



Acle St Edmund C of E Primary School

Learn more, think more, be more

Brochure
2020 - 2021





Contents

Welcome	4
Our school	5
Our values and ethos	6
Admissions policy	7
Staff	8
The school day	9
Starting school	9
Class groupings	9
Curriculum	10
Collective worship	13
Special Educational Needs and Disabilities (SEND)	14
School Council	15
Educational visits and visitors	15
Charging for school activities	16
Extra-curricular clubs and activities	16
Absence procedures and punctuality	17
Term time holidays	17
Mobile phones	18
Breakfast & Owl (After school) clubs	19
Lunches	20
Medicines and accidents	21
Playtime snacks and drinking water	21
Parent partnership	22
Parking	23
Photography consent	23
Reports and teacher consultations	23
Safeguarding	24
School uniform & sports clothing	24
Friends of the school association (FOSA)	25
Promoting positive behaviour	26





Welcome to Acle St Edmund C of E Primary School

If your child is to join us for the first time we extend a very warm welcome you as parents and look forward to a happy and successful association over the coming years. We hope this brochure will serve as a useful introduction to our school. In it we aim to tell you a little about how the school is run and what kind of education we will provide for your child.

Parents who are considering sending their child to this school are always very welcome to make an appointment to visit us. We are proud of our school, and the pupils and staff would welcome the chance to show you around.

The teaching staff at Acle form a very hard working team whose common aim is to develop sociable, confident children who enjoy the work they do and want to achieve their best. We are proud of the results achieved by our pupils. They are very well placed to cope with high school education when they leave us, having had the benefit of a broad and exciting curriculum, which rightly places a strong emphasis on developing the attitudes, skills and self-confidence pupils need in order to meet further challenges in life.

Mrs Rebecca Clarke
Headteacher

Contacting us

Should you wish to talk to us about anything in this brochure please get in touch,

Acle St Edmund C of E Primary School
Fletcher Way
Acle
Norwich
NR13 3RQ

Telephone: (01493) 750322
Fax: (01493) 750600
Email: office@acleprimary.norfolk.sch.uk
Website: www.acleprimary.norfolk.co.uk



Our school

Acle St Edmund is a village primary school for children aged 4-11 years. It serves the whole community of Acle and Moulton St Mary, although we do have pupils coming to us from further afield. The school is located in a beautiful position with views over the neighbouring marshland.



We have modernised the school building to maximise opportunities for children and enhance the teaching and learning that goes on; recent improvements include the development of our school library and IT suite, as well as creating an excellent after school club and further developing our outdoor learning areas for Reception aged children.

Our large playing field and hard playground area provide excellent opportunities for a full range of sports and play activities. Pupils enjoy playing on the woodland tower, trim trail and tyre park, and make good use of our large gazebo which overlooks the beautiful outdoor surroundings.



We have close links with both Acle Pre-School (located on the school site) and Acle Academy, which is situated at the other end of the village.



Our school is part of a very pro-active cluster of schools in the local area. We have developed a reputation for working closely together to develop extended opportunities for all our pupils, for example last year's cluster sports and arts events, including our successful annual Speech and Language Festival, as well as the cluster athletics competition at the UEA Sportspark.



Our values and ethos

Our school was originally founded by the Church of England in 1860 to educate the children of the village of Acle. This continues to be our central purpose, and we warmly welcome children of all faiths and none, from within our catchment area and beyond. We maintain close links with the parish church of St Edmund and as well as the local Methodist Church. We aim to provide an education of the highest quality and, through the experiences we offer to all our children, seek to support them in developing their own moral, spiritual and ethical standpoint.

The school's vision and ethos

“From a tiny seed.....all things are possible” Matthew 12:31

At Acle Primary school we believe that every child can succeed and flourish, no matter what their starting point may be, within a nurturing environment which is rooted in the core Christian values of Hope, Trust, Respect and Compassion. The staff and pupils at Acle Primary have taken inspiration from the parable of the mustard seed (Matthew 12:31), in which the smallest of all seeds grows into a fully formed tree, full of life, welcoming to all and outward looking.

