to enable parents to meet each other and talk to staff.



How is our school day organized?



Buildings

The school building has four main teaching areas as well as ICT Centre, group room, multi-use Hall, school office, Head's office, library, and playground equipment including picnic benches for use at lunchtimes, staff room and pleasant external areas.

The school is arranged into five classes.

Children in Reception - Class 1, (Foundation Stage) Years 1 and 2 - Class 2. (Key Stage 1)

Children in Years 3 and 4 are in Class 3, and children in Years 4, 5 and 6 are in Class 4 and 5 (Key Stage 2)

A range of teaching methods is employed and children are taught as a class, in groups, pairs or individually as curriculum and pupil needs dictate.

The School Day

8:45	Children supervised on playground
8.55	Children in class
8.55 - 9.00	Registration
9.00 – 9.10	Activity Time
9.10 – 9.25	Assembly
9.25 – 10.30	Lesson 1
10.30 –10.45	Snack / Social time
10.45 11.00	Breaktime
11.00-12.0	Lesson 2 KS1
11.00- 12.15	Lesson 2/3 KS2
12.00 – 1.00	Lunch KS1
12.15 – 1.00	Lunch KS2
1.00 – 1.03	Registration
1.03 – 3.00	Lesson 4 and 5
3:00	End of school day



Monday: Whole School/Visitor Assembly

Tuesday: Key Stage Assemblies

Wednesday: Whole School/Visitor Assembly

Thursday: Key Stage Assemblies

Friday: Praise Assembly with parents 9.10 – 9.30

Weekly KS1 Teaching Time 22.15 KS2 Teaching Time 23.30

This doesn't include collective worship time of 15 minutes each day.

Parents and carers of KS1 children are welcome to come into school with their children.

KS2 pupils are expected to be independent and come into school by themselves.

At the beginning and end of the day, all children and parents should use the pedestrian entrances in St. Michael's Road and Saddlebow Road to enter the school site. In the interests of safety, the St Michael's Road gate is locked between 9.10 and 2.55pm, when the school can only be entered via the Main Entrance from Saddlebow Road. Children should not arrive at school before **8:45 am** when a member of staff is on duty in the playground.

We ask parents to let us know if someone unknown to staff is meeting their child from school. Also to let us know if you need to pick your child up early.

Teachers supervise the children as they leave the classroom and parents meet their children in the playground. Please contact the school if you need special arrangements for parking.

Children should be in school no later than 08.55 ready to begin lessons. Children are supervised on the playground from 8.45. Children arriving 10 minutes after 08.55 will be marked ABSENT LATE, which is unnecessary absence – being on time is good manners. A calm start to the day helps your child.

Absences from School

Detailed records of absences are a legal requirement. If your child is not going to be in school please ring the office before **8.55am**. When your child returns, please send a letter explaining the reason for absence on their return. We need to see any medical appointment cards. Unauthorised absences have to be reported to the DfES. The only good reason for absence is a child's illness or an approved holiday with parents.

Mid-Morning Snack

A drink of milk and fruit are available at a cost of **25p** per day for children in KS2. Fruit is free for KS1 children, milk and toast is **15p**. The KS2 children can bring fruit from home. We encourage healthy eating so sweets, biscuits and crisps are not allowed. We encourage children to drink during the day and they have their own water bottles in the classrooms.

Children's Meals

Dining Arrangements

A set meal is available at a current cost of **£2.00 per day**. Meals are paid for weekly in advance, the money being brought to school on Monday in a labeled purse or envelope. Cheques should be made payable to Norfolk County Council. If a child is absent a credit is carried forward. Parents are provided with a menu to help them decide on which days their child will have a school meal - during any week there will be a range of dishes, including a traditional roast dinner

If children bring packed lunches these should be in named plastic containers. Glass bottles (including glass lined flasks) should not be brought to school. Uneaten food will be taken home - this allows you to check what your child is eating at lunchtime. Children who go home for their midday meal should return to school just before the afternoon session begins at 1.00 pm.

Children are supervised by five Midday Supervisors during the lunchtime period.

