



**ST. NICHOLAS PRIORY**  
Church of England Voluntary Aided  
**PRIMARY SCHOOL**

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Website:

[www.st-nicholaspriory.norfolk.org.uk](http://www.st-nicholaspriory.norfolk.org.uk)

Facebook: [www.facebook.com/StNicholasGY](http://www.facebook.com/StNicholasGY)

Follow us on twitter: [www.twitter.com/StNicholasGY](http://www.twitter.com/StNicholasGY)



ACTING HEAD TEACHER – Mrs. M. Grimmer

ACTING DEPUTY HEADTEACHER – Mr. J. Little

CHAIRMAN OF THE GOVERNORS – Dr. H. Taylor

EXECUTIVE DIRECTOR OF CHILDRENS SERVICES – Mr. M. Dunkley

DIOCESAN DIRECTOR OF EDUCATION – Mr. A Mash



## Welcome to our school

Thank you for showing an interest in sending your child to St. Nicholas Priory Church of England Voluntary Aided Primary School.

In September 2017, we will be an all-through primary school of approximately 460 pupils. Every pupil and family at our school are welcome and we are so pleased that you are joining us.

We hope you find this information useful. You will have a chance to talk to the staff at our school and have a look around. You will be invited to parents' evenings and other meetings and events but you are always welcome at school.

The ethos of the school is based on Christian values, high expectations and respect. We want to give all the children the opportunity to experience success and to develop their skills but we also expect children to begin to take responsibility for their learning

and behaviour, and to appreciate that they are members of our school community.

We hope that you, like us, have very high expectations of what your son or daughter can learn and achieve at school.

We believe that education is a shared responsibility – children do best when we work together- the school, governors, Great Yarmouth Minster, your child and yourselves as parents or carers. We appreciate your support, especially with uniform and behaviour.

*Education is  
a shared  
responsibility  
– it is a  
partnership.*

In July 2014, Ofsted inspected our school and we were graded as 'Good.'

We are really looking forward to working with you and your child.



Maria Grimmer  
Acting Head Teacher  
Autumn 2016

## VISION STATEMENT

**“There is no such thing as a finish line to learning”**

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To provide an education of the highest quality which prepares today's children for tomorrow's challenges as life-long learners.

To encourage our children to embrace the Christian values that will enable them to live with respect, generosity, integrity and care.

### AIMS & VALUES OF THE SCHOOL

To treat all our children with respect, appreciate individuality, value their contributions and celebrate their successes.

To provide a rich and exciting educational experience which supports all our children to be the best they can be and to support each other to achieve this.

To nurture the development of our children, we encourage families to view themselves as an integral part of their child's education, supporting them to appreciate the positive outcomes of working together responsibly as a team.

To enable our children to develop spiritually, morally, socially and culturally within the context of the Christian faith, which we believe to be of central importance in our dealings with everyone in our community.



## THE SCHOOL ETHOS

St Nicholas Priory Church of England Voluntary Aided Primary School is a co-educational Church of England Voluntary Aided School and seeks to serve its community by providing excellent and creative education in a Christian setting. Children and staff who attend our school are a part of our community working together to ensure it is a caring, safe and happy place to learn. Believing that all people are created and loved by God, St Nicholas Priory CE VA Primary School has a real and deep concern for each individual, rooted in Christian ethos which welcomes and affirms. Everyone associated with our school is part of its community and are all encouraged to become valued members of a caring and committed team.

As a church school we support our children to understand the Christian faith, its values and ethos which we embed through discussion, Act of Worship, in lessons and through modelling in the way we treat each other and through our behaviour within our school community. Equally, through this strong Christian ethos we strive to meet all our children's spiritual, moral, social and cultural needs.



All staff have high expectations of all our children and this vision is central to school life and crosses all strands of the curriculum and community. St Nicholas Priory CE VA Primary School is above all a Christian community with high standards where everyone is nurtured and valued. Ofsted said that pupil care, guidance and support is a strength of this school.



At St Nicholas Priory Church of England Voluntary Aided Primary School our Christian ethos enables us to support our children to be well motivated, self disciplined individuals who have a strong sense of right and wrong as well as a true concern for others. As an inclusive school we welcome children of any faith believing their attendance will enhance the already varied cultural diversity within our Christian community.

In September 2017, we will have approximately 468 pupils on roll with a teaching staff of 21 including the Head Teacher.

### **SCHOOL FACILITIES**

The school has well-equipped classrooms and specialist teaching areas for food technology, and computing. There is also an excellent library.

High quality school meals are cooked on the premises and children in Y3, Y4, Y5 & Y6 eat in our Dining Room, pupils in Reception & Y1 eat in the hall. Meals are free for all pupils in KS1 (Reception, Y1 & Y2). Governors have agreed to subsidise meals for KS2 pupils (Y3, Y4, Y5 & Y6) at a cost of £1. This includes a main course, a dessert and a drink.

The large hall is equipped for gymnastics, dance and small ball games. It is also used for assemblies and large meetings.

There are three playgrounds which are marked out for games and activities.

Although we do not have our own playing field, we make use of local sports facilities and resources where possible for example, during the



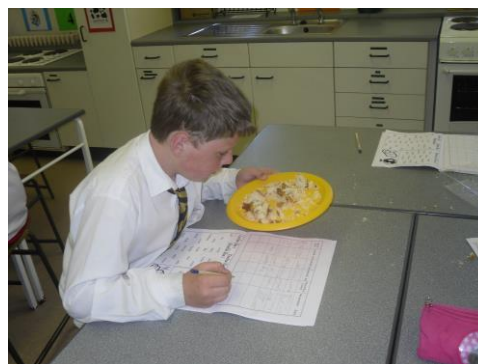
Summer Term, we use the Wellesley Sports Ground for athletics and the Marina Centre during the winter months.



