

St Nicholas Priory Church of England Voluntary Aided Primary School



2020/2021
Prospectus



Head Teacher -

Mrs. M. Grimmer

Deputy Head teacher KS1 -

Mrs. L. Dyble

Deputy Head teacher KS2 -

Mr. D. Rust

Chairman of Governors -

Dr. H. Taylor

Executive Director of Children's Services – Ms. S. Tough

Diocesan Director of Education –

Mr. P. Dunning

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Website:

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Facebook: www.facebook.com/StNicholasGY

Follow us on twitter:

www.twitter.com/StNicholasGY





Welcome to Our School

We are delighted that you have shown an interest in sending your child to St. Nicholas Priory Church of England Voluntary Aided Primary School. Being a church school is extremely important to us as we aim to provide not only high academic standards but also to develop and nurture the spiritual aspects of the child and to welcome them into our Christian and school family.

Education is a shared responsibility – it is a partnership

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

Since September 2017, we have been an all-through primary school of approximately 420 pupils. Every pupil and family at our school are welcome and we are so pleased that you are thinking of 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.

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 parents or carers. We appreciate your support, especially with uniform and behaviour as consistency between home and school is key.

"The head teacher and senior leaders have a clear vision for the school, which is shared and embraced by staff. This vision sets clear and high expectations of staff and pupils. There is a positive, reflective, forward-looking culture in the school. Leaders at all levels are enthusiastic and passionate about pupils doing well".

Ofsted March 2019

Ofsted Inspection - March 2019

Overall effectiveness - **Good**

Effectiveness of leadership and management - **Good**

Quality of teaching, learning and assessment - **Good**

Personal development, behaviour and welfare - **Good**

Outcomes for pupils - **Good**

Early years provision - **Good**

In May 2018 we were delighted that the school was recognised as 'Good' in the SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection.

In March 2019, Ofsted inspected our school and we were graded as 'Good' across all areas.

We are really looking forward to working, learning and supporting you and your child and welcoming them into our Priory family.

Maria Gummer





We are here to help



Mrs Grimmer
Head Teacher and Alternate
Designated Safeguarding Lead



Mr Rust
Deputy Head Teacher KS2 /
SENDco and Designated
Safeguarding Lead



Mrs Dyle
Deputy Head Teacher KS1 and
Designated Safeguarding Lead



Mrs Richardson
Assistant Head Teacher, Head
of Standards in KS2, Assessment
Lead and Designated



Mrs Hazell
Designated Safeguarding Lead
and Family Support Lead



Mrs Wells
Attendance Lead



Mrs Jeanette Ward
Acting Assistant Head Teacher



Mrs Marriott



Mrs Steward
Behaviour Team



Aims and Values of Our School

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.

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.





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. 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.

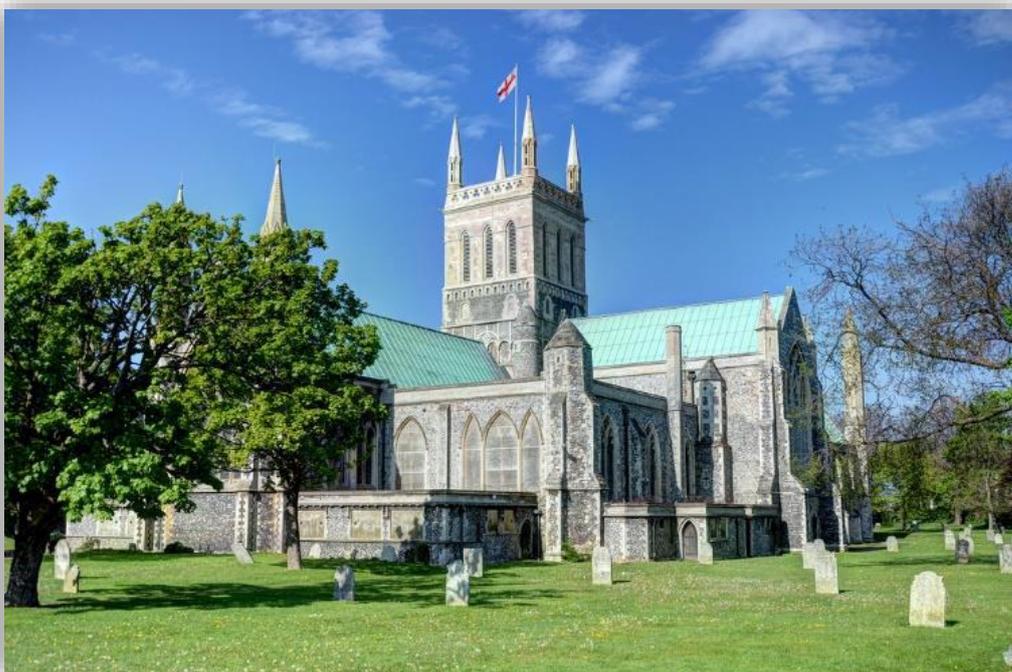
At St Nicholas Priory Church of England Voluntary Aided Primary School our Christian ethos enables us to support our children to be well motivated, self-disciplined individuals who have a strong sense of right and wrong as well as a true concern for others. As an inclusive school we welcome children of any faith

believing their attendance will enhance the already varied cultural diversity within our Christian community.

In September 2020, we will have up to 426 pupils on roll. We have a teaching staff of 21 including the Head Teacher and we also have a high ratio of qualified teaching assistants and higher Learning Teaching Assistants for additional support.

VISION STATEMENT

“We aim to welcome and celebrate the diversity of all God’s children and provide a safe, caring space in which they can achieve their best academically, spiritually and pastorally whilst also learning to serve others”.



School Facilities

The school has a well-equipped classroom for computing. There is also an excellent library. High quality school meals are cooked on the premises and children eat in a very well designed dining hall.

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

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.

There are three playgrounds which are marked out for games and activities. This year we have installed astro-turf on the main playground. This all-weather surface has incorporated markings for football, netball and hockey as well as providing a green space for the children to play in.

We use a local swimming pool for teaching pupils swimming.



Chairman of Governors, Dr Harry Taylor opening the new astro-turf playground



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 2 classes in Y6 in September 2020.



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 line with national requirements, Reception children are assessed on entry to school using the baseline testing for EYFS and are assessed again in June to measure their level of development before joining Year 1. Year 1 children undertake the national phonics screening test in June.