This image also links with our established school motto:

Learn more:

Our engaging, creative and relevant curriculum encourages and enables pupils to develop the learning skills they need both for now and in the future, so that they can respond to, and embrace, the demands of an ever changing world.



Think more:

Within a nurturing environment, rooted in the core Christian values of compassion, respect, trust, and hope, we believe each child can grow and flourish (from “mustard seed” beginnings) – knowing that they are equally valued and loved by

Be more:

We create opportunities for children to meet their God-given potential in many different ways, developing confidence in themselves and celebrating their own uniqueness and self-worth. We encourage each child to “dream big”, live life in all its fullness and to use their gifts for the good of others.



Admissions policy

The published Annual Intake Limit (the reception year maximum intake) for the academic year 2020 - 21 is 30 children

All children will be admitted at the beginning of the academic year in line with the Local Authority Policy.

- All children must start statutory education full-time at the beginning of the term following their fifth birthday.
- All children born between 1st September 2015 and 31st August 2016 will be offered a full time place from September 2020.
- Parents are entitled to defer their admission or request that their child attend on a part-time basis (mornings only).
- Although it is possible to defer entry to school to the start of Year 1 (for Summer born children) a place cannot be held for that child unless he / she starts school on a full time basis from the start of the summer term in Reception.

In the event of there being more applications for admission during the year than places available, the following allocation criteria will be used, in order of priority:

1. Children with a statement of Special Educational Needs naming our school
2. Children in public care
3. Children living in the catchment area (that is, the parishes of Acle and Moulton St Mary) with a brother or sister currently attending the school
4. Other children living in the catchment area
5. Children outside the catchment area with a sibling currently attending the school
6. Other children

In the event of over subscription, preference will be given to children living nearer to the school.

If a child is admitted from outside the normal area, the parents must accept in writing that they will be responsible for transport and that admission to this school will not influence the allocation of a place at secondary transfer. Entry to secondary schools will be in accordance with the criteria published in the Local Authority's Information to Parents Booklet.

An appeals procedure is in place for parents whose children are not allocated a place at the school. Details can be obtained from the Headteacher.



Staff

Headteacher	Mrs Rebecca Clarke
Chair of Governors	Mr Alastair Smyth
Teaching staff	Mrs Scott Miss Lansdell Mrs Tovell Ms Margerum Miss Bode Mrs Taylor/Mrs Hudson Miss Owen/Mrs Lloyd Mrs Maunder (SENCO)
Sports Coach	Mr Pickett
Wellbeing Co-ordinator	Miss Firago
Teaching assistants	Mrs Belgrave-Lock Mrs Bould Mrs Monument Miss Elphinstone Mrs Green Mrs Hemnell Mrs Hornagold Mrs Mewes Mrs Roberts Mrs Scott Miss Clark Mrs Tunmore
Midday Supervisors	Mrs Haynes Mrs French Mrs Elvin Mrs Dibble Ms Jackson Mrs Smith Mrs Knell
Breakfast club supervisors	Mrs Haynes Mrs French
After School Club supervisors	Mrs Haynes Mrs French
Office Staff	Mrs Bruce Mrs Copsey
Caretaker	Mr Secker
Cleaner	Ms Hicks

The school day

8.55am	Registration
10.30am	Playtime KS1/Reception
10.55am	Playtime KS2
12.15pm	Lunch time
1.15pm	Afternoon school
2.15pm	Playtime (KS1/Reception only)
3.30pm	School finishes



Morning routine

Reception pupils may arrive at school **from** 8.45am, and although the school day officially starts at 8.55am parents may bring them directly into the classroom and are expected to stay with them until that time. This gives school staff and parents the opportunity to share information and for parents to help their children settle in first thing.

Children from Year 1 upwards may arrive at school **from** 8.45am, where they are to stay on the school playground until the bell is rung at 8.55am. Pupils then line up in classes and are taken in to school by their class teachers.

Please note: we cannot be held responsible for pupils' safety before 8.45am and after they have been dismissed at the end of the school day.