When are we open?

Holidays

All holidays are set by the County Council with additional Staff Training Days set by the school.

PARENTS ARE STRONGLY ENCOURAGED TO TAKE ANNUAL HOLIDAYS DURING SCHOOL HOLIDAYS IN ORDER TO AVOID DISRUPTING YOUR CHILD'S EDUCATION.

There is a form to complete in order to apply for Pupil Leave of Absence from school for Parental Holiday.

The Local Authority guidelines state that;

- Holidays in term time are actively discouraged by the school and the LEA
- Holidays in term time are **not a right** and will not automatically be granted
- Leave will only be granted where proper procedures have been followed and the permission given
- Leave of absence will not be granted automatically

For each request for holiday absence the following have to be taken into account;

- The child's previous attendance history
- The age of the child(ren)
- The child's stage of education
- The time of year eg. SATS or tests
- The nature of the trip
- Whether parents/carers are restricted in terms of leave from their employers

Leave may be granted but only in very exceptional circumstances will it be granted for more than ten school days in any school year.

Emergency Closure

Should the school have to be closed for any reason, notices will be displayed on school gates if possible and Information will be broadcast on Radio Norfolk and KLFM following County procedures.

School Term Dates

School term dates for 2009/2010

Autumn Term 2009	7 September 2009 to 23 October 2009	Half term <i>26 10 2009 – 30 10 2009</i>	3 November 2009 to 18 December 2009
Spring Term 2010	5 January 2010 to 12 February 2010	Half term <i>15 2 2010 – 19 2 2010</i>	22 February 2010 to 1 April 2010
Summer Term 2010	20 April 2010 to 28 May 2010 May day 3 May	Half term <i>31 5 2010 – 4 6 2010</i>	7 June 2010 to 23 July 2010

Staff Training Days 2009 – 2010 Pupils do not attend school on staff training days.

2 training days have been selected*

Thursday 3rd September and Friday 4th September 2009

3 further training days have been provisionally booked for

Monday 2nd November 2009

Monday 4th January 2010

And

Monday 19th April 2010

Where do our children go when they leave us?

At the end of Y6 children transfer to High School.

We try to work as closely as possible with the local High Schools. The children take part in sport and other activities organized by the High Schools.

During Year 6 parents and children are given opportunities to visit the High Schools and the children spend a day there in the summer term.

Each year pupils transfer to King Edward VII School and other local schools.

What do the children wear at St. Michael's?

Children should be dressed appropriately for school. Jeans and sportswear are not suitable.

The school colours are blue and yellow.

School uniform consists of Sweatshirts, Polo Shirts, Shorts, T-Shirts, Book bags and PE bags are available to purchase throughout the year from the school office.

Children should wear

Dark school trousers or skirts
White shirts, poloshirts or yellow school poloshirt,
School sweatshirts or a blue sweatshirt
Blue or Yellow check summer dresses may be worn in the summer.

School sweatshirts and polo shirts are available from the office

Appropriate footwear with low heels should be worn at all times. Children are moving around during the day and unsuitable shoes can be dangerous, especially on the playground.

As part of our Health and Safety policy children are not allowed to wear jewellery to school. Where children have pierced ears, small hoops or studs may be worn. All jewellery must be removed before PE activities. Hair bands/bobbles should be plain, soft elasticated fabric.

PE Kit

Each child should be provided with a labeled bag, (available from school), for their P.E.kit.
plain dark sports shorts,
plain white or blue T-shirt
plimsoles . Trainers may only be worn for outside games.
A track or jogging suit is advisable during cold weather
Shorts should be sports shorts not summer wear.

Children should change for PE and may not work in the clothes they wear to school.

Children who go swimming will need swimsuit/trunks a hat and a towel in a named bag. These need to be brought in on the day of the swimming session. You will be notified by letter when your child will be swimming.

ALL ITEMS OF CLOTHING AND FOOTWEAR SHOULD BE CLEARLY LABELLED WITH CHILD'S NAME.