In May, children in Y2 and Y6 take national curriculum tests to assess their progress in English and Maths.

All pupils will be encouraged and helped to achieve the best possible results they can. We value effort and

progress as well as achievement.

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 are happy to discuss how your child is getting on at a convenient time not just at parents' evenings. 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.





Term Dates

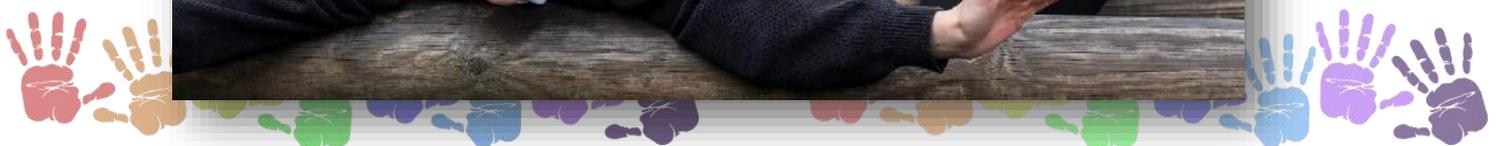
Term	School re-opens on	School closes on
Autumn	Monday, 7 th Sept 2020	Friday, 18 th Dec 2020
Spring	Monday, 4 th Jan 2021	Friday, 26 th March 2021
Summer	Monday, 12 th April 2021	Thursday 22 nd July 2021
Half Term	School closes on	School re-opens on
Autumn	Wednesday 21 st Oct 2020	Monday, 2 nd Nov 2020
Spring	Friday 12 th Feb 2021	Monday, 22 nd Feb 2021
Summer	Friday, 28 th May 2021	Monday, 7 th June 2021



The school is closed to pupils on the following dates due to staff training:

- Thursday, 3rd September 2020
- Friday, 4th September 2020
- Thursday, 22nd October 2020
- Friday, 23rd October 2020
- Friday 4th December 2020

The school really does feel at the centre of its community and should be proud of the warmth it both radiates to everyone within it and which surrounds it on its journey to be an outstanding church school.
SIAMs Report, May 2019





Behaviour and Discipline

At St Nicholas Priory we follow three simple rules – we ask the children to be ready, respectful and safe.

We have a positive 'Behaviour for Learning' policy where we constantly help the pupils with making good choices. We teach them that all behaviours have consequences.



Good behaviour has good consequences such as Reward time, praise, certificates, dojo points, letters or achievement postcards sent home, 'Hot Chocolate Friday' and texts home and unacceptable behaviour has consequences too. These include a warning, moving to another seat, reflection time at break-time or lunch time with a member of staff, being sent to the Behaviour Team, Head Teacher or Deputy Head Teacher, a letter or telephone call home, time in the Reflection classroom or in extreme cases, an after school detention or a fixed term exclusion may be deemed necessary. Parents/carers will be informed by a text if their child spends time with the Behaviour Team. The incident can be viewed on the Gateway app or can be discussed with the class teacher at the end of the school day.

Very serious or persistent unacceptable behaviour can result in fixed term exclusion. However where this does occur we will work hard with children and families to ensure a successful reintegration.

Keeping Parents Informed

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.

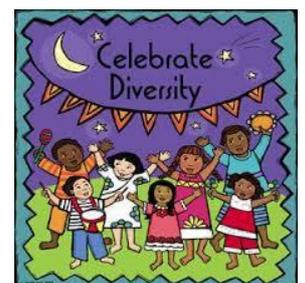
All children in KS2 will be given a letter at the end of every term indicating any negative behaviour points (NB many of the children in the school have zero negative behaviour points). The letter will give you details of how to download the free School Gateway App for your phone, laptop or tablet so you can check on your child's behaviour regularly. There will also be details of how you can speak to the class teacher or behaviour team for any concerns you may have regarding behaviour.

Please speak to Mrs Steward or Mrs Marriott if you have any concerns with bullying or behaviour; Mrs Wells if you have any concerns with attendance.

Racist incidents

The school does not tolerate racism. Incidents perceived to be of a racial nature usually carry a consequence of a period of time spent in Isolation for the perpetrator.

All such incidents must be reported to Norfolk County Council (children are not named). Severe cases may also be reported to the Police.



Parents/carers of victims and perpetrators of racial incidents are notified by telephone and by post



"The behaviour of pupils is good".

"Pupils support one another and work well together. This was particularly evident during break times and lunchtimes".

"The school's new approach to behaviour has resulted in pupils' behaviour on the corridors being of the same standard expected in the classroom".

Ofsted March 2019



We believe that it is important to celebrate children's achievements in and out of school in a variety of ways – through praise – Dojo points – certificates – displays of work and recognition in assembly.

Every child in years 2 to 6 are given Dojo Points in recognition of hard work, a caring attitude, working with others etc. Children are presented with metal badges for 25, 50, 75, 100 and multiples of a hundred Dojo Points.

We hold Wonderful Work Wednesdays where the teacher or Governor can share a child's exceptional work with senior leadership staff and the child joins the Head Teacher for a hot chocolate and a cake.

On Fridays we have our Hot Chocolate Fridays where a child from every class is nominated for being a star in class during the week. Nominees join the head teacher for a hot chocolate and a cake

On selected Fridays we hold Celebration Assemblies. The children share their outstanding work with the rest of the school. Pupils are encouraged to share their achievements with the Head Teacher

Oscars Award Evening

Twice a year we hold our Oscar's evening where each class nominates one boy and one girl who have shown exceptional behaviour. The children and their parent/carer are invited to a special award presentation evening, where the children receive a certificate and an Oscar trophy. A photographer



is present to capture the moment and take some family photos (provided free). The evening is rounded off with an informal buffet, where staff and families can chat about how wonderful the children are.

At the end of the year as part of the July Oscar's evening we also celebrate those children who have made significant improvements to their behaviour. The children and their families are invited to attend the evening where they will receive a certificate, a trophy and a photograph (provided free). They are also invited to join the Oscar winners to join in with the celebration buffet at the end of the evening.