Starting school

All children starting at Acle Primary in September have the opportunity to visit the school on a variety of occasions in the summer term to prepare them for transition to school. The Reception class staff also visit the children in their pre-school settings. We also organise a welcome meeting for the parents during the summer term, during which we try to familiarise you with the school's routines and answer any questions you may have.

In the first week of the Autumn term the staff make home visits, if requested, to the new children. This gives the children the chance to meet their new teacher in their home environment as well as giving parents the opportunity to ask any specific questions.

We know that starting school is an important step in the life of a child and his/her parents. We are here to help in any way we can, to ensure a smooth start to this exciting phase of your child's life. Please see our EYFS Reception parents' guide for further information.

Class groupings

We try, where possible, to have single aged classes but this is not always possible, so our alternative arrangement is for pupils to be taught in mixed aged classes. However, this year we have single aged (mixed ability) classes throughout the whole school, with setting for certain subjects where appropriate.

Curriculum

"Children who can learn, dream, hope, love, live life to the full"

At Acle Primary children are at the heart of our curriculum. Our approach immerses, inspires and develops a love of learning for life. Our curriculum is taught through a range of age appropriate topics that are relevant, challenging and stimulating. Teams of teachers plan together to share expertise and deliver a broad and balanced curriculum that promotes the talents and interests of all the children in the class. We have the highest expectations of all the children in our school, aiming for every child to reach their potential both in terms of academic attainment and personal development.



Each term, the children are introduced to a new topic through which different subjects are taught. We endeavour to provide a wide range of experiences for the children to base their learning on. Although a topic may have a particular subject focus, careful planning ensures an even coverage across the school year. This will include using different kinds of technology, making good use of our fantastic outside areas for learning and educational trips and visits, including residential visits in Key Stage 2. There are also opportunities for the children to pursue their own interests. This topic based approach provides a context for the children's learning in subjects such as science, history and geography where there is a balance between the acquisition of knowledge and skills.

Throughout the school there is an emphasis on collaborative working and promoting the school's values of tolerance, fairness, compassion and respect throughout the curriculum.

School leaders and staff *"have ensured that the school is one in which pupils and staff work together harmoniously."* – Ofsted February 2019

Writing

Writing is at the heart of our topics. Children are inspired to write for a whole range of purposes, including stories, poems, letters, reports and biographies. A language rich environment and a focus on communication and vocabulary development ensures children leaving the school have the ability to express themselves verbally and write expressively for a whole range of purposes. Core skills, including spelling, grammar, and handwriting, are taught systematically ensuring writing is accurate and fit for purpose.



Reading

Reading is both an essential skill and a doorway to an amazing world of imagination and information. Therefore reading forms a core part of our curriculum with books often at the centre of a topic. A range of texts inspire topics across the school, from 'Where the Wild Things Are' in KS1, to 'War Horse' in year 5 and 6. A focus on high quality phonics teaching in Reception and Year 1 ensures children are confident at decoding new words.



As a school we want children to develop a love of reading and to read for pleasure. Teachers read aloud regularly to their classes, enabling children to access stories they are not yet able to read for themselves. They read regularly in school both as individuals and as part of group sessions which allow time for discussion and reflection. We also ask that children are heard read regularly at home and keep a home and school reading record to facilitate this.

Maths

Maths at Acle Primary is fascinating and fun! Right from the start daily maths lessons encourage the children to reason about number, to solve problems and have efficient strategies for solving calculations. We use a wide range of practical resources to scaffold children's thinking and solidify understanding in all year groups. Where it is relevant, connections are made between maths and topics, giving mathematical understanding a context in the real world and the children have lots of opportunities to use and apply their skills across the curriculum.



RE

As a Church of England school, the teaching of Religious Education is at the heart of our curriculum.

We have an enquiry based approach to the teaching of RE, encouraging the children to question, think deeply, reflect and consider the impact on their own lives. Often RE and spirituality are embedded within the wider curriculum, with many opportunities for developing the spiritual, moral and social aspects of the curriculum.