LOST PROPERTY

Un-named lost property is stored in School for a period of one month and then disposed of. Lost property is regularly shown to the children. We can take no responsibility for personal property that is lost, damaged or stolen while on the premises

Will my child be safe?

Security

During the school day access from the car park is controlled by an intercom video link and the pedestrian entrance in Saddlebow Road is the only one open. Visitors are asked to sign in and wear a visitors badge.

Safeguarding Children

Because of the day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or delays in development. Parents should be aware, therefore, that staff are required to report their concerns immediately to the appropriate agency as part of local Child Protection Procedures. All staff receive regular Child Protection training.

Health and Safety

All staff are responsible for the health and welfare of the children during the school day.

We hold regular fire drills so children are familiar with the procedures.

Medical

Parents should notify the school of their work telephone number and the number of a relative or a neighbour who can be contacted in times of an emergency if they are not available. If we are unable to make contact, then every effort will be made by the staff to deal with particular incidents as well as possible. Family doctors may be contacted if necessary. In an emergency, children will be taken to the Accident and Emergency Unit, Queen Elizabeth Hospital.

Any changes to your child's medical history need to be given to the school secretary.

Medicines in School

If your child is prescribed medication, please try to give it to them at home. Staff will not administer medicines in school apart from inhalers and ADHD medication, where notified by the Hospital that this is necessary. Parents can come into school to administer medicines in certain circumstances. Please see the Headteacher.

There are qualified First Aiders in school.

Inhalers

Children who use inhalers should have them in school at all times. Larger equipment provided for some children will be kept in the First Aid Cupboard in the staffroom. It is very important that parents inform the Headteacher if their child uses an inhaler and the appropriate consent form is completed. All inhalers must be labelled with the child's name.

Smoking

A NO SMOKING policy operates in the school buildings and grounds.

School Nurse

The Families and School Health Practitioner is Lisa Emmerson or Lisa Pederman-Smith they may be contacted through the School or at St James Clinic. Telephone: 01553 762911.

For Health related advice or information please contact NHS Direct 0845 46 47

The school medical team will check your child's hearing, eyesight, weight & height at selected stages

How can I help my child?

We believe that the education of a child should be shared by parents and school. Links between home and school are very important. This is part of our partnership approach to learning and you are invited to sign it with your child when they start at St. Michael's.

You are always welcome in school. If you have any worries and concerns about your child please tell us. We are here to help. Please talk to your child's teacher first. We will inform you of any concerns we have.

We aim to keep parents informed of the work their children are undertaking, your child will bring home their learning map and targets each term.

Parents, carers and pre-school children are welcome to join us for our Praise assembly each Friday at 9.10.

Parents are also invited to special events and to Assemblies celebrating the year's festivals.

We are ALWAYS happy to see parents but we can give you more time and individual attention if a mutually convenient appointment is made.

The children who get most from school are those where parents work in partnership with the school, encouraging, praising, sharing enthusiasm and taking an interest in all schoolwork and activities.

Homework

We see homework as an extension of school and we hope parents will support us by helping their child at home. Please encourage your child to do any homework they have, in a comfortable place without the television on.

Homework varies as your child progresses through the school.

Foundation Stage (YR) 5 - 10 minutes daily

Reading to parents and sharing books with you.

Counting for fun.

Saying rhymes with you.

Letters and sounds

KS1 (Y1& Y2) 10 – 15 minutes daily

Continuing to share books and read to you.

Learning sounds work and spellings.

Learning number bonds to 10 and 20, counting in 2's 5's and 10's.

Maths and other activities eg. Topic work will be given when appropriate.

KS2 (Y3 & Y4) 15 – 20 minutes daily

Continue daily reading, both reading to and read to by parents or someone else at home.

Talking about the books they read.

Learning times tables and number bonds.

Spellings and other word activities once a week.

Topic work when given occasionally.

KS2 (Y5 & Y6) 20 – 25 minutes daily

Reading daily and talking about the books.

Learning more times tables and number bonds.

Spelling and other word activities

Finding out for topic work occasionally

Two set pieces, one Maths, one English .