We also use the Marina Centre pool for teaching pupils swimming.

### **DISABLED ACCESS**

The school offers facilities for adults and children with a physical disability. It has a lift, chair lifts, toilets and appropriate suitable access.



St. Nicholas Priory Church of England Voluntary Aided Primary School Prospectus  
2016 - 2017

**TERM DATES 2016/2017**

<b>Term</b>	<b>School re-opens on</b>	<b>School closes on</b>
Autumn	Monday, 5th Sept., 2016	Friday, 16th Dec., 2016
Spring	Thursday, 5th Jan., 2017	Friday, 31st March, 2017
Summer	Tuesday, 18th April, 2016	Friday, 21st July, 2016
 <b>Half Term</b>	 <b>School closes on</b>	 <b>School re-opens on</b>
Autumn	Friday, 21st Oct., 2016	Monday, 31 <sup>st</sup> Oct., 2016
Spring	Friday, 10th Feb., 2017	Monday, 20th Feb., 2017
Summer	Friday, 26th May, 2017	Monday, 5th June, 2017

(Monday 1st May 2017 Bank Holiday)

### SCHOOL UNIFORM

Pupils are encouraged to take pride in their appearance and all children are expected to wear our school uniform. Uniform identifies a child with a school, creates a sense of belonging and unity. (If children are not wearing the correct uniform, they will attend breaktime supervision for each day they are not wearing the correct uniform. This is rigorously enforced regardless of the reason). The school governors fully support the uniform policy.

**The governors and senior leadership team of the school reserve the right to review this policy at their discretion.**

### UNIFORM LIST

#### BOYS



1. Trousers – black (not jeans, leggings or tracksuit type). Tailored shorts are acceptable in the Summer Term
2. Belt – Plain black, in the loops of the trousers
3. Shirt – Autumn & Spring Terms – white, not polo type, short or long sleeved, collar suitable for wearing with a tie. Summer Term – school polo shirt – white with a gold trim and embroidered badge (available from school office) or shirt with tie as above.  
All shirts must be tucked in at all times
4. School tie – black and gold stripe available from school office priced £1.00 each; at least 15cm in length= 4 black stripes showing below the knot and done up to the neck. Clip on ties are also available at £2.00 each
5. Jumper – black V necked, not a sweatshirt, no hoods, should be waist length (black school jumpers embroidered with the school badge are available from the school office, priced at £7), V necked or button up cardigan, not sweatshirt type fabric and not below the waist. No logos
6. Shoes - Black leather or leather look shoes not trainers. There should be no trainer like features on the shoe, see diagram to the left i.e. raised rubber sole at toe, stripes, trainer type stitching etc. Boots or wellington boots can be worn to and from school and at break and lunchtimes in winter, however pupils need to change into shoes in school.
7. Socks – plain black or white
8. **PE Kit -Black plimsolls for indoors, trainers for outside; white T-shirt and black shorts for inside or summer activities, sweatshirt or tracksuit top (preferably black) for winter games. (PE is an important part of the curriculum; please ensure your child has a suitable kit)**
9. Hair – No use of un-natural colours, sprays or cut designs; no scarves or hats are to be worn indoors; long hair should be tied back for PE/games. It is recommended that long hair be tied back at all times
10. Jewellery – one set of single ear piercings - plain, simple studs and a watch may be worn however, these should not be worn for PE, games or swimming. It is parents/carers' responsibility to ensure ear-rings are not worn on days when PE/games/swimming are taught. No rings, necklaces, bracelets or sweatbands are to be worn







### GIRLS

1. Skirt or trousers – black. Skirts should be at least knee length but not to ankle, no frills or layers and should not be in stretch, jersey type fabric. Trousers (not jeans, leggings or tracksuit type). Tailored shorts are acceptable in the Summer Term (not the ‘floaty’ type of fabric)
2. Belt – Plain black, in the loops of the trousers
3. Shirt or blouse (tailored/fitted blouses are acceptable) – Autumn & Spring Terms – white, not polo type, short or long sleeved, collar suitable for wearing with a tie. Summer Term – school polo shirt – white with a gold trim and embroidered badge (available from the school office) or shirt/blouse with tie as above. A summer gingham dress in yellow/gold & white may be worn. All shirts & blouses must be tucked in at all times unless they are tailored/fitted
4. School tie – black and gold stripe available from school office priced £1.00 each; at least 15cm in length= 4 black stripes showing below the knot and done up to the neck. Clip on ties are also available at £2.00 each
5. Jumper - black V necked not a sweatshirt, no hoods, waist length (black school jumpers embroidered with the school badge are available from the school office, priced at £7, V necked or button up cardigan, not sweatshirt type fabric, waist length (no longer than hip level). No logo
6. Shoes - Black leather or leather look shoes not trainers, plain, no large buckles, studs, sequins or ‘cut out’ sections, low (less than 3cm), wide heel (greater than 3cm). No fabric/ballet type shoes or sandals should be worn. Boots or wellington boots can be worn to and from school and at break and lunchtimes in winter, however pupils need to change into shoes in school.
7. Socks – plain black or white
8. **PE Kit -Black plimsolls for indoors, trainers for outside; White T-shirt and black shorts for inside or summer activities, sweatshirt or tracksuit top (preferably black) for winter games. (PE is an important part of the curriculum; please ensure your child has a suitable kit)**
9. Hair - No use of un-natural colours, sprays or cut designs
10. Head bands, bobbles and hair clips (small) – minimal, school colour – black, gold/yellow; No scarves or hats to be worn indoors. Long hair to be tied back for PE/games. It is recommended that long hair be tied back at all times
11. Jewellery – one set of single ear piercings - plain, simple studs and a watch may be worn however, these should not be worn for PE, games or swimming. It is parents/carers’ responsibility to ensure ear-rings are not worn on days when PE/games/swimming are taught. No rings, necklaces, bracelets or sweatbands are to be worn
12. Make-up – No make-up should be worn to school, including nail varnish