Our approach to teaching RE is very much reflected in our school motto "Learn, more, think more, be more". There is a balance between the teaching of Christianity and other faiths, with an emphasis on tolerance and understanding of the ideals of others.

The school have designed *"a curriculum rich with opportunities for pupils to study a broad range of subjects"* which *"develops their creativity and knowledge of the world around them."* – Ofsted February 2019

Physical education & sports



PE at Acle Primary concentrates on the development of new skills along with the consolidation of existing ones. Through our PE lessons we aim to develop strength, stamina and mobility. All children experience gymnastics, dance and games on a regular basis and get the opportunity to work individually, with a partner and in groups.

There are a number of after school clubs which give the children the opportunity to pursue sports in an extra-curricular capacity. There are also opportunities to represent the school in competitive team sports against other schools, including cricket, cross country, athletics, football and netball. We have close links with Acle Academy, whose student sports leaders help run some of the cluster sports events.

We encourage "sporting behaviour" by playing fairly, showing respect to the referee and opponents and realising the importance of winning, drawing or losing with grace. All children in KS2 have swimming lessons in Year 4; some may have additional lessons later in KS2.



Our school has achieved the silver School Games award, in recognition of its commitment to sport.

Music

Music forms a key part of our creative curriculum, with many opportunities given for pupils to explore music making, linked to topics studied, and to perform in school and cluster events throughout the year.



There are a number of peripatetic teachers who visit the school on a weekly basis giving the children the opportunity to learn the violin, clarinet, flute, brass instruments and piano. We also currently offer guitar tuition in school. Elaine Brown runs a musical band made up of talented musicians selected from the cluster schools, giving those pupils the chance to play with others and excel in music.

The school works with the local authority's Music Hub to further extend and enhance music provision within school.

Collective worship in the school plays a major role in promoting the spiritual moral, social and cultural development of each child. An act of collective worship, led by the Headteacher and other members of staff, is celebrated every day, sometimes as a whole school experience and at other times as a key stage or a class based meeting. Children are actively encouraged to take part in them, for example by sharing thoughts and ideas, leading prayers or playing musical accompaniments.

Collective worship



The act of worship is of a broadly Christian nature and offers the opportunity of learning about God through music, drama, storytelling, sharing information and celebrating individual and school successes. We have excellent relationships with local clergy, from a range of denominations, and they regularly lead our Monday whole school assemblies. A local 'Open the Book' team regularly lead drama based assemblies based on bible stories; our pupils love to get involved in these dramas!

Our school pupils take an active part in established services at the local churches at particular times in the year, for example the harvest festival.

Parents have the right to withdraw their children from collective worship and Religious Education lessons if they so wish. However, we request that this is discussed with the headteacher prior to making a decision.

*"Pupils behave well; they know and respect the school's golden rules."
They "listen respectfully to each other's views, and are kind and thoughtful."
– Ofsted February 2019*

International links

We strongly believe in promoting children's understanding of other countries and cultures.

Our school has, in recent years, established strong links with other schools in Europe. We are continuing to plan a curriculum to make best use of **international** links, in order to develop our pupils' awareness of the wider world. Currently, the school has established two links with schools in Northern France, one on the outskirts of Paris, the other in Rambouillet.

Sex and relationships education

Relationships and Sex Education (RSE) is taught in school as part of our Personal, Social and Health Education Programme. Links are made where appropriate with the Science curriculum in topics such as Living and Growing, Life cycles and Healthy Living. The school is using a new scheme, created by Educator Solutions, to implement the new RSE curriculum.

In **Reception and Key Stage 1** the programme lays the foundations for the work in Key Stage 2. The programme comprises aspects of health and hygiene and body awareness. It occurs in cross curricular topics such as 'Ourselves', 'Animals' and 'Changes'. Children will also discuss aspects of emotional wellbeing such as self-esteem, friendships, assertiveness and making sensible choices throughout each year.

In **Key Stage 2** the programme continues to be embedded in our PSHE programme allowing the children to continue and develop their understanding of relationships, staying safe, making sensible choices and valuing themselves. The children will learn about the physical and emotional changes that occur throughout adolescence as well as the biological aspects of sex education.