Parental Help

If any parent or family member feels able to offer specific skills or just time on a regular or casual basis then please contact the class teacher or the Headteacher. Such help is appreciated. Any potential helper must be willing to undergo a CRB check.

St Michael's Friends of the School Association FOSA

This group of parents and staff provides support for the school through fundraising for the benefit of all our children. All Parents are members of the Association and you are warmly invited to join the organising committee's

Does the school promote good behaviour?

Yes of course. Each child is encouraged to develop self-discipline and respect for others. We have high expectations of our children.

At St Michael's CE Primary School we aim to provide a stimulating and caring environment in which children may achieve their full potential. All staff, teaching and non-teaching are responsible for the well being of all children in school. We are concerned for their personal and social development as well as their educational progress. The emphasis is on self-discipline and respect for others. The children are involved in agreeing rules for their classrooms and for the school as a whole. Pupils are made aware that rules help the smooth running of the school and keep everyone safe and happy.

Pupils can talk about concerns in weekly "circle time" sessions and can bring these to their Class Council and School Council meetings. Each year group from Y1 to Y6 is represented on the School Council , Reception Class in the Summer Term. This involves all children in the daily life of the school,.

If pupils misbehave, the incident is usually dealt with by the member of staff on the spot. More serious incidences are reported to the Headteacher. Our aim is to make sure that the child knows why the behaviour is not acceptable and to help them respond in a more acceptable way next time,

Children should not retaliate or hit back. They are asked to go to an adult for help if they need it.

Sometimes more serious problems do arise and it is our policy to involve parents at an early stage. If persistent, unreasonable behaviour occurs, parents are consulted and agreed strategies are devised to improve the child's behaviour.

All staff have clear expectations of children's behaviour and use praise as well as sticker and certificate awards to promote this. Certificates are given out for attendance, as well as good work, effort, attitude and behavior. You are welcome to join us when these are given out at our weekly "celebration" assembly, held at 9.10 pm each Friday.

In cases of persistent unacceptable behaviour, and/or where a child's behaviour raises concerns for their or others personal health and safety, the school will involve the appropriate external support agencies and invoke formal disciplinary procedures, including fixed term or permanent exclusion.

The Behaviour policy gives more details and is available on request.

3 R Time Rules

We follow 3 R Time Rules which are:

- **Follow instructions straight away**
-
- **Show good manners at all times**
-
- **Be kind and helpful**

What will my child learn?

Teachers and children prepare learning maps each term and these are sent to parents. We celebrate achievement with stars, stickers and certificates which the children take home



All the children study the National Curriculum Core Subjects - Mathematics, English, Science and IT, and the Foundation Subjects - Design Technology, History, Geography, Music, Art and Physical Education, as well as Religious Education, Personal, Social and Health Education and Citizenship.

In the Foundation Stage (YR) these subjects are arranged in six areas of learning, Personal and Social Development, Communication, Language and Literacy, Mathematics, Knowledge And Understanding of the World, Creative Development and Physical Development. Towards the end of the Reception Year the children prepare for the Literacy Hour and Daily Maths Lesson they will meet in Y1.

Children are given homework as set out in the Homework Policy and parents are kept informed about this. Their Class targets for English and Maths are shared termly.

PE, games and swimming are part of the curriculum. Normally, if children are well enough for school they should join these activities. A letter must be sent if your child cannot take part.

We welcome parents' comments or suggestions regarding the curriculum.

English

We aim to develop children's basic skills to enable them to read fluently with expression, write with imagination, spell correctly and be good speakers and listeners. English is very important to much of the children's work and has a high priority. Speaking and Listening skills are developed through all areas of the curriculum.

Children are encouraged to take home books to read to and with their family. This support to your child's learning is very important to their progress. The children may borrow books supplied by the County Library Service and from class book corners and the Library. Please write your comments in the Home/School book.

We teach reading in a variety of ways. We use as a core scheme Oxford Reading Tree with other books to give your child a wide reading experience. All children develop their reading skills through research into class topics and they will read a variety of material including non-fiction and poetry.

All children will be introduced to writing in different styles. Handwriting is taught in a joined style as soon as children are ready for it. Spellings, Grammar and Punctuation are taught regularly.

