



Yaxham Church of England Primary Academy



Diocese of Norwich
Education and
Academies Trust

*Through loving God and loving others,
we flourish, learn & grow.*



Yaxham Primary School is a
Place where they make
every-thing fun and have
kind members who are
positive and loving



A warm welcome to Yaxham Church of England Primary Academy

Dear Families,

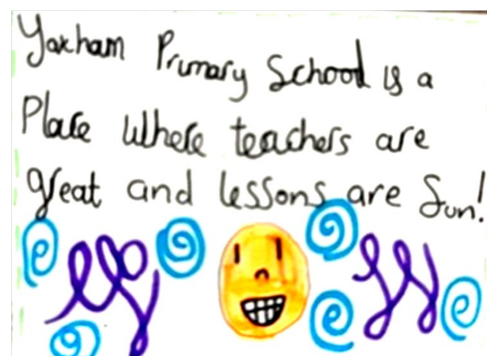
On behalf of the Governors and staff I am pleased to welcome you and your children to our school. We are proud of the warm and caring atmosphere and the strong ethos which nurtures confident, enthusiastic learners.

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 allow our children to flourish, learn and grow.

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

Head Teacher



Coming to School

Open Days and Events

Families are welcomed in school for a variety of events to celebrate learning or for special assemblies throughout the year. These events give an insight into school life as well as allowing you to share learning experiences with your children.

Meet the Teacher

In the Autumn Term there will be time to meet your child's teacher. The teachers will share how your child is settling in. Staff will share class routines and expectations as well as the curriculum information with families.

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 we have an informal Open Evening. Appointments can be arranged to discuss your child's end of year report.

Collective Worship

Collective worship is held daily for all children. On special occasions we invite families to join us. We have close links with the local benefice and are joined weekly by a member of the church team. Once a half term we go to the church for collective worship.



The School day

The school day starts at 8:50am and ends at 3:20pm. The gate opens at 8:45am.

Wrap around Care

Our Early Morning Club starts at 8:00am. And after school care runs until 5pm. Children can take part in a range of activities in our hall. Information regarding charges and booking can be found on the school website.



Arrival

Unless attending our Early Morning Club, children should arrive at school between 8:45am and 8:50am, ready to proceed into class for registration at 8.55 am

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 Activities

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

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 (Plain or 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 a school PE T-shirt and navy shorts. Children will be given their first PE shirt when they start school, any replacements will be available to purchase from the office.

For indoor activities Children 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.



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.



Safeguarding the Children

Every member of staff and all governors undertake safeguarding training. Additionally, three 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 our Safeguarding Policy. This is available to view on the school website or a copy can be requested from the office.

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 can not 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.



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.



Your role as a parent/parental involvement

Volunteers

We welcome volunteers in our school to support children with their learning and with special activities. If you have any talents you could share with our children, please let us know! We also have an active Friends Association, raising funds for the school, engaging in community projects and organising special events for the children. All family members are welcome to join.

All those who volunteer on a regular basis, must under-go a check with 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. All information will be shared through Tapestry and the school website. Tasks may also relate to the theme children are learning about. The homework tasks will have clear objectives, and expectations but if you are unsure, please ask.

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. We will always require information on your child's absence to ensure their safety, please contact us as soon as possible and regularly until their return.

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.

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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.

Communication



Important messages will be sent via text or email. Letters will be emailed, posted on our school website as well as coming home with children.

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 in between these times, 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

Swimming

Children in Year 5/6 will be have swimming lessons for one term each year. 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, a swimming hat and a towel.



Complaints

We recognise that complaints might sometimes occur and we take them seriously. If you have a concern it is important that you speak to your child's teacher first. Should the problem not be resolved the Headteacher will support. If a resolution cannot be found parents should refer to our Complaint Proce-

dure 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. **For their safety, children must be able to remove these independently before PE and swimming.**

We recommend ears are pierced at the beginning of the Summer holiday to avoid any impact on their physical education.



Closures and Contacts

School Closure

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

- Via text or email from the school
- 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

Leroy Burrell

Clerk to the Governors

clerk@yaxham.norfolk.sch.uk

Head Teacher

Mrs Jennie Müller

School website: www.yaxhamprimaryschool.co.uk

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

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

School Telephone: 01362—692033

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