Details of all topics are shared with parents prior to each stage of the programme and are discussed in a sensitive and honest way with the children.

Parents have the right to withdraw their children from any part of the programme.

Special Educational Needs & Disabilities (SEND)

The school has high expectations for **all** children, including those who may be identified as having a special educational need.

By careful assessment and close monitoring of children in their early years we aim to identify children's special needs as early as possible. We believe a close partnership with parents is vital, so that we can work together to identify needs and create specific learning plans to support pupils. If specialist help is thought necessary, support services are able to offer and provide advice and assistance to both school and parents.

The school's Special Educational Needs policy (see the SEND Local Offer page on our school website) outlines in detail the procedures for monitoring children's progress, the way the school implements the Special Educational Needs Code of Practice and the current level of provision for Special Educational Needs.

We hope that if parents have **any** concerns regarding their children that they contact the school as soon as possible so that we can make the best possible provision for them right from the very start.

School Council

Our school council plays an active part in the life of our school. Each September elections are held to select three children from year 6 to take on the important role of Chairs of School Council. Each candidate has the chance to get their message across through presentations in assembly. Three children are also elected from each class to represent the children's ideas and views.

There are three committees of our school council, each with responsibility for a different aspect of school life.



The **'Lookout team'** makes sure that all the children in our school are safe, confident and happy. The children have been involved in creating a "Dreams and Visions" entrance display as well as conducting anti bullying surveys and rewriting the anti-bullying policy.

The **'Learning committee'** help to ensure that learning is enjoyable, meaningful and relevant to all the children in school. This year the children made a film about respect and resolving friendship problems which we took to the cluster film festival.



The **'Eco Team'** raised awareness of energy conservation by starting up the Eco Class of the Week award and by reducing plastic waste at lunchtimes, working alongside school staff.

The chairs of each committee report to the governors each term on what they have been up to!

Residential trips

We organise an exciting programme of residential trips for children in Key Stage 2. In Year 3 the children go to How Hill, a delightful location just a few miles from Acle. In year 4 pupils travel to Brancaster, on the North Norfolk coast to sail, kayak and learn about the coastal environment there. In Year 5 or 6 they go to Hilltop Outdoor Centre, near Sheringham and, on alternate years, to Holt Hall. They are able to participate in a wide range of exciting activities at these centres, all of which support pupils' personal development and help enrich the curriculum.



Educational visits and visitors

We aim to broaden the learning experience of our children by planning a range of educational day visits. We may ask you for a voluntary contribution towards the cost of such visits - this will be the minimum cost per child in order to make the visit possible. All children are eligible to be included on school day trips and no one would be prevented from attending should you be unwilling or unable to make a contribution, but it is important to be aware that a visit may not be able to go ahead if we are unable to raise sufficient funds to cover its cost.

Throughout the year we also arrange for various visiting artists and professionals to come and work with the children to enhance the curriculum. In recent years, these have included musicians, dancers, authors, theatre groups and storytellers.



Charging for school activities

The Governors have adopted the LA policy for charging for selected school activities, such as music tuition, day trips and residential trips. A copy of our policy is available on our website:

<http://www.acleprimary.norfolk.sch.uk/about-our-school/policies>

Extra-curricular activities/clubs

The number of clubs we can offer varies depending on the time of year and the commitments of staff. Over the last two years we have been able to offer a wide range of clubs, including: football, multi-sports, film, and 'Defenders'. Some after school activities are run by externally, for which there is a charge. Other community groups, such as Guides, Brownies, Rainbows, Beavers and Scouts also use the school premises on a regular basis; a number of our pupils (past and present) enjoy attending these groups.



We are always interested in broadening our range of opportunities for clubs, so if you have any further suggestions, or would like to offer help, please let us know.

Absence Procedures

It is really important for your child's education that they attend school as much as possible.

