



Working and Learning Together

Yaxham

Church of England (VA) Primary School



“Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practise. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all pupils.”

A warm welcome from the Head Teacher

Dear Parents and Carers,

On behalf of the Governors and staff I am pleased to welcome you and your children to our school. We are proud of the warm and caring atmosphere and the strong ethos which nurtures confident, enthusiastic learners.

We aim to provide the environment that children need to achieve their full potential. Effective partnership between home and school is key to aspirations. We work hard to communicate effectively with families to build the trust and understanding needed to help children achieve their best.

This prospectus provides you with key information, please also take a look at our school website. If you have any questions please do not hesitate to contact us. We look forward to getting to know you and your children.

Mrs Jennie Müller

Closures and Contacts

School Closure

If particularly bad weather is forecast, please check for school closures daily. Any closures will be communicated through:

- Local radio, BBC Radio Norfolk 95.1 FM & 104.4 FM
- Norfolk Council's website — www.schoolclosures.norfolk.gov.uk
- The school's website—www.yaxhamprimaryschool.co.uk

Contacts

Chair of Governors	Mrs Ann Futter
Clerk to the Governors	Mrs Sonia Fulham
Head Teacher	Mrs Jennie Müller
Chair of Friends	Mrs Rachel Tidy
Pastoral Support	Mrs Sally Thurgill

School website: www.yaxhamprimaryschool.co.uk

School e-mail: office@yaxham.norfolk.sch.uk

Chair of Governors e-mail: chairofgov@yaxham.norfolk.sch.uk

Address:

Yaxham Church of England (VA) Primary School

Norwich road

Clint Green, Yaxham

Norfolk, NR19 1RU

Communication



Important messages will be sent via text. Letters will be posted on our school website as well as coming home in your children's book bags.

Data Collection

Every year we will ask you to confirm that the information we hold about you and your family is accurate and up to date. Please let us know if anything changes, as it is essential in case we need to contact you during the school day.

Website

Our website is a useful source of information about our school, policy and procedure, our curriculum, as well as activities and events. It is regularly updated so please do use it to check for any information you might be looking for.

www.yaxhamprimaryschool.co.uk

More Information

Sickness Absence

If your child is not well enough to attend school, please let us know before registration. Children often feel better once they are in school , so if you are unsure, please send them in. We will always contact parents if we feel they are not well enough to be here. On your child's return to school we require a note from you explaining the absence.

Persistent and frequent absence, explained as well as unexplained, will be passed on to the Cluster Attendance Officer or the Pupil Attendance Improvement Officer, for support.

Holidays

Good attendance, more than 97%, will help improve your child's success at school. Taking time off for a holiday during term time will not be authorised. Absence is only ever authorised in exceptional circumstances.



Medicines

If your child is prescribed have medication to be taken during the school day we require a completed Administration of Medicines form which you can obtain from the school office.

Injury or Illness

When your child is hurt or becomes unwell at school we will administer first aid. In case of a concern we will contact you. If we are unable to contact you we will contact a health professional. Please make sure your address and telephone number are up to date.

Your role as a parent/parental involvement

Volunteers

We welcome volunteers in our school to support children with their learning and with activities such as school trips. If you have any talents you could share with our children, please let us know!

All those who volunteer on a regular basis, must under-go check the Disclosure and Barring Service (DBS check.) Please, contact the school office in the first instance.



Homework

We ask you to support your children's learning through reading and other homework tasks. Tasks may also relate to the topic or theme children are learning about. The homework tasks will have clear objectives, and expectations but if you are unsure, please ask.



Teaching and learning

Our Curriculum

During their years with us, children will grow through the various 'stages'. The Early Years Foundation Stage—Reception, Key Stage 1—Years 1 & 2 and Key Stage 2—Years 3, 4, 5 & 6. Throughout each stage we will focus on the Personal, Social and Emotional Development of children as well knowledge skills and understanding across the curriculum.