Sports Olympians

This year our new sports Olympians Award Evening will be taking place in July, celebrating those children who go

"Pupils' behaviour is exemplary; they demonstrate strong and sustained relationships with one another and staff, whether it be the 'check-in' with pastoral staff at the start of the school day or using self-help resources to manage their own behaviour and conduct"

SIAM's Report May 2018

above and beyond in sporting activities





Uniform

Uniform for **Reception, Year 1 and Year 2**



Yellow



Black – knee length



Black or tailored shorts



Or cardigans with school logo



White or black tights



Black

+ Black school shoes

PE kit



Black



Black

Joggers for winter months



With school logo

Football socks



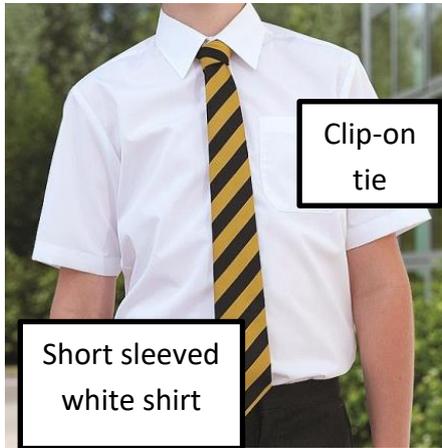
Black

+ Training shoes





Uniform for **Years 3 - 6**



Short sleeved white shirt

Clip-on tie



Black – knee length



Black or tailored shorts



Or cardigans with school logo



White or black tights



Black

+ Black school shoes

PE kit



Black



Joggers for winter months



With school logo



Football socks

Black

+ Training shoes





No training shoes - PE only



No boots to be worn in school



No large coloured hair accessories only small black or yellow bows



No hooped or dangling earrings



No Pinafore or dungaree dresses



No leggings



No black jeans or cargo pants



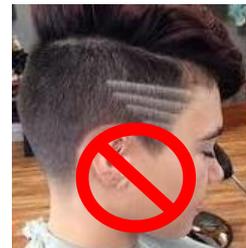
No gingham dresses



No mohawk hair styles



No unnatural hair colours



No shaved patterns

Shopping for Uniform

Black school **logo** jumpers and cardigans are available from Harrisons Schoolwear (£15) on Southtown road, Great Yarmouth or online (£9.50) at myclothing.com (enter the full school name or postcode – NR30 1NL) alternately can be ordered via the school office (£9) – cash payment required with order.

Clip-on ties (£5) are available via the school office or Harrisons Schoolwear – cash only

PE school **logo** t-shirts (£5) are available from the school office – cash only

Black knee-length skirts, black trousers, black tailored shorts, yellow polo shirts (KS1 only), short-sleeved white shirts (KS2 only), black tights, white/black socks, black football socks, black football shorts and black jogger bottoms – are all available from Tesco, Sainsbury, Asda, Morrisons, Matalan etc





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 ear-rings 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.



Mobile Phones

Children bringing mobile phones into school should be reminded that phones should be switched **off** before coming onto the school premises. Phones are not permitted in the classroom and should be kept in the child's school bag or coat. Children are not allowed to access their phones during the school day.

All phones are the responsibility of the child and brought into school at their own risk. The school cannot be responsible for any damage or theft of mobile phones.



**Please
Switch Off
Mobile
Phones**





As you are aware it is a legal requirement to publish the attendance rate. The attendance figures for 2018 - 2019 were as follows –

94.4% attendance

3.5% authorised absence

2.2% unauthorised absence

Unauthorised absences include –

- lateness
- holidays
- absences unsupported by parents

It is essential that your child is in school and on time every day. We do have an attendance officer in school who is available to speak to parents/carers where there are concerns and will follow up on any attendance issues. Holidays during term time are unauthorised. 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.



Attendance and Lateness



It is a legal requirement that parents make sure their child attends school every day. The target for your child's attendance should be +96%. 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 for **all** pupils. A member of staff is on duty in the playground from 8.30am when the gates open. If a pupil in 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 9.00; lateness is recorded as an unauthorised absence after this time and will affect attendance figures.

Holidays during term time

The school does not authorise holidays during the school term. Unauthorised it may result in a fixed penalty fine.

Appointments during the school day

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. Children should only be off school for the duration of the appointment and should return to school as soon as possible.



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.





Before School and Break time

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 Senior Leadership Team are also available to speak to parents/carers about any issues or concerns on a more informal basis, at this time.



The bell rings at 8.40am for the start of school; pupils go into school at this time. It is vitally important that your child arrives ready for the start of the school day on time (see absence and lateness). The school gates are locked at 8.45am. 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 8.45am (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 the school

Pupils are encouraged to:

- ✓ Talk politely to others
- ✓ Walk on the left using 'Wonderful Walking' (walking quietly with hands behind back)
- ✓ Hold doors open for others
- ✓ Line up quietly in the playground at the end of break and lunch using Legendary Line Ups (alphabetical order, straight line, hands behind backs) to wait for their teacher who will escort them inside
- ✓ Use 'kind hands and feet' and ' kind words'

"Throughout the school, pupils are polite, courteous, friendly and welcoming. They show high levels of respect, opening doors for one another and for adults. They have embraced the school's new mantra 'ready, respectful, safe' and its subsequent components 'wonderful walking' and 'legendary line up'. They have a clear understanding of right and wrong".

Ofsted March 2019





Pupils are encouraged to:

- ✓ Organise themselves and their equipment
- ✓ Listen carefully to adults and each other
- ✓ Be proud of their work , reflect upon it and give feedback to the teacher
- ✓ Work well with others
- ✓ Keep the classroom tidy
- ✓ Make good choices about where they work and the challenge of the activity they do
- ✓ Produce work that is their best

"Pupils show high levels of enthusiasm for their work and have good levels of resilience when solving problems. They are proud of their work. Pupils learn to talk about and manage their feelings well. They can articulate their thoughts clearly and work collaboratively with each other using the structure of 'thinking aloud'".

Ofsted March 2019





At Lunchtimes

Pupils are encouraged to:

- ✓ Eat their lunch quietly in the dining room or outside 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 by joining in with one of the many lunchtime activities

Lunchtime activities available

Indoor activities:

- ICT club
- Art club
- Social club
- Choir

Outside activities:

- Football
- Netball
- Basketball
- Hockey
- Dodge ball
- Catch ball
- Multi Skills
- Athletics
- Trim trail
- Quiet corner





The School Curriculum

At St. Nicholas Priory we endeavour for all children to become intrinsically motivated ambitious life-long learners.