Mathematics.

All children experience a Daily Maths lesson based on the Primary Numeracy Strategy. It is taught through practical activities related to the children's own experiences and recorded number work. The children are encouraged from early on to use their own methods of recording work. All classes use the Abacus scheme and this involves use of calculators and ICT. All lessons include mental and oral work.

Information Communication Technology

This is the skills knowledge and understanding needed to use information technology in learning and everyday life. This is a vital skill they will need later in life. They use computers in the classrooms as part of lessons as well as in our ICT suite.

Science

All children work on different science topics each half term giving an exciting broad curriculum. Scientific thinking is encouraged by opportunities for investigation, observation, predicting, experimenting and researching information. The school grounds and the local environment are used where appropriate. We encourage curiosity and enthusiasm based on practical experiences.

Design Technology

We aim to develop confidence to identify problems design solutions and build models. The children use computers and a wide range of construction materials. Wherever possible, links are made to other subjects.

Music

The children have opportunities to listen to and enjoy music, take part in singing and use instruments. The children all take part in a Christmas production. We have African drumming classes and a School Choir.

Art

We teach a range of techniques and skills covering abstract, observational and imaginative work. The children have the chance to work with a variety of materials eg. Clay, paint, fabrics, pastels. They study the work of recognized artists. Art is an important means of self-expression. We have the Artsmark Silver Award. We have a very popular after school Art Club.

History

The children learn about important historical times and people through different topics. They use historical sources and develop awareness of the past and how it differs from today.

Geography

This is studied through different topics. It enables the children to learn about different places, people and physical processes, which shape our world. It develops their understanding of their surroundings and the wider world.

Physical Education

P.E. includes six areas, gymnastics, games, dance at both Key Stages, athletics, swimming and outdoor and adventurous activities at Key Stage 2.

The children are encouraged to plan, perform and evaluate in all areas. We aim to develop a positive attitude to exercise both in and outside school. Through P.E. we aim to develop qualities of fairness, commitment, enthusiasm, good sportsmanship and concern for quality and success. Children are encouraged to develop, improve and reach their own targets.

SWIMMING

Y5/6 swim in the Autumn Term, Y3/4 in the spring term and Year 1 and Year 2 have half a term each in the Summer Term.

Religious Education

Religious Education and Worship are given in accordance with the Education Reform Act 1988, SACRE and the Norfolk Agreed Syllabus, details of which can be viewed at the school on request.

We consider the spiritual side of life an essential part of children's experience in school and in later life and recognize the need to prepare them to live in a multi cultural society. The children learn about six major world religions during their school life.

Daily Acts of Collective Worship of a Christian nature are held. We have visiting members of the local Christian Community who take Worship Assemblies each half term and our Parish Priest takes Collective Worship on a regular basis.

As a church school children attending this school are expected to take part in the Religious Education and worship of the school. If for any reason you do not wish your child to take part please discuss this with the Headteacher.

Personal, Social and Health Education

A major part of all our work is helping children to develop high self-esteem and the ability to work and play with others. They need to learn how to resolve conflict and develop a understanding of fairness and justice. We build into our topic work issues about caring for ourselves and others. We look at emotions, feelings, relationships and friendships through discussions and circle times.

Health Education forms an integral part of educating the whole child and is mainly covered through the science curriculum.

The Governors have agreed that Sex Education should be provided factually, honestly and appropriately for the different ages and stages the children have reached. Specific situations and questions are dealt with factually as and when they arise. (A copy of the policy may be seen on request). Basic facts are provided through science teaching. At Y6 children are taught about how they will change in preparation for becoming teenagers, and the need for personal hygiene.

Parents who wish their children to be withdrawn from all or part of sex education may ask for this.

End of Key Stage Assessment. What is reported?

When the numbers of children in Year 6 are less than 10 we only publish the results as percentages to protect the identity of the children.

In 2008 we had less than 10 children in Year 6.

How will I know my child is progressing at school?

We aim to keep parents informed of the work their children are doing, a guide to each term's work is issued by each class teacher.