Our curriculum works within the guidance of the Early Years Foundation Stage Profile and the National Curriculum. Teachers deliver quality learning opportunities to encourage high levels of attainment. Assessment for Learning and monitoring of the curriculum enables progression to be

made. We provide a balanced curriculum and classes follow themes as a focus and context for their learning.



We aim to inspire the children with additional visits, visitors coming to the school and supporting homework tasks which will give the children plenty of scope to use their creativity.

Assessment

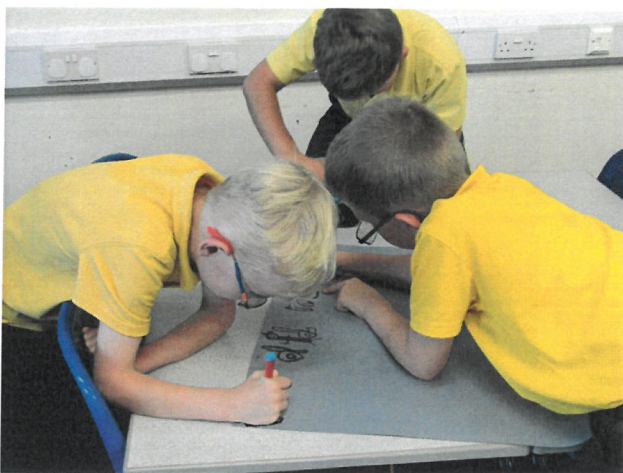
Children are assessed against age related expectations across the school. Your child's attainment and progress will be shared with you at key points throughout the year. Where children make less or greater than expected progress, additional support will be put in place to ensure that their needs are met.

Safeguarding the Children

Every member of staff and all governors undertake safeguarding training. Additionally, two of our members of staff are trained and in place as Designated Safeguarding Leads. Our staff are able to recognise the signs and symptoms of significant harm and are aware of the school's Safeguarding Policy and procedures.

If we notice any signs or symptoms of significant harm (physically or mentally) we will follow the Norfolk Local Safeguarding Board procedures.

If you have any concerns about a child's safety please contact us for advice, in case of an emergency, contact Children's Services or the Police directly.



Getting to and from School

Walking: It would be wonderful if most children could walk to school, but we appreciate that for some that will be too far.

Cycling: In the forecourt of our school we have a small bicycle rack for the children's bikes. Bikes need to be padlocked. Please note that the school cannot accept responsibility for any loss or damage of these whilst at school.

Car: Please ensure you drive and park safely. Please show consideration for our neighbours and other drivers when parking.



Free School Meals

If you are likely to be eligible for Free School Meals, please ask for an application form at the office. The eligibility criteria are shown below.

Due to Universal Free-school Meal funding, all children in Year R and in KS1 are entitled to a free meal, how-

Free School Meals Eligibility

Children of families receiving Income Support, Employment Support Allowance (Income Related) or Income-Based Job Seekers Allowance are entitled to free school meals. Families receiving Child Tax Credit, but who are not entitled to a Working Tax credit, and whose income (as assented by the Inland Revenue) does not exceed £16,190 are also entitled, as are those who receive the Guaranteed Element of State Pension Credit.

ever if you are eligible for a free meals, it is important parents complete the application form as this entitles the school to additional fund

ing to support your child's learning. Ideally, dinners should be ordered on a Monday for the week ahead. Money should be paid sent in a labelled envelope to the office.

We are a healthy school!



Please ensure packed lunches maintain a healthy balance. There should be no fizzy drinks, sweets or chocolate bars. Please avoid nuts in case of allergies.



Swimming

During the Spring Term KS2 children will be having swimming lessons. These lessons are paid for by the school although we do ask parents for a small contribution towards transport. Children will need a one-piece swimming costume or fitted trunks and a towel.