We do this through providing an enriched meaningful and challenging curriculum through project based learning. Our termly projects provide learners with real world outcomes that engage with

an authentic audience encouraging problem solving, self-reflection and a desire to innovate.

We aim to provide an in-depth exciting learning experience for all children at our school across all

key stages. In KS1 and KS2 we provide all pupils with a learning experience through project based learning. The Early Excellence model is used within reception and through a combined method along with project in year 1.

Children have the opportunity to be recognised for specific talents across all areas of the curriculum. For example in PE, children who show a specific talent for athletics, may be chosen to attend a county wide athletics tournament to showcase these specific skills.

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). Religious Education – The Norfolk Agreed Syllabus is followed.

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 are happy to discuss how your child is getting on at a convenient time not just at parents' evenings. 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.

"The curriculum, including additional activities, provides pupils with a broad range of learning experiences that enable them to enjoy school. This prepares them well for life in 21st century modern Britain and for the next stage in their education".

Ofsted March 2019



Intervention sessions for Read Write Inc.



Read Write Inc.



Parent, Child and Teacher Evenings



make an appointment to speak to the class teacher; teachers are available to discuss progress throughout the school

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

"Leaders engage well with parents and carers. For example, parents and pupils are invited to attend mathematics and reading cafes. Parents spoken to during the inspection spoke really highly about the school and its leadership. A typical comment was: 'Brilliant, I can't praise them enough.'

Ofsted March 2019

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.



Extra-Curricular Activities

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

Dance	Hockey	Dodgeball
Football	Chess club	Multi-skills
Sewing	Basketball	Dance club
Performing arts	Art club	Choir



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 on 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.

"Extra-curricular and enrichment activities are a strength of the school. There is a wide range of clubs that pupils can attend".

Ofsted March 2019

Home Work Club

We also offer our KS2 pupils an after school Home Work Club four days a week (Mon – Thurs) where pupils can develop their understanding of mathematics and grammar alongside members of staff.







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 agreed to heavily subsidise primary school meals in 2018/2019.



A two course meal with a drink is £2.30 from September 2020, for children in KS2 (any owed dinner money should be paid back immediately); Reception, Year 1 &

Year 2 children all receive a free meal at the present time but this may be subject to change in the future. If your child doesn't want a school meal, he/she should bring a packed lunch.

Packed Lunches

Packed lunches 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/children achieve their full potential by providing extra resources and additional educational opportunities.





Breakfast Club

Breakfast Club starts at 7.30am 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, fruit, a drink and sometimes a hot snack. Staff are unable to supervise pupils before 7.30am so please ensure your child does not arrive prior to this time.



"Provision for pupils with special educational needs and/or disabilities (SEND) is well led and funding for this group of pupils is used effectively. The leader with responsibility for SEND and behaviour supports learning across the school well, so that pupils with SEND make good progress from their starting points. Intervention strategies have a positive impact on the progress of these pupils".

"The school promotes the development of pupils' spiritual, moral, social and cultural skills effectively. The school environment, with its wall art, quotations and current displays, emphasises leaders' commitment to learning beyond Great Yarmouth. Pupils understand the school's values well and how these apply to their community and wider Britain. They are taught to value difference and develop moral values".

Ofsted March 2019

Break time Snacks and Drinks

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.



Inclusion and Equal Opportunities

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. The school has a lift, stair lifts, and suitable access toilets.

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, and governors, the curriculum and Extended Services within these areas.





St Nicholas Priory Primary School is committed to safeguarding and promoting the welfare of our children. To achieve our commitment we will ensure continuous development and improvements of our robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff, volunteers and visitors who work with our children at the school. We also support the Government's Prevent Strategy, which is designed to prevent and counter the threat of radicalisation and extremism with our children.

All adults who work in the school have a responsibility to read, understand and implement **ALL** safeguarding policies including our own Child Protection Policy and Guidance from the Government: Keeping Children Safe in Education and Working Together to Safeguard Children. **ALL** staff receive annual training and regular updates in issues relating to safeguarding and child protection.

Information sharing is vital to safeguarding and promoting the welfare of our children. Sometimes we will need to share information and work in partnership with our agencies when there are concerns about a child's welfare. We will ensure that our concerns are shared with the child's parents/carers **first UNLESS WE HAVE REASON TO BELIEVE THAT SUCH A MOVE WOULD BE DAMAGING TO THE CHILD'S WELFARE.**

Our Designated Safeguarding Lead is **Mrs R. Hazell**

Our Deputy Safeguarding Leads are **Mrs M. Grimmer, Mr D. Rust. Ms L. Dyble** and **Mrs A. Richardson**

Our Safeguarding Governor is **Mr M. Ward**

SEND - Link

Parents, carers & professionals can use The Local Offer's Provider Search Feature to find services in their area. They can access free Information, Advice and Guidance and connect with The Local Offer's social media platforms on Facebook, Twitter, LinkedIn and Instagram. www.norfolk.gov.uk/.../send-local-offer

Looked After Children

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

"The school's culture is focused on making St Nicholas Priory Primary School a safe place to be. Pupils say that they feel safe and are listened to. They know who they can talk to if they have a problem".
Ofsted March 2019

School Policies

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





Pastoral Care

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 'ELSA' room where they can talk to Mrs Sewell. 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.

"Staff are well trained and raise concerns where necessary. They have a detailed understanding of the risks associated with the criminal exploitation of children known as county lines".

Ofsted March 2019

Our Designated Safeguarding Lead is **Mrs R. Hazell**

Our Deputy Safeguarding Leads are **Mrs M. Grimmer, Mr D. Rust. Ms L. Dyble, and Mrs A. Richardson**

Our Safeguarding Governor is **Mr M. Ward**



Helpful links

School: 01493 843552

Children's Services: 0344 8008020

Childline: 08001111

Police: 101

Keeping Children Safe in Education - Link

In this guidance, there's very much emphasis on thinking about children with SEN and disabilities, those who were care leavers, and those children who were previously looked after, in the main those children are adopted children. This links into the guidance for designated teachers for looked after children and previously looked after children. The new guidance is also very clear about peer-on-peer abuse, and indeed on sexual violence and sexual harassment.

www.gov.uk/government/publications/keeping...