**All clothing and equipment should be clearly marked with your child's name.**

**ST.NICHOLAS PRIORY CE VA PRIMARY SCHOOL/NORFOLK COUNTY COUNCIL DO NOT  
ACCEPT RESPONSIBILITY FOR THE LOSS OF ANY PROPERTY  
FROM SCHOOL PREMISES AND GROUNDS.**

### **BEFORE SCHOOL AND AT BREAKS**

The gates of the school are unlocked at 8.30am. School staff, including a member of the Senior Leadership Team, supervise the playground from 8.30am. The bell rings at 8.40am for the start of school; pupils go into school at this time. In both reception and year 1, the first 20 minutes of the day (8.40 up to 9am) is 'family time' when parents can come in with their children to help settle them and share any concerns they may have with staff.

Pupils in years 1, 2, 3, 4, 5 & 6 who arrive after 8.50am (at which time the school gates are locked; after 9am for reception pupils) must go through the front entrance and talk to the office staff.

At break time pupils can go straight to the playground unless it is wet. If it is wet they must stay in their classroom and do something quietly - resources are provided by staff to ensure pupils are occupied effectively.

### **AROUND OUR SCHOOL**

Pupils are encouraged to:

- Talk politely to others
- Walk on the left
- Hold doors open for others
- Line up quietly outside their classroom and go in quietly when asked by an adult
- Use 'kind hands'

### **IN LESSONS**

Pupils are encouraged to:

- Organise themselves and their equipment
- Listen carefully
- Be proud of their work
- Put up their hand if they have a question or want to say something
- Keep the classroom tidy
- Make good choices about where they work and the challenge of the activity they do



### LUNCHTIMES



Pupils are encouraged to:

- Eat their lunch quietly in the dining room or outside next to the Town Wall or under the canopy on the small playground
- Put any rubbish or unwanted food in the correct containers
- Stay in their classroom and use the games and activities in the wet play box during wet lunchtimes
- Make effective choices during the lunchtime period

### EQUAL OPPORTUNITIES/SINGLE EQUALITY SCHEME

The school is committed to the following principles of **inclusion** and **equal opportunities** these principles are included in the school vision statement, aims and values.

We aim to meet the needs of all our pupils, regardless of physical impairment including those who may be missing out, are difficult to engage with or are feeling in some way apart from what the school seeks to provide.

Inclusion is the responsibility of every member of staff.

Staff, children and their parents are entitled to be treated fairly with respect to important educational decisions which affect their lives, especially concerning admission, attendance, behaviour, exclusion and assessment for any special needs. Procedures will be applied in accordance with DfE, Ofsted and LA guidance. The school has a Single Equality Scheme policy and action plan which you are welcome to see. This policy covers racial equality, disability, sexual and faith discrimination. We have an action plan that details how we are seeking to meet the legal requirements for pupils, staff, parents, governors, the curriculum and Extended Services within these areas.

### SCHOOL POLICIES

Copies of our policies are available on the school website or you can ask for a copy at any time.

### THE SCHOOL CURRICULUM

The school teaches the following subjects:



Mathematics, English, Science, Computing, History, Geography, Design Technology (DT) including Food Technology (FT), Music, Art and Design, Physical Education (PE), Modern Foreign Language (MFL), Personal, Social & Health Education (PHSE).

The school follows 'project based' learning and children are expected to present their learning to parents/carers at the end of each project.

Religious Education – The Norfolk Agreed Syllabus is followed.  
(A copy of this is available for you to see on request).

### SCHOOL ORGANISATION

The school is organised on a year group basis; there will be 2 reception classes, 2 classes in Y1, 2 classes in Y2, 2 classes in Y3, 2 classes in Y4, 2 classes in Y5 and 3 classes in Y6.

Within each year group, the teachers plan and work closely together, to make sure that the curriculum is taught well and continues smoothly through all their education. There are also close links between the year groups.

Key Stage 2 (age 7 to 11) of the National Curriculum ends as the pupils leave Year 6.

In May the Y6 children take national curriculum tests to assess their progress in English and Maths since Y2. All pupils will be encouraged and helped to achieve the best possible results they can. We value effort and progress as well as achievement.



### RECEPTION UNIT VISION STATEMENT

Our vision is to offer an environment where children's natural desire to explore and learn is embraced. The Reception setting offers routines and boundaries set by the adults who organise and manage the classroom, providing an environment in which children are encouraged to take ownership of their learning through exploration and fun.

The majority of children's learning in Reception is child-initiated. Children are free to choose the resources with which they will play and learn, as well as choosing whether they will learn indoors or outdoors in all weathers. Such child-led learning promotes the Characteristics of Effective Learning, supporting children's independence, curiosity and motivation, as well as supporting them in becoming collaborative learners.

To supplement children's free-flow learning, pupils are supported in short (approx. 15 minute) adult-led sessions, during which adults model reading,

writing and maths skills, as well as supporting children's Personal, Social and Emotional Development. During these daily sessions, pupils learn in 'family groups' of approximately 15 pupils, led by their Key Person, either a Class Teacher or Teaching Assistant.

During free-flow learning time, staff work alongside the children in their chosen activities to encourage, validate and celebrate learning carefully, watching for precious 'teachable moments' to enhance and develop their thinking and learning skills. Staff develop a sound knowledge of each child through such interactions, and each individual child's 'next steps' for learning are supported through interactions with adults in their play. By celebrating with interested adults around them, children are motivated and enthusiastic about the experience of attending school and are inspired by opportunities to test and try new ways of learning.