Complaints

We recognise that complaints might sometimes occur and we take them seriously. If you have a concern please speak to the teacher first. Should the problem not be resolved the Headteacher will support. If a resolution cannot be found parents should refer to our Complaint Procedure published on the school's website.

Valuables and Jewellery

Valuables should not be brought to school, we cannot accept liability for any loss of or damage. The only jewellery pupils are permitted to wear are watches and small stud earrings. Children must be able to remove these independently before PE and swimming. Earrings can be taped-over in the initial weeks following an ear-piercing, except for swimming where **all** earrings must be removed. We recommend ears are pierced at the beginning of



School Uniform

The school has a uniform which we encourage the children to wear at all times. You can purchase sweatshirts, polo shirts and fleeces at the office.

- **Navy blue sweatshirt, cardigan or fleece with the school logo**
- **Grey or black trousers, shorts or skirt**
- **Yellow polo shirt**
- **Plain grey, navy blue or white socks or tights**
- **Summer variation—Blue and white or yellow and white ‘gingham’ summer dress**
- **Black school shoes**

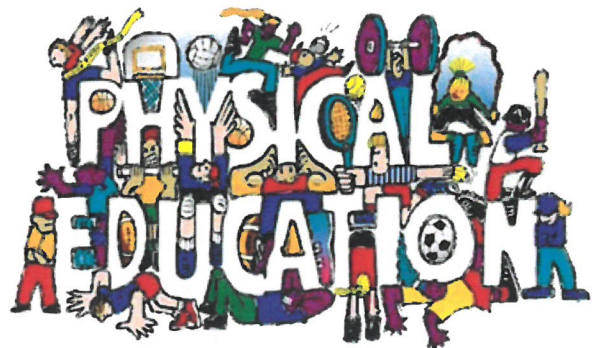
Art and Outside Clothes

It would be appreciated if parents could provide protective clothing for use during Art activities. An old shirt for the older children and a plastic apron for the younger children. As outdoor learning is part of our curriculum all our children should have Wellington boots and water proof coats at school. Please

make sure that **ALL** items are named.

Sportswear

For PE and most games children should wear white polo shirts and navy shorts. For indoor activities they should go bare-footed or wear clean trainers. Children will need tracksuits and trainers suitable for outdoor PE during the winter months. Please include a plastic bag for outdoor footwear.



The School day

The school day starts at 8:55am and ends at 3:15pm. The gate opens at 8:45am.

Early Morning Club

Our Early Morning Club starts at 8:00am. Children can take part in a range of activities in our hall. We ask a voluntary contribution of £1.00 only, which will go towards the improvement of our school. We are currently improving our outdoor area and our ICT equipment in school.



Arrival

Unless attending our Early Morning Club, children should arrive at school between 8:45am and 8:55am, where staff will meet them at the gate and in the playground. At

8:55am all children should be in the playground, ready to proceed into class for registration. Parents must supervise their children before 8:45.

Lunch Time

Our school lunches are cooked off site by Edwards and Blake. There are a variety of choices daily, from packed lunches to vegetarian meals. For more information contact Mrs Fulham in the office.

After School

We offer a variety of after school clubs, throughout the year. You will receive notification of clubs that will be running termly.

Coming to School

Open Days and Events

Families are invited into school for a variety of events such as learning cafes, celebration assemblies and other special events throughout the year. These events give an incite into school life as well as allowing you to share learning experiences with your children.

Meet the Teacher

Early in the Autumn Term there will be time to meet your child's teacher. The teachers will inform you about procedures and expectations in their classrooms as well as the curriculum for that year.

Parents' Evenings

Parents' Evenings are held three times per year. During the Autumn and Spring terms there will be the opportunity to speak to the teacher to discuss your child's progress. In the Summer Term you can book an appointment to discuss your child's end of year report.

Collective Worship

Collective worship is held daily for all children. On Friday afternoons, at 2:45pm, we hold a celebration assembly to which all families are invited.