The school's Assessment Policy

A copy of the Assessment Policy is available in school

All parents are invited to parent/teacher consultations twice a year when a child's achievements can be discussed and any concerns shared. There are also drop -in sessions where you can look at your child's work informally. Each year you will have a written report, which is a detailed account of what your child has learned.

In school we continually assess the children's work so we know what we need to teach them next.

We do this in several ways:

Talk to the children about their work to find out what they have understood.

Mark their work to identify skills and knowledge and progress towards their targets

Watch children carrying out tasks and identifying what they can do

Marking is done wherever possible with the children so it can be discussed and new targets set. Marking should encourage, recognize success and tell the child which areas need more work.

We use praise, stickers and certificates to recognize good progress and work.

A copy of our marking policy is available in school.

As well as the SATS at Y2 and Y6, which we have to do, we have chosen to do Y3, Y4, Y5 SATS in the summer term each year.

Children with a special need

All our children are valued and individual differences are mutually respected. Children progress at different rates and our curriculum reflects this. Support is given to overcome difficulties and extend the abilities of more able children. If it seems that a child's difficulties require more help than is provided by our usual curriculum, parents are informed and consulted and, where necessary, advice is sought from the Support Services. These children have special targets and their progress is watched very carefully. The school follows the requirements of the Code of Practice for Special Educational Needs.

Reporting to Parents

We are keen to share with you our knowledge and understanding of your child's progress. It is an important part of our partnership.

All teachers and the Headteacher are available at the beginning and end of the day. If you feel you need longer then please make an appointment with the School Secretary, Mrs Drew or directly with the class teacher. You are welcome to come into school to look at your child's work and talk to their teacher informally.

Each year at the end of the spring term you will receive a written report on what your child has learned and their progress. You are invited to discuss this with the teacher and we hope you will also talk to your child about the report.

We have two formal parents evenings a year when you can discuss your child's work and progress. It is also a time when you will be told about your child's next targets.

Complaints

We expect all our pupils, staff and parents to listen carefully and respectfully to each other.

If you are concerned please talk to your child's teacher as soon as possible

If you are not satisfied please talk to the Headteacher

All serious complaints must be explained to the Headteacher, so that an investigation can take place.

Parents who are unhappy about something should contact us at once. The Headteacher and other staff will always meet parents to sort out any difficulties.





A Parent who is still not satisfied can contact the Chair of Governors, Mrs Whiting.

The school has available a copy of the Local Authority 's complaints procedure.

Are there After School Activities and Outings? Yes (see below)

Some Clubs are seasonal and change each term

AFTER SCHOOL CLUB'S

MONDAY	There will be no After School Club's on a Monday.			
TUESDAY		Choir Year 3 to Yr6	Mrs Wilson/ Miss Woods	3-3.45pm
TUESDAY		Games Club KS1 pupils	Mrs Ashmore	3.-3.45pm
WEDNESDAY		Netball Club Yr 3 to Yr 6	Mrs Ashmore	3 -3.45pm
THURSDAY		Art Club Yr3-Yr6	Mrs Pollard	3.-3.45pm
FRIDAY		Art Club Yr1 – Yr 2	Mrs Pollard	3-3.45pm

Visits/Visitors to School

Visits take place throughout the year for each class and we have visitors in who can provide something extra for the children.

These events are usually linked to a topic the class is studying and we ask for voluntary contributions towards that cost.

All children are allowed to take part.

However if the school cannot afford to fund the activity without your contributions, that activity will not take place.

Outings and visitors will often provide extra opportunities in Art, Drama, History, Music and P.E.

Racism In School

We do not tolerate any racist comments or actions in school. These are always dealt with if they occur. Any incidences are required to be reported to the LEA.

Equal Opportunities

Our school operates an equal opportunity policy. (A copy of the Governors' policy may be seen on request).

This is our school. Please come in and see us in action.



Please remember that:

- Every child is different
- They look different
- Behave differently
- Develop at different times and at different rates
- Learn at different times and in different ways
- For their sake don't compare them with other children