However, if your child is ill, or has to be away from school unexpectedly:-

- Please leave a message on our answerphone (24 hour availability - press 1 for pupil absence) to let us know they will not be attending *as soon as possible on the morning of the first day of absence. Please also ring again on each subsequent day of absence, or provide a doctor's note. (The school office will try to make contact with parents as soon as possible after registration if they have not been notified of a pupil's absence that morning).*

If your child has a medical appointment to attend:

- Let the class teacher *and* school office know about it in advance, particularly if your child might return to school later in the day and therefore needs to have a lunch ordered.

Punctuality

It is vitally important that all children arrive at school punctually, so that they feel ready and organised for the day ahead. Pupils can arrive at school from 8.45am each morning, when the school playground will be supervised by a member of staff. If children arrive late to school they are likely to miss valuable learning time (for example, the teaching input for either English or maths in KS2 or part of the guided reading programme in KS1) and their late arrival can be unsettling and have a detrimental effect on other pupils' learning too. If your child does arrive at school after the bell has rung on the school playground (at 8.55am), he/she should report to the school office on arrival, explaining the reason for lateness, before rejoining his/her class. A 'late book' is maintained in the school office which helps us to follow up cases of repeated lateness.

Anybody who arrives more than 30 minutes after morning register is taken will be marked as having an unauthorised absence unless the explanation given is accepted as grounds for authorising the late arrival.

The afternoon registration will be at 1.15pm for all pupils. All registers will close ten minutes after this time.

Term time holidays

As you are probably aware, the government has changed the law regarding the authorisation of term time holidays.

The school will not grant any leave of absence during term time unless there are exceptional circumstances. Examples of what might be considered as such could include:

- Service personnel returning from / scheduled to embark on a tour of duty abroad.
- Where a period of leave has been recommended as part of a parent's or child's rehabilitation from a medical or emotional issue. Evidence may be requested from qualified professionals, such as a doctor.
- Attendance at the wedding / funeral of a close family member.

Other times when permission would be given would be for educational activities such as music exams, religious observance or sporting competitions.

The school will **not** accept as an exceptional circumstance the fact that a holiday is cheaper during term time, or for birthday treats.

If you do want to take holiday during term time you will need to fill in a Leave of Absence form, which can be obtained from the school office (also on the school's website). Please give adequate notice and provide evidence to show that the circumstances are exceptional. Supplementary evidence may also be required before authorisation is given; in addition, the Headteacher may need to speak with you prior to making a decision.

A copy of the Attendance Policy is available on the school website and from outside the School Office, outlining the procedures in more detail.

Fixed penalty notices

A fixed penalty notice can be given by the Local Authority in the following circumstances:

- 1 9 consecutive sessions (4.5 days) of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term time
or
- 2 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine *per* child payable within 21 days; this increases to £120 payable per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

Mobile phones

Some of the older children walk or ride to school on their own and parents therefore want them to have a mobile phone for safety reasons. Children who do bring a phone to school must give it to the teacher for safe keeping during the day and it must be turned off at all times whilst on the school premises.

Breakfast club

Our breakfast club has been set up to provide childcare before school starts. The club is child-centred, inclusive and provides a stimulating social environment for children from Acle Primary to start their school day. The club promotes healthy eating, providing breakfast for those whose parents have requested it, and our two club leaders run well organised activities and games for the children in their care.

The club is open to pupils at Acle Primary, from Reception to year 6, and operates during term time only. Breakfast club runs from **7.45am** to the beginning of the school day. Parents can drop off their children at any time until 8.30am. A light breakfast will be served to all children arriving before 8.30am.



The cost of each session is **£4.00** (breakfast is included in this cost). Sessions should be booked and paid for in advance on the half termly booking form, which can be picked up from the school office or accessed via the school's website. More details of the breakfast club can be found on the school website, or from the school office.

Owl (After school) club

Acle Primary's Owl Club has been set up to provide high quality childcare for pupils from our school, from Reception to Year 6. It operates from 3.30 - 5pm weekdays, during term time. We are based in the Owl Club room, though the pupils will also have supervised access to the school hall, kitchen, library and IT suite for certain activities, as well as our outdoor areas.

Owl Club is led by a team of experienced school staff who already know the pupils well and are familiar with all the school's current policies and procedures.