Special Educational Needs

Some children have Special Educational Needs and Disability (SEND) and need extra help with their education. 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 and Disability Co-ordinator.

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. Mr Rust is the SENDCo (Special Educational Needs and 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 Needs or Disability booklet in this information pack.



"Teachers and teaching assistants have a good understanding of the needs of pupils with SEND. They set appropriate targets and provide high-quality support to ensure that these pupils make good progress".

Ofsted March 2019





More Able Learners

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. We have additional groups for more able learners.

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 2018/2019 have included workshops with a published author and an 'Able Writers' Day.'

Your child's class teacher or Miss Ray can speak to parents about what the school provides

"Disadvantaged pupils are well supported and achieve well across the school".
Ofsted March 2019

Prefects and Learning Ambassadors

We invite pupils to be part of a variety of teams. In year 5 and 6 we have Priory Prefect teams who support other pupils at lunch times. Prefects work in teams of about ten, each of which are led by a year 6 team leader. Pupils in year 5 and 6 will be offered a Prefect position, if they have had an exceptional behaviour record from the previous academic year.

Classes in years 3 to 6 have two learning ambassadors who help develop important aspects of teaching and learning. 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. They meet and discuss learning in class, show visitors round school and take part in celebration assemblies where pupils who have made progress are recognised.

"Prefects, who are proud of their responsibilities, actively support their peers, especially at break times and lunchtimes".

Ofsted March 2019

We also have science and religious education ambassadors in school who take part in special events.





Community

One of the aims of the school is to make pupils aware of the community and to care for others. 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, and voluntary groups. We also make use of local resources whenever possible.

Throughout the year, pupils do consider and help other people with less than we have. Our school supports a range of charities including 'Help for Heroes', 'Red Nose day', 'MacMillan', 'The Poppy Appeal', 'The Lifeboat RNLI'



Curriculum Map

Whole School Curriculum overview 2020 - 2021

	Back in Time	Earth Matters	Earth Matters	Around the World	Around the World	
YR	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.					
Y1	<p>1. Rumble in the Jungle</p> <p>Animals including reptiles and mammals and what they eat.</p> <p>2. Noah’s Ark</p> <p>Learning a historic bible story.</p> <p>Design and build an ark.</p> <p>3. The Enormous Turnip</p> <p>Nutrition and cooking. Plants and their basic structure.</p>	<p>1. The Emperor’s New Clothes</p> <p>Tailoring clothing.</p> <p>Significant individuals.</p> <p>2. Why is the Sky Blue?</p> <p>Investigating and curiosity.</p> <p>(Nativity)</p> <p>Learning around the Christmas story and performance skills.</p>	<p>1. Kitchen Disco</p> <p>Investigating everyday materials</p> <p>2. Willy the Dreamer</p> <p>Careers, aspirations and opportunities.</p> <p>Continents and oceans.</p> <p>3. Goldilocks and the Three Bears</p> <p>Working scientifically to conduct experiments.</p> <p>Fieldwork around the school.</p>	<p>1.Charlie and Lola: Look After Your Planet.</p> <p>Recycling.</p> <p>2. Funny bones</p> <p>Human anatomy and senses.</p> <p>3. Traction Man</p> <p>Design and create products using technical knowledge and exploration of materials.</p>	<p>1. Mad About Minibeasts</p> <p>Minibeasts from around the world, what they eat and nature.</p> <p>2. Handa’s Surprise</p> <p>Understanding similarities/differences between GY and an African town. Hot and cold areas in relation to the equator and poles. Traditional art and artists.</p> <p>3. Phonics preparation</p>	<p>1. Owl Babies</p> <p>Identifying a variety of plants and trees in the UK and from around the world. Identifying a variety of birds and what they eat.</p> <p>2. Singing Mermaid</p> <p>Animals including fish and amphibians. Circus skills and the history of circus.</p> <p>Phonics/ End of year rehearsals.</p>





Y2	<p>1. Peter Rabbit</p> <p>2. Into the forest</p>	<p>1. True story of the 3 little pigs</p> <p>2. Christian the Hugging Lion.</p>	<p>1. Malala's Magic Pencil.</p> <p>2. One Plastic Bag</p>	<p>1. 10 Things I can do to save the planet.</p> <p>2. The Bear and the piano.</p>	<p>1. Dougal's Deep Sea Diary.</p> <p>2. The Day the crayons quit/cam home.</p>	<p>1. Whatever Next!</p> <p>2. Meerkat Mail</p>
Y3	<p>When is a mummy not a mummy?</p> <p>Achievements in early civilisations. Egypt.t</p> <p>Light - Shadow formation Reflection of light Protection against light</p>	<p>What was life like 10,000 years ago?</p> <p>Changes from Stone age to Iron Age. Rocks -- Compare rocks -- physical properties Understand rock formation Fossils Soil</p>	<p>Do plants have a good life?</p> <p>Functions of flowering plants Requirements of plants for life and growth Life cycle of flowering plants</p>	<p>Why don't we wobble like a jellyfish?</p> <p>Biomes around the world. Nutrition and skeletons.</p>	<p>Would you rather live?</p> <p>Magnets and forces, fact files of countries.</p>	<p>What's Great about Great Yarmouth?</p> <p>Local history study of GY-fishing</p>
Y4	<p>How would you have survived Roman Britain?</p> <p>Romans and their impact on Britain</p>	<p>How did Greek superheroes change our life?</p> <p>Ancient Greece</p>	<p>Is there anybody out there?</p> <p>Earth and Space</p>	<p>Can a camel live in the North pole?</p> <p>Frozen Kingdom Animals</p>	<p>Can it snow in the desert?</p> <p>States of matter</p>	<p>Would you live next to a volcano?</p> <p>Pompeii Making a volcano</p>
Y5	<p>Who was a raider and who was a trader?</p> <p>Anglo Saxons and Scots Traders</p>	<p>Vikings: Ruthless killers or peaceful settlers?</p> <p>The Vikings</p>	<p>Can you survive the amazon?</p> <p>Amazon rainforest Deforestation Endangered animals.</p>	<p>What powers the world?</p> <p>Energy sources Renewable and non renewable energy</p>	<p>How was GY affected in WW2?</p> <p>WW2 in our locality</p>	<p>Does the crime fit the punishment?</p> <p>Crimes around the world Crime and punishment over time.</p>
Y6	<p>What was Victoria's Revolution?</p> <p>Reign of Queen Victoria</p>	<p>Whose planet is it anyway?</p> <p>Darwin's Delight</p>	<p>Can we save the world?</p> <p>Reduce, Reuse, Recycle</p>	<p>What is the world's deadliest hazard?</p> <p>Extreme Weather</p>	<p>Would you like to live in the Uk or Mexico?</p> <p>Looking at geographical similarities. Making textiles.</p>	<p>What can we learn from the Mayans?</p> <p>Mayan history. Human body</p>