### **DELIVERING THE CURRICULUM**

In every lesson staff teach and set activities at different levels so that children of all abilities can enjoy and make progress in their learning. The children's progress is monitored each day by teachers and teaching assistants. Throughout the year pupils are tested to monitor the progress

they are making. Teachers will discuss with you how your child is progressing. Children may receive additional support within the class or in a small group taught by an adult outside the classroom if they are not making the expected progress.

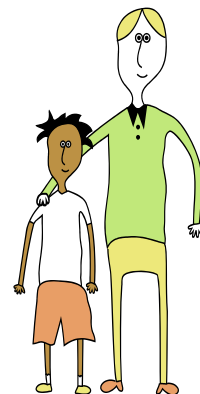
### **PARENTS/CARERS**

We want to work closely with parents and carers. Each morning we encourage parents to have a hot drink in the dining room before school starts. A member of staff is always available to talk to you. We also run sessions for parents on reading and maths so you can support your child's learning at home and have a better understanding of how we are teaching them at school. We try to make our parents' evenings useful and enjoyable. They are arranged each October and February. We are also available to talk to you after school but we would appreciate parents making an appointment as teaching staff are often engaged with after

school activities. You are welcome to call in, ring or email to arrange an appointment to discuss something with myself or another member of staff. We hope you find our newsletters and website a useful source of information.

We also hold meetings specifically to address the special educational and disability needs of our pupils.

Forums are held regularly throughout the academic year giving parents/carers the opportunity to come into school and express their views and/or concerns to senior members of staff.



### **COMMUNITY**

It is important for the school to be at the heart of the community. We work closely with the local Church (Great Yarmouth Minster), local shops, PCSOs

and voluntary groups. We also make use of local resources whenever possible.



### **LOOKED AFTER CHILDREN**

Mr James Little is the named person for ensuring that children who are looked after receive the support to which they are entitled.

### **SEX EDUCATION**

The Governors have agreed that sex education be included in the curriculum. It forms part of the PHSE

programme. Copies of the PHSE and Sex and Relationship Education Policy are available on request.

### **SPECIAL EDUCATIONAL & DISABILITY NEEDS**

Some children have Special Educational & or Disability Needs and need extra help with their education. There is a well-organised system for supporting these children in our school e.g. small group work or working with a teaching assistant. We are also able to access support from a team of SEND experts. Mrs Clarke is the SENDCo (Special Needs & Disability Co-ordinator). You are

welcome to make an appointment to see the SENDCo to discuss your child. You are also welcome to visit school and to help. If we think your child needs extra help we will contact you, we will also tell you what we will do to help your child and how you can support this at home. Please read the Special Educational & Disability Needs booklet in this information pack.



### COMPLAINTS PROCEDURE

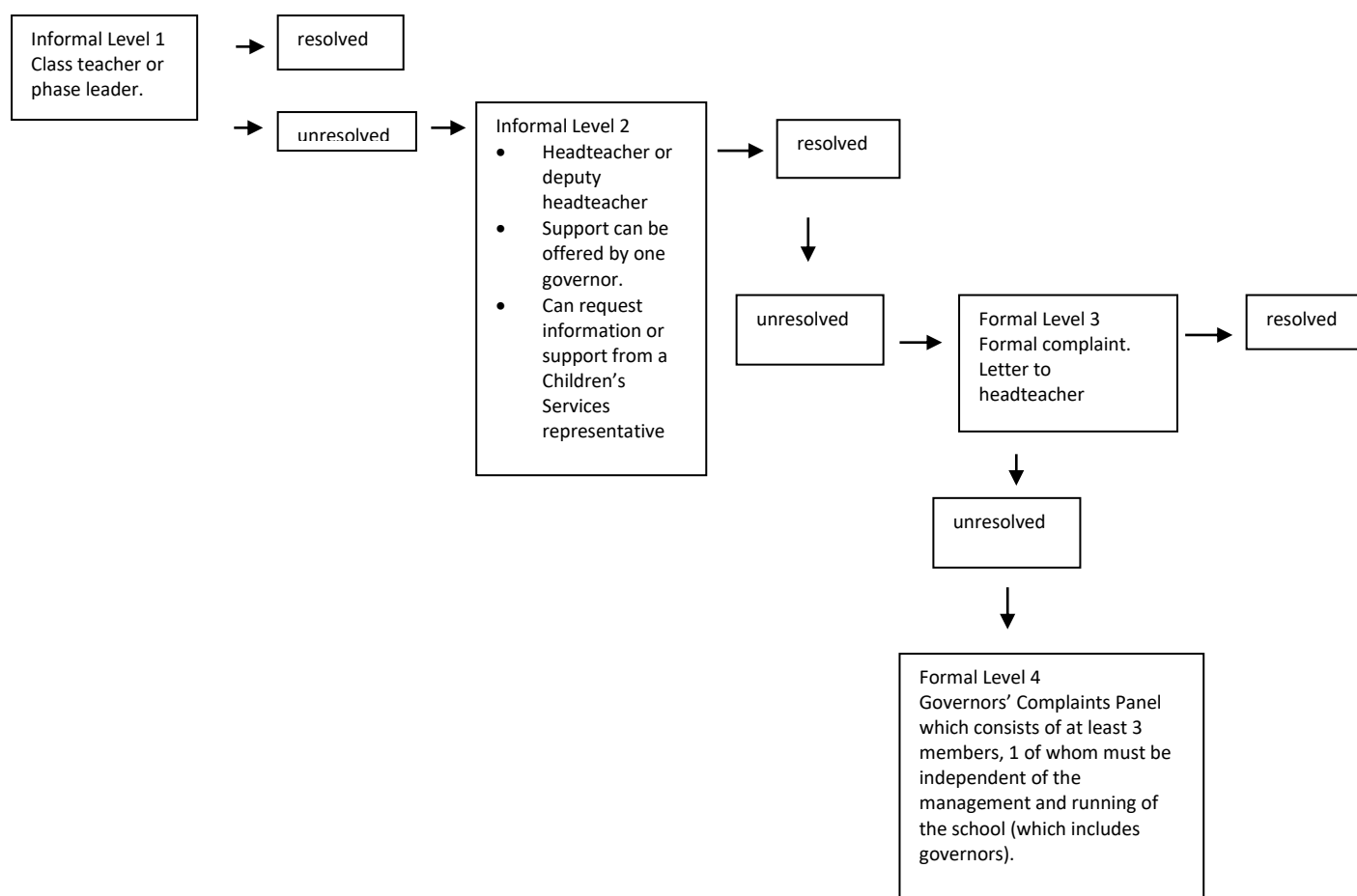
If you want to make a complaint about anything to do with our school or your child's education the first thing you need to do is talk to your child's class teacher or phase leader. Hopefully talking about it with the teacher will sort out the problem. However, if you are still concerned and want to take the matter further please make an