We offer a wide range of activities including; cookery, craft, board games, reading, imaginary play, construction, sport, IT based activities, study support and much more. During their time at the club the children will be able to make choices about what activities to do.

As part of Owl Club we provide a tea type snack; we encourage children to participate in the preparation and clearing up of their snack tea. Fruit, water, milk and squash are also available to the children throughout the session. Do see the school website for more information about the club, including prices.

Drinking water

We encourage children to bring a bottle (with sports cap) of water to school each day. These are kept in the classrooms and can be sipped during the day, helping to prevent dehydration and headaches. Water bottles can be topped up during the day if necessary from drinking water taps in every class base. Drinking water is also available at lunch times, in the hall, and at playtimes (water fountains).

Lunches



Both hot dinners and school packed lunches are prepared on the premises each day by staff employed by Vertas (EATs)

Every child in Reception/KS1 is entitled to a free cooked meal each day, as part of the Government's Universal Offer. This has been expanded to include a "Pick and Mix" option from September 2017,



A mini choice menu is offered for all children. Parents of children in Reception/KS1 are expected to indicate which choice of meal they would like their child to eat throughout the week, by completing an electronic form via Pupil Asset.

For KS2, parents need to send in a sealed envelope to the school office on a Monday morning, with that week's choices and money (£2.30 per day). The information that is required on the envelope is:

- The child's name and class.
- The days on which meals are required for that week, and whether it is a cooked hot meal (vegetarian option is available and needs to be ordered in advance on Mondays), jacket potato or Pick and Mix.

Please make sure the money is the exact amount; any additional money will be carried over to the next week. Alternatively, you can pay half termly or termly in advance. If a child is absent then credits for meals missed will be carried forward.



We also provide facilities for children to eat packed lunches provided by parents, at school. Please ensure that food is packed in safe containers. Only **still** drinks are allowed, and these should not be brought in glass bottles. Sweets should also **not** be part of the packed lunch.

Free meal entitlement – parents in receipt of benefits (as listed for free board and lodging for residential trips), are entitled to free school meals. For every child registered in this way the school receives an additional £1345. This equates to £73,585 for the year 2020/21. This additional funding is called Pupil Premium and must be spent by the school to enhance the education of pupils for whom the funding is targeted. Please register your child even if they are in Reception/KS1 or you do not wish to take up the offer of Free School Meals.

Playtime snacks

We are very pleased to have achieved the national Healthy Schools status in recognition of the work we have done to promote pupils' health and wellbeing. To encourage healthy eating and a varied diet, all pupils in KS1 are entitled to a piece of free fruit every day. The fruit on offer varies from day to day, and includes apples, pears, mandarins and tomatoes.

Children in KS2 are expected to bring in a **healthy** snack, if they wish, for morning break. Alternatively, our tuck shop also sells a range of healthy options, including juice drinks, at morning play.

Medicines

Medicines may only be administered in school in the following circumstances:

- Cases of chronic illness or long term complaints such as asthma, diabetes or epilepsy;
- Cases where pupils are recovering from a short term illness and are well enough to return to school but are receiving a course of prescribed medication such as antibiotics

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be arranged by the child going home during the lunch break or by the parent visiting the school. If this is not practicable parents may make a request for medication to be administered to the child in school. Requests will only be considered if parents complete the form F624b (copies of which are kept in the area outside the school office), and the headteacher has agreed that the school staff can administer the medication. The school reserves the right to refuse to administer medicine.

If your child suffers from asthma, please make sure that inhalers are clearly labelled with your child's name and that the class teacher is aware of your child's need for them. Some children will be considered sufficiently responsible to have charge of their own inhalers at all times. In other cases the inhaler will be kept in a secure place and your child's class teacher will have immediate access to the inhaler whenever it is required by the child. In such instances, the form F624d and F624g must first be completed.

Accidents

Parents are notified immediately if the staff feel that any accident sustained by a child needs treatment by either the local doctor or at hospital. An accident form is filled in by the member of staff on duty. A number of staff members hold First Aid certificates. Several members of our teaching support staff have also completed the 'Step On' and 'Step Up' courses, enabling them to use a range of strategies when dealing with emotional / physical issues with specific children.