Reception Unit Statement

"In the early years, children make a good start with their early development of reading because of effective teaching and an encouraging environment. The teaching of phonics in the early years is strong, with more pupils developing at an appropriate level".
Ofsted March 2019

The Early Years Foundation Stage Framework (EYFS) sets out the learning and development stages for children as they grow from birth to five years. For those working in the early years - whether in a nursery, pre-school, a childminder or in a reception class in school - the EYFS outlines what they need to do to support your child. There are several key things to remember:

- Children learn and develop through playing, exploring, being active, creative and being asked questions to help their thinking.
- Children develop more rapidly during the first five years of their lives than at any other time.
- Every child is different and children do not grow and develop at the same rate.

- Communication and language and literacy are VITAL areas for you to enjoy supporting your child with. It is important that your child grows up to be a good communicator and a keen reader and this will be supported by having stories read to them and lots of conversations at home.

As you know, being a parent is very special and amazing as you watch your child grow up. It can also have challenges and so we, at St Nicholas Priory, want to be available to chat with you whenever you would appreciate talking things through. Also you may find the document "What to Expect When" useful in understanding your child's development.







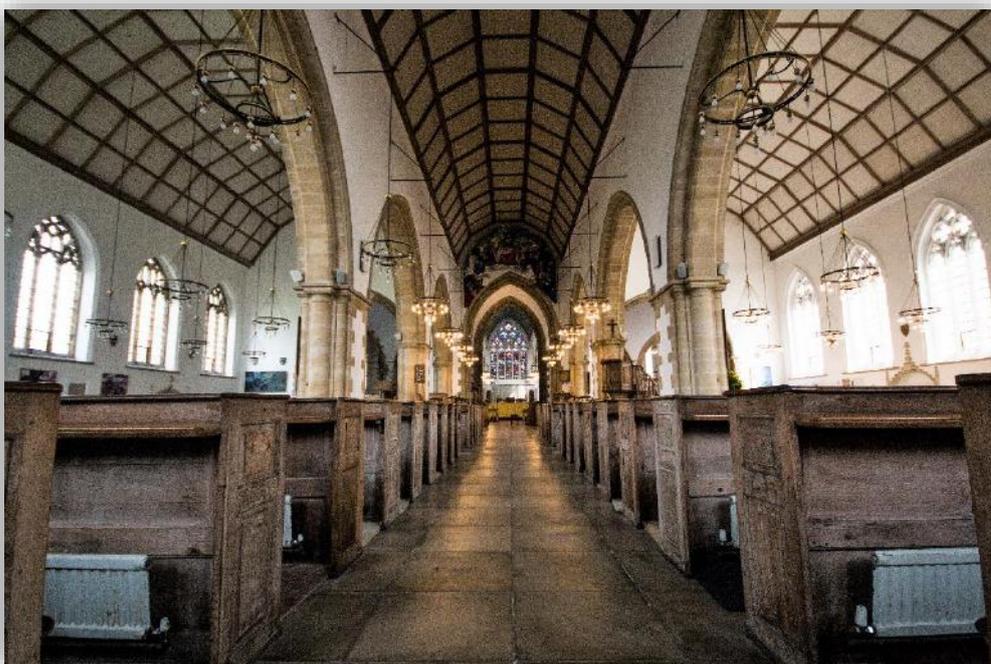
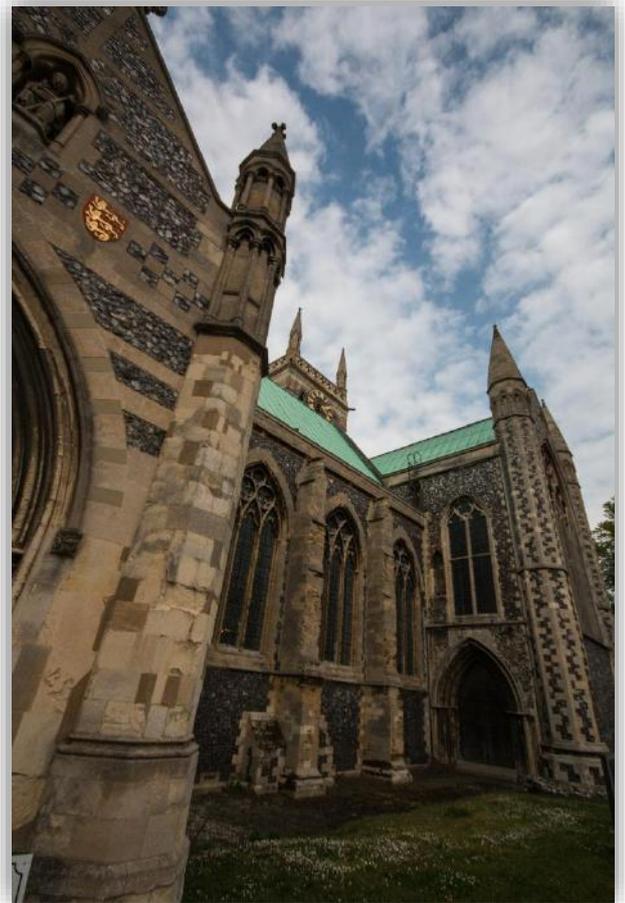
Religious Education

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

“Collective worship is a calm and still time in the school day that provides spiritual nourishment for every child and adult as people of God”
SIAMS 2018

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.



“Religious education (RE) is given high profile in the school, children take pride in their learning in RE and engage enthusiastically in their RE lessons”.
SIAMS 2018



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.