appointment to see the Head Teacher or the Deputy Head Teacher.

If after discussion with the Head Teacher the matter is still not sorted to your satisfaction you have the right to make a formal complaint.

The Head Teacher will give you a copy of the Complaints Procedure and the name of the Clerk to the Governors.

#### Flowchart of procedure for handling concerns and complaints:



### **RELIGIOUS EDUCATION, COLLECTIVE WORSHIP, SCHOOL AND CHURCH**

The teaching of Religious Education in our school follows the Norfolk Agreed Syllabus and is part of the curriculum for all pupils.

An act of collective Christian worship/assembly takes place several times a week. If you as a parent or carer don't want your child to do Religious Education or take part in assembly please see the Head Teacher. Strong links exist between the School and Great Yarmouth Minster. Someone from the Minster

regularly takes the assembly. They also help support the teaching of Religious Education Curriculum and the Parish Minster is used as a focus for history, art and religious education projects and also as a venue for some events such as a Christmas Service.

Throughout the year we hold special religious celebrations at the Minster such as Harvest, Christmas and Easter to which parents and carers are invited.



### **EDUCATIONAL VISITS**

Parents/carers are asked for voluntary contributions towards the cost of educational visits. These visits are arranged to support and enhance the children's learning.

### **HOME SCHOOL BOOK**

Each child has a Home School Book. This is a way of improving communication between home and school and vice-versa. We can write notes to you and you can write notes to us. We would also like you to sign it to show that an adult has listened to

your child read at home at least 3 times each week. Sharing and enjoying a book together, even in Y6 will make a huge difference, not just to your child's reading ability but also to their spelling, writing and achievements in other subjects.

### **HOMEWORK/HOME LEARNING**

From September 2016, we introduced new guidance for homework. We believe that homework can help to drive up standards and to embed learning. It can also provide an opportunity for parents to get involved with their child's learning.

### **HOMEWORK IN RECEPTION & Y1**

**Reading** - we provide a wide range of age appropriate reading books. It is recommended that parents or carers listen to their child(ren) read, twice a week for Reception pupils and three times a week for Y1 pupils, for a minimum of ten minutes and no more than twenty minutes each time.

**RWI (Read, Write Inc) sounds** – we provide the children with 'sound' sheets for the sounds that the children have been learning each week; it is recommended parents/carers practice five sounds at least once a week with their child(ren).



**Words** – In Reception, children are given bookmarks, each containing ten high frequency words. Parents/carers are asked to use the bookmarks to support their children in learning to recognise and write these words. Once the children are confident with these words, they are given the next bookmark with different words to learn.

### **HOMEWORK IN YEAR 2, YEAR 3 & YEAR 4**

**Daily reading** – we provide a wide range of age appropriate reading books. It is recommended that parents or carers listen to their child(ren) read for around 15 minutes a day but we do appreciate that with busy lives this is not always possible, so parents and carers should aim for a minimum of a few minutes, three times a week.

It is important for the development of your child's comprehension, to ask questions about the story. Check they understand the meaning of difficult words. Help them use a dictionary or the internet to look up words that they don't understand. This will help to extend their vocabulary. Children should write a short summary of what they have read in their reading journals.

**Weekly spelling** – Your child will be given a weekly list of spellings to learn. These will generally be linked to the National Curriculum or to a particular topic they are studying. Spellings for the week will be tested on a Friday.

**Weekly times tables** – To help your child's understanding of maths, we are also introducing a weekly opportunity for times table learning, and will provide the resources.

**Topic Based Project** - Generally we will often set a voluntary half termly craft based project which will be related to the Topic the children are studying that half term. Children can then present their work to the class. We find they really enjoy the opportunity to show off their work.

### **HOMEWORK IN YEAR 5 & YEAR 6**

**In addition** to the Lower Phase (Years 2, 3 & 4) homework schedule as above, in the Upper Phase (Years 5 & 6), we will be providing our children with workbooks to practice and embed the learning taking place in class. This is a voluntary opportunity for children to extend their skills and knowledge independently.

The school will provide workbooks in the key areas of Reading, Writing, Spelling and Maths. Teachers will set weekly tasks for children to complete. Children, parents or carers can then assess the work, using the mark scheme at the back of the books. Once a homework task has been completed and assessed, this can then be handed in to the teacher, and the children will be awarded house points for their efforts. We hope that this will provide parents with an opportunity to gain a real understanding of the curriculum and how your child is performing. It also gives the children a chance of some independent learning and assessment, both of which have been proved to raise attainment.

## MUSIC

We are fortunate to have Mr Stevens from the Great Yarmouth Minster working with us to support musical activities.

We also have music teachers who give instruction in keyboard, recorder, violin and woodwind instruments. Pupils who partake of music lessons must be dedicated as we loan pupils an instrument which is included in the cost of tuition which is £25 per term,

per instrument. (Children entitled to free school meals may apply for funding by completing a form which is available from the school office). Children must practice each day at home and attend each lesson. If children do not practice, this opportunity will be given to another child. If you wish your child to participate in learning a musical instrument please contact the school office.



## EXTRA CURRICULAR ACTIVITIES

Members of staff organise extra-curricular activities such as:-

Dance  
Football  
Sewing

Hockey  
Chess Club  
Kurling Club

Scratch coding  
Table Tennis  
Basketball

Athletics  
Dodgeball

After school clubs are allocated to pupils at the start of the academic year as follows:

Parents are requested to complete an application form, stating their child's first, second etc choice of clubs. Application forms are accepted by the office staff in a 'first come, first served' order. Depending on the amount of places in a particular club, the first number of forms handed in stating that club for their first choice will be allocated a place. Other children further down the list will be offered their second choice and so on should the demand exceed the number of places available. We follow this process in order to be fair and to give as many children as possible the opportunity to take part in at least one after school club.

We also offer our Year 6 pupils an after school study opportunity four days a week where pupils can develop their understanding of mathematics and grammar alongside members of staff.



### **SCHOOL CAMP**

One of the best Priory traditions is the School Camp which happens each year usually in the third week in June at Whitwell Hall. Y5 & Y6 pupils have opportunities to participate in outdoor activities, gain independence, act responsibly and co-operate with others.



### **PASTORAL CARE & SAFEGUARDING**

All members of staff are responsible for the pastoral care of pupils. St. Nicholas Priory Church of England Voluntary Aided Primary is a very caring school and all staff are available to support children with their problems. There are times when pupils want to talk about problems and the children can go to the 'drop in' room where they can talk to Mrs Little. Norfolk has a Safeguarding Children Policy that our school uses. This procedure protects both the interests of the child and staff involved in what could be a traumatic time. At St. Nicholas Priory Church of

England Voluntary Aided Primary School if any member of staff has a concern about any child in his/her care; the designated safeguarding lead member of staff will follow the Safeguarding Policy. The school's designated safeguarding lead is Miss Kirk. Useful contact telephone numbers & contacts are as follows:

School: 01493 843552

Children's Services: 0344 8008020

Childline: 08001111

Police: 101



### **BEHAVIOUR AND DISCIPLINE**

We have a positive behaviour policy where we constantly help the pupils in making good choices. We teach them that all behaviours have consequences. Good behaviour has good consequences – Target Time, praise, certificates, letters and texts home etc and unacceptable behaviour has consequences too. These include a warning, moving to another seat, being sent to the Behaviour Manager, Head Teacher or Deputy Head Teacher, a letter or telephone call home, time in the Isolation classroom or a fixed term exclusion. Multiple behaviour incidents will result in a

period of time being spent in the Isolation classroom.

Very serious or persistent unacceptable behaviour can result in permanent exclusion.

Our aim is to keep parents informed if their child's behaviour is a concern. We hope the triangle of pupil, parent and school can work together to solve any problems. Dee Kirk is the Behaviour, Inclusion & Community Manager and she liaises with parents regarding behaviour, bullying and attendance. Please speak to her if you have any concerns in these areas.

### **INCLUSION**

We have an Inclusion classroom for pupils who, for various reasons, find functioning in our mainstream classrooms difficult. Pupils in the Inclusion classroom follow the National Curriculum, with staff trained

to meet their particular needs in order that pupils can transition into their mainstream classroom. Pupils in Inclusion continue to be the responsibility of their assigned class teacher.

### SPECIAL EDUCATIONAL NEEDS AND DISABLED PUPILS

Teachers are required to set targets for pupils with special needs. Targets are discussed with the child and parent/carer regularly and are

overseen by our Special Educational Needs & Disability Co-ordinator, Mrs Clarke.

### ACHIEVEMENTS

We believe that it is important to celebrate children's achievements in and out of school in a variety of ways – through praise – team points – certificates – displays of work and recognition in assembly. On selected Fridays we hold Celebration Assemblies at 3pm. The children share their outstanding work with the rest of the school.

Pupils are encouraged to share their achievements with the Head Teacher. Each child should have his/her needs met by our school and this includes our more able children. The school

identifies the most able and talented pupils using a variety of evidence.

Within each classroom a wide range of enrichment and extension activities are used to challenge and stretch more able learners. There are also a range of stimulating extra curricular activities which take place during the year. Activities in which the school has taken part in 2015/2016 have included workshops with a published author and an 'Able Writers' Day.'

Mr Midmore is available to speak to parents about what the school provides for more able pupils.

### APPOINTMENTS

Sometimes children have appointments with the doctor or dentist, etc., during school time.

Pupils must be met at the school.  
Children will NOT be let out of school unaccompanied during the school day.

### JEWELLERY

It is not necessary for children to wear jewellery in school. If your child has pierced ears, in the interest of hygiene and safety plain studs should be worn. It is Norfolk County Council's policy that for health and safety reasons the child must take off all jewellery, including all types of

earrings during dance, drama, PE, games and swimming lessons. Please do not allow your child to have his/her ears pierced during the school year as the six week healing process before the earrings can be removed can mean children miss their PE and swimming lessons.



### MEDICINES IN SCHOOL

**Children must not carry any medication with them while they are in school (except a prescribed inhaler).** Due to a change in County insurance regulations, staff are no longer able to administer medication for long term conditions such as ADHD, allergies etc in school unless an approved healthcare plan and appropriate staff training is in place. The healthcare plan has to then be agreed by our insurers. **This does not include asthma however as we have a separate policy and procedure for this.**

If the above applies to your child, please complete a medication form which is available from the school office in order that the appropriate documentation and staff training can be arranged. We will not be able to administer any such medication until such time as this and any required staff training has been completed. Our medicine policy is in the process of being updated to reflect this change and will be available to view in due course.