Home Learning

"Teachers set appropriate homework, which helps pupils improve their mathematics skills, research and independent writing. Information on the school's website and the school's 'learning packs' encourage parents to support their child at home with their learning".

Ofsted March 2019

By completing work at home, children can embed skills they have learned in class and make better progress. They also benefit from parent / carer involvement in their learning.

Reception & Key Stage 1

Reading - we provide a wide range of age appropriate reading books. It is recommended that parents or carers listen to their child(ren) read, once a day, for a minimum of ten minutes. Read stories together as often as possible. In this way children learn to enjoy reading and learn new vocabulary.

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). Please speak to teaching staff if you have any queries.

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.

Key Stage 2

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. Even if you can't listen to your child, encouraging them to read is still valuable.

It is important for your child's comprehension, to ask questions about the story they have read to you. Check they understand 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. This could include what they liked about the book, for example one of the main characters or events, or any new words they have discovered.



"Pupils read frequently and confidently. Pupils in key stage 1 talked enthusiastically about their books when reading to the inspector".

"A structured approach to reading has been adopted throughout the school, and this leads to good progress. Pupils apply their phonics skills well when reading words that they do not recognise immediately".

"Pupils' reading journals were immaculate in presentation and showed the progress pupils had made in developing comprehension and inference skills"

Ofsted March 2019.

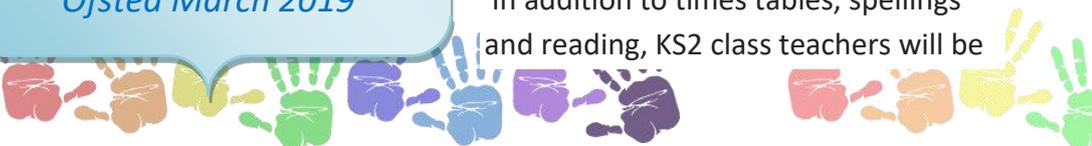
Weekly spellings – Your child will be given a weekly list of 10 spellings to learn. These will generally be linked to the National Curriculum, or to their particular project. Spellings will be tested weekly.

"Teachers accurately assess pupils' knowledge and understanding and use this information to plan a wide range of learning activities that are accurately pitched for pupils' needs".

Ofsted March 2019

Weekly times tables – To help your child's understanding of maths, we are also introducing a weekly opportunity for times table learning. Children are able to login to 'Times Table Rockstars' to practise their times tables at home to further their understanding at school.

In addition to times tables, spellings and reading, KS2 class teachers will be





providing children with a range of workbooks to practise and embed the learning taking place in class. This is a voluntary opportunity for children to extend their skills and knowledge independently. This features a range of Reading, Grammar, Punctuation and Spelling and Writing activities. There will also be Maths homework, where your child's teacher will assign a task to do on a weekly basis. Children are always welcome to work through their homework and seek advice from their teacher during their lunchtimes.

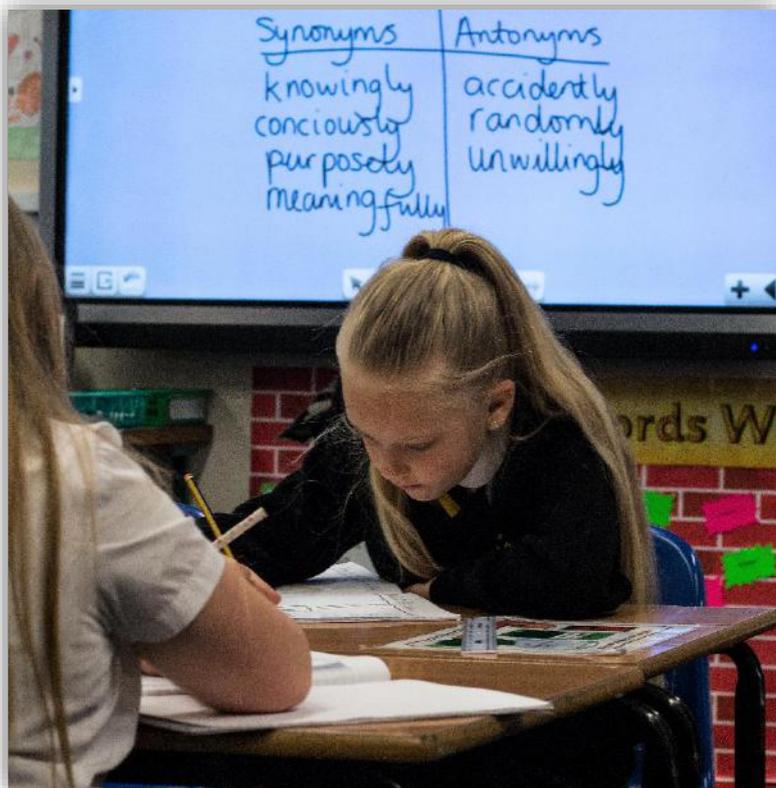
We hope that this will provide parents with an opportunity to gain a real understanding of the curriculum and how your child is performing. It also gives the children a chance of some independent learning and assessment, both of which have been proved to raise attainment.

Children in KS2 may have 'unfinished' class work sent home. This should be completed and returned the next day

If you have any questions or would like additional information or support, please do not hesitate to speak to your child's class teacher.

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.

Parent/carers volunteers

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.





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

We have been lucky enough to be able to create opportunities for children to attend 'Song School' in the Minster Monday to Thursday mornings before school (breakfast included) which is an excellent opportunity to develop their skills and talents.



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 £35 per term, from September 2020, 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 and/or your child is interested in attending the song school at the Minster, please contact the school office.

The school has a choir that practices at lunchtimes. The past two years the choir participated in the Voice In A Million concert at the SSE Arena Wembley. The children have a fantastic day and take part in a unforgettable concert in the evening joining with 5000 children for other schools across the country.

The schools subject lead for music is Martyn Marshall, who is also the Director of music at the Minster.



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.

It is vital that staff can keep all the children safe off the school premises, therefore children who are deemed a risk may not be allowed to go on a trip or may need additional support from an adult in the child's family. The school will always discuss these cases in advance of any trip.

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.

Children eligible to go to camp should have a good behaviour record in school. It is vital that staff can keep all the children safe off the school premises, therefore children who are deemed a risk may not be allowed to go to camp. The school will always discuss these cases in advance with the parents.





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, recipient'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.