School staff can however, continue to administer short term **prescribed** medication such as a short course of antibiotics in school time **if they are required to be administered more than 3 times a day or are 'time specific' as detailed by the pharmacist on the label.**

If medicine is required to be given in school within the above criteria, please note the following: –

- (a) the medicine should be brought to school by the parent/carer only (not the child) and should be delivered personally to the office staff
- (b) medicines must be clearly labelled with the **original pharmacy label** detailing the contents, owner's name, dosage and should be in the original box or container supplied with the medicine. The school reserves the right to refuse medication that does not meet the above criteria. Medicines must be kept in a locked cupboard (away from the children) in the medical room
- (c) whilst the Head Teacher continues to exercise the responsibility in 'loco parentis' any responsibility for medication must be accepted by the parent
- (d) medicines should be self-administered under the supervision of a designated adult

The School Nurse sees pupils at various times during their Primary school years. The school follows the Norfolk Asthma Policy. Details available on request.



### **PUPILS TAKEN ILL AT SCHOOL**

Sometimes a pupil is or feels ill at school and parents are asked to take their child home. It is, essential the school has a contact telephone number which will be answered during school hours. Parents/carers will be asked to update their contact information each half term. In the

event of an emergency or serious accident or injury which may require hospital treatment, an ambulance will be called and the child may be taken to hospital by ambulance. Parents will be contacted and arrangements made to meet either at school or hospital.

### **PARENTAL ASSISTANCE**

We would welcome parents and carers who could help us at school with a variety of activities inside and outside the classroom.

If you are available to do this even for a short time each week – please contact us at school.

### **DAMAGE TO PROPERTY**

If property or equipment is damaged deliberately or as a result of thoughtless behaviour, it is the policy of the Governing Body that parents will be expected to meet the cost incurred.

### **HOUSE TEAMS/HOUSE POINTS**

All pupils and staff will be in one of four house teams

Faraday	–	Red	Ennis	–	Blue
Churchill	–	Yellow	Rowling	-	Green

House Captains are appointed from Year 6. These pupils are pupils nominated by staff but elected by the children in their house. They play a responsible role in the life of the school.

House points are awarded for good work, behaviour and attitude. Children earn coloured badges for 25 (green), 50 (amber) and 75 (red) house points. For 100 house points they get a metal badge presented in front of the whole school. House points are collected every half term and a House Trophy is presented to the winning team every half term.



### **SCHOOL MEALS**



Our school prepares and cooks its own school meals and the kitchen staff are a key part of the Priory Team. Mrs. Ball, our excellent cook, works hard to provide healthy meals and the quality of the food is superb. We use locally produced meat, fruit and vegetables whenever possible. Please encourage your children to eat more healthily whether they use the cafeteria or bring a packed lunch. Pupils are not allowed to bring any food to school except for packed mid-day lunches. The governors have agreed to heavily subsidise primary school meals in 2016/2017 so a two course meal with a drink is currently £1 for children in KS2; Reception, year 1 & year 2 children will all receive a free meal. If your child doesn't want a school meal, he/she should bring

a packed lunch. This must be sent in a secure, hygienic container clearly labelled with the child's name and the contents are to be eaten in the dining room at the appropriate time

No cans, glass bottles of drink, carbonated drinks or flavoured water are allowed.  
Pupils staying for lunch are not allowed to leave school during the lunch hour.

**Please note it is very important that you claim for free school meals if you are eligible to do so. Please complete an application form available from the school office and return as soon as possible. The school receives additional funding (pupil premium funding) for families in receipt of free school meals. This funding is used to help your child/ren achieve their full potential by providing extra resources and additional educational opportunities.**

### **BREAKFAST CLUB**

Breakfast Club starts at 7.45am every day and is currently free! Children are supervised until 8.30am when they are escorted onto the playground (the playground is also supervised from 8.30am until 8.40am when school opens). The children are provided with breakfast cereals, toast, a drink and sometimes a hot snack.



### **BREAK TIMES**

We know that pupils need to eat well and drink enough water to maximise their learning and we will continue to do all we can to make this possible in school. The school canteen sells fruit, drinks and snacks at break times. However children must not bring any other food or drink into school except what is consumed as part of a packed lunch. Pupils are encouraged to bring in a bottle of water to have with them all day and they can refill it at school if they need to.

### **SCHOOL COUNCIL**

The School Council is run by the pupils of the school. It is made up of 2 elected representatives from each class. The Council meet every week to consider agenda items brought by the elected members of their classes. The Chairperson, Vice Chairperson and Secretary are elected from within the Council and are usually Year 6 pupils. The Council has made representations to Staff and Governors' meetings.

This year the Council are focusing on an Anti-Bullying Campaign and an Environmental Campaign focusing on use of resources and recycling. The council is actively engaged in trying to make a better environment in the school from the children's perspective. The Council works with fund raising activities for our chosen charity 'Help for Heroes'.

### **HELPING OTHERS**

One of the aims of the school is to make pupils aware of the community and to care for others. Throughout the year, pupils do consider and help other people with less than we have. Our school charity this year is 'Help for Heroes.'



Learning Ambassadors are pupils selected from each class who are trained to help their fellow students by promoting learning throughout the school and to assist visitors.



### **ABSENCE OF PUPILS**

It is a legal requirement that parents make sure their child attends school every day. Schools record absence as being either authorised or unauthorised in the school registers. It is important that you contact the school on the first day of absence explaining the reason why your child is away. If you don't contact us a phone call will be made by school to you or if you don't answer we will ring the other contacts on the form or may visit your home.

Pupils are expected to be in school for 8:40am (9am for reception pupils). **If a pupil in Y1, Y2, Y3, Y4, Y5 or Y6 arrives after 8:50am, they have to enter the school through the main entrance and are recorded as late.** Pupils may be expected to catch up on early learning work missed at break time.

**Registers close at 9.10; lateness is recorded as an unauthorised absence after this time.**

A member of staff is on duty in the playground from 8.30am when the gates open.

Breakfast Club starts at 7.45 a.m. Staff are unable to supervise pupils before this time so please ensure your child does not arrive prior to 7.45am.

When annual leave has to be taken in term time the appropriate form should be completed in advance. (All leave of absence are unauthorised unless in very exceptional circumstances). This form is available from the school office. Authorised absence for leave during term time is at the discretion of the Head Teacher and if an absence is unauthorised it may result in a fixed penalty fine.

### **SCHOOL ATTENDANCE**

As you are aware it is a legal requirement to publish the attendance rate. The attendance figures for 2015 - 2016 were as follows –

94.8% attendance  
5.2% absence of which  
3.8% were authorised and  
1.4% were unauthorised

Unauthorised absences include –

- lateness
- holidays
- absences unsupported by parents

It is vitally important your child attends school regularly; figures show that time lost in school can significantly lower attainment. Attendance below 90% is considered 'persistent absence.'

Certificates are awarded to those children achieving 100% attendance each term during assembly and a reward system is in place for excellent class attendance.

### **SCHOOL ADMISSION POLICY**

The Education Act 1980 allows parents to express a preference and requires most admission authorities to comply with that preference unless a school is full.

All pupils will be accepted if space is available and the school can meet their needs.

The Governors of St. Nicholas Priory Church of England Voluntary Aided Primary School support the Authority's admission criteria in event of over subscription as follows: -

1. Children for whom their Statement of Special Education Needs names this school

Children who reside within this school's designated catchment area and:

2. Are in public care
3. Have a sibling attending the school at the time of admission
4. Have no sibling connection with this school

Children who reside outside the designated catchment area and:

5. Have a sibling attending the school at the time of their admission
6. Attend a feeder school at the opening date of the admission round
7. Have no sibling or feeder school connection with this school

In the event of oversubscription in any of these criteria then those living closest to the school will be given priority.

### **ADMISSION FOR SEPTEMBER, 2017**

Our admission limit is 60 for Y1 & Y2; 64 for Y3, Y4 & Y5; 96 for Y6. Our admission limit for the reception year is 60.

### **PARENT, PUPIL, TEACHER EVENINGS**

During the year we arrange parents' evenings when parents can meet teachers to discuss work and progress. These evenings are of great importance and we really hope you will come. Your child's teacher will ring you during the first two weeks in September to tell you how they have settled. There will be parents' evenings in October and February. School reports will be sent to parents in early July. At other times, please feel free to make an appointment to speak to the class teacher; teachers are available to discuss progress throughout the school year.



### **EXTENDED SCHOOL DISADVANTAGE SUBSIDY OR OPPORTUNITIES FUND**

If your child is entitled to free school meals or you are experiencing financial difficulties at the moment you can apply for funding to pay for out of school time activities e.g. Football Club, Brownies, Cubs, TS Warrior, judo, kick boxing etc. Please see the school office staff for help completing the form.

## Appendix 1

### **EDUCATION REFORM ACT, 1988**

#### **CHARGES FOR SCHOOL ACTIVITIES**

St. Nicholas Priory Church of England Voluntary Aided Primary School.

The Governors are required under the Education Reform Act, 1988, to produce a charging policy statement for school activities.

All education activity which takes place during school hours (as defined by the Governing Body and excluding the mid-day break) should be free to all pupils regardless of their parents ability to pay and no charges of any description (including transport) can be levied by the L.A. However, where genuine "optional extras" are being provided for school pupils outside school hours, charges not exceeding the cost of the provision of the optional extras can be made, provided that the parent(s) have agreed in advance. These "genuine" optional extras cannot be required as part of a syllabus for a prescribed public examination nor to fulfil statutory duties relating to the National Curriculum or Religious Education.

The Governors have therefore formulated the following charging policy: -

#### **Charges for School Activities**

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The school's charging policy must be described in its brochure, which can be obtained from the school.

If your son or daughter's school governors follow the County Council's charging policy, these are the activities and materials for which you will be charged:

- ◆ Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils. The cost at this school is £25 per instrument, per term. This includes the loan of the instrument. Parents are expected to meet the cost of any repairs.
- ◆ Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- ◆ Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- ◆ Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

### **Activities Outside School Hours**

A voluntary charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges – only parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, an income-related employment and support allowance (this benefit was introduced on 27 October 2008); Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 or the Guarantee Element of the State Pension Credit are eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head Teacher, who can use her discretion to vary the charges.

Dr H. Taylor  
Chairman of Governors

## Appendix 2

### **ST. NICHOLAS PRIORY CE VA PRIMARY SCHOOL POLICY STATEMENT ON SMOKING**

The Governors of St. Nicholas Priory Primary School endorse the L.A. policy statement on smoking; this includes the use of e-cigarettes. The Governing Body recognises the need to provide a healthy working environment for staff and pupils. They also believe that adults are the best role model to children regarding smoking related matters within and beyond the formal curriculum.

Having sought the views of those employed at the school it was agreed to work towards making the school a smoke free zone.

Acknowledging the concerns about passive smoking and the example adults can give pupils, the policy of the school is that smoking (including the use of e-cigarettes) –

- Should not take place anywhere on the school site
- Should not take place during off-site activities
- Should not take place on school transport

This policy extends to all who enter the site. It is the responsibility of all to point out the school's policy on smoking to visitors and if necessary to ask them to extinguish their cigarettes. This policy should also be upheld during school holidays.

The policy will be referred to in recruitment literature and induction programmes. It will be referred to in the school prospectus and any other publicity literature about the school.

The school will support the local community in striving for a healthy environment and looks to the community to support the school's efforts.

The Head Teacher is asked to report formally to the Governing Body annually as part of its review of this policy.

**“STRIVING FOR A  
HEALTHY ENVIRONMENT  
FOR OUR PUPILS”**