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: -

- ✓ Children for whom their Statement of Special Education Needs names this school

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

- ✓ Are in public care
- ✓ Have a sibling attending the school at the time of admission
- ✓ Have no sibling connection with this school

Children who reside outside the designated catchment area and:

- ✓ Have a sibling attending the school at the time of their admission
- ✓ Attend a feeder school at the opening date of the admission round
- ✓ 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.

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





Safeguarding, Looked after Children and Attendance Governor - Mr Mike Ward

The Governing Body

The Governing Body is a group of up to 15 people with diverse backgrounds. They are appointed by either Great Yarmouth Minster and the Diocese of Norwich (who own the school and land), the staff, the parents, or Norfolk County Council and some are co-opted to provide specific skills. They are unpaid. They are responsible for appointing the Head Teacher, employ all the staff, agree the policies, and fix the budget.

They meet several times each term. Each serves for a term of 4 years. The Governing Body agrees aims for the Head Teacher and makes sure that the school is teaching the

children in a way that enables them to maximise their potential.

As a church school it ensures Christian values are expressed in the daily life of the school and that every child is valued, included and learns.

The Governing Body is not responsible for the day to day management of the school nor decisions made about individual children. Complaints need to be addressed to the school who have the ability to resolve difficulties.



Pupil Premium Governor - Arthur Hollis



Parent Governor, Improvement Committee and Community Engagement - Mrs Sharon Mramba

From time to time Governors will ask to meet groups of children. This gives

Governors the chance to find out for themselves how children are progressing and what they feel about their learning and the school. The Governors feel this contact with the purpose of the school is important.

The aim of the Governing Body is to have a school that provides an education that is above the national average within a Christian ethos



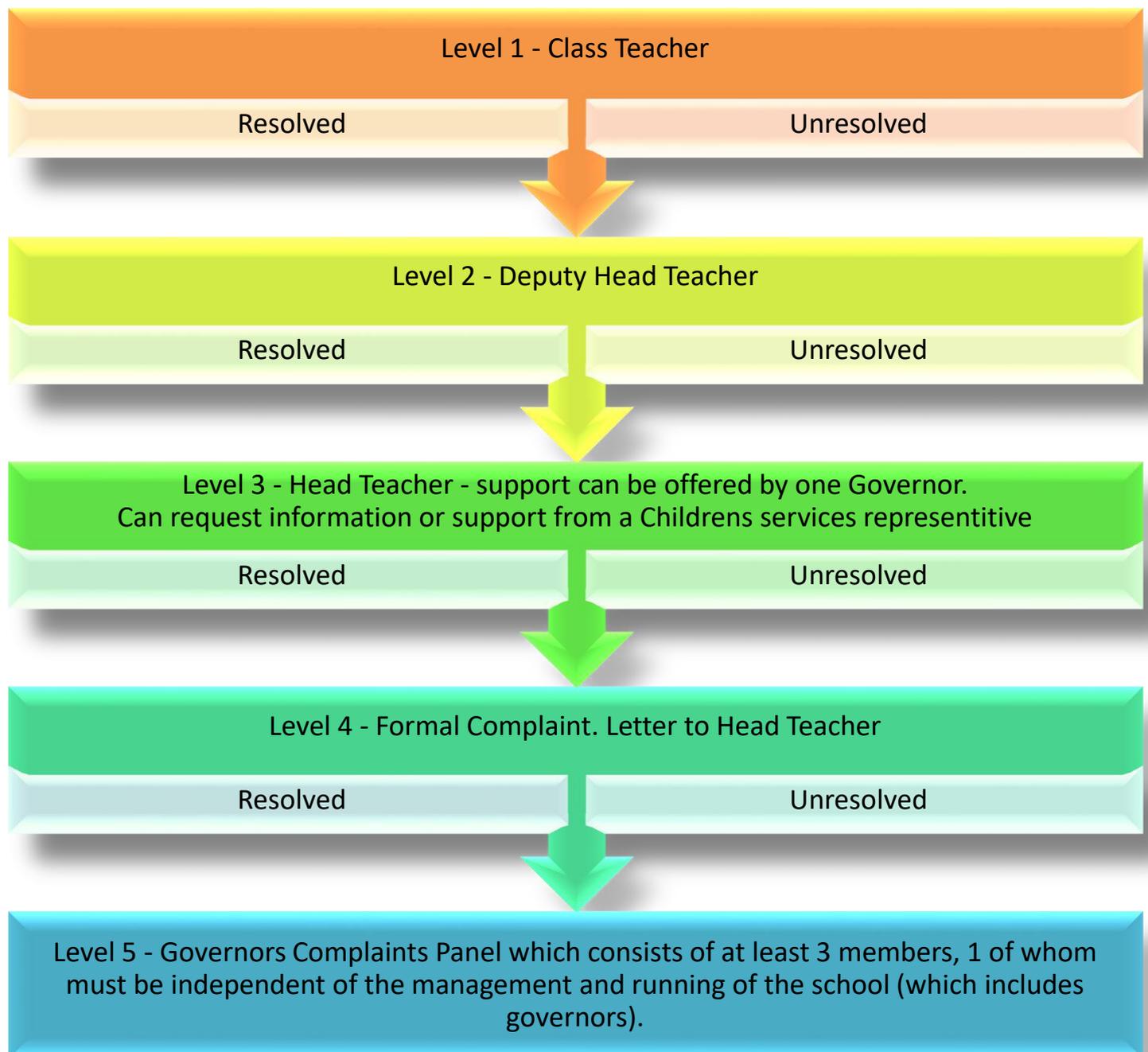


Complaints Procedure

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. Most parents find that if an issue arises this first step will resolve the matter quickly. However, if you are still concerned and want to take the matter further please make an appointment to see the Deputy Head Teacher and then the 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 school office will be able to provide you with a copy of the Complaints Procedure and the name of the Clerk to the Governors.





Charges for After School Activities

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: -

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 £30, from September 2019, 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.

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.

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





Notes

A series of horizontal dotted lines for writing notes, spanning the width of the page.





A large central area containing 20 horizontal dotted lines, providing a space for writing or drawing.





The booklet was produced as a guide to life at St Nicholas Priory

Please feel free to contact the school for more information or to arrange a visit

Special thanks to the photographer Tommy Grimmer