Parent partnership

In the first instance, our safeguarding policy states that regular parent helpers must have enhanced DBS clearance. We actively encourage parents to become involved in school life and we have a number of parents who come into school to offer help and support in a variety of ways e.g. working alongside children, helping in the preparation of resources, accompanying school visits. If you feel you would like to help in any way please contact your child's teacher.

Parents are encouraged to support their children's learning through regular homework activities. We sometimes arrange talks for parents about different curriculum areas and we hold regular parents' information sessions on a range of relevant issues so that we can respond more effectively to parents' views. Each class also invites the parents to a special Show and Tell Assembly twice a year. These assemblies showcase the learning which has been taking place in class and enable the pupils to take a very active role in presenting their work imaginatively.

Weekly e-newsletters are sent out each Friday via Pupil Asset, giving parents up to date information about school life. These letters can also be accessed via the school website. More urgent messages and reminders are also sent to parents by text. If a parent does not want to receive the information this way, they will still collect a hard copy from outside the office.

Curriculum newsletters are sent out by class teachers at the beginning of each term, so that you know what your child will be learning and can support them with their education. These are also available on the school website.



Our Wellbeing co-ordinator, Monika Firago, is employed by the school to work with pupils who may benefit from additional support in this area. She works closely with the school staff to identify and support pupils through a range of activities and interventions, such as Brick Club, Circle of Friends, lunchtime enrichment opportunities and 1:1 'Me Time' sessions. She can be contacted via the school office if you have any particular concerns about your child you wish to discuss.

Reports and teacher consultations

We aim to work in partnership with parents and feel that it is important to keep an open dialogue between home and school. You will therefore be invited into school at various times throughout the year. We hold parent consultations in the autumn and spring terms. All parents are invited to make an appointment to meet their child's teacher to discuss their child's progress.

You will receive a written report on your child's progress at the end of the school year and will be offered a further consultation with your child's teacher should you wish to discuss the report.

Of course, if you have any concerns at any time during the school year, you are very welcome to make an appointment to see the class teacher or the Headteacher.

Photography consent

During the course of the school year there may be opportunities to publicise some of the activities that your child is involved in. This may well involve filming or photographing children for use in the local media. As a school, we welcome these opportunities and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays, school brochures and our website.



Photography or filming will only take place with the permission of the headteacher, and under supervision of a teacher. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent. A consent form is included in the admissions form when your child first starts school. Images of your child held by the school can be viewed upon request. You may withdraw consent at any time. All images are held in accordance with the General Data Protection Regulations 2018.

Parking

In order to reduce congestion near the school gates at the beginning and end of the school day, we have permission from the Recreation Centre to use their car park at these times. **We urge all parents to use this facility.** The short walk to school also helps to promote healthy exercise for our children! Parents must not park over the zig zag lines outside the entrance to the school and we expect all staff and visitors to adhere to the entry/exit system in place, to ensure the safety of everyone. The school car park is for staff, visitors, pre-school staff and for disabled parking *only*. Parents may use the car park only for dropping off *pupils only, to walk in by themselves*, **not for parking or stopping.**

Safeguarding

The safety of all the pupils in our care is of paramount importance. A copy of our Safeguarding policy can be picked up from the school office; alternatively, it is available on the school website. Our aim, as a school, is that every child who is a registered pupil is safe and protected from harm. This means we will always work to:

- Protect our pupils from maltreatment
- Prevent impairment of our pupils' health or development
- Ensure that pupils grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable our pupils to have optimum life chances and enter adulthood successfully.

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

Designated Safeguarding Lead: Mrs Clarke

Deputy Designated Safeguarding Lead: Miss Firago

Named governor: Mrs Belgrave-Lock

School uniform

All pupils are expected to wear school uniform and to present themselves well – we believe that the wearing of school uniform creates a sense of identity and also gives pupils a greater sense of equality; we recommend grey/black trousers, skirts or tunics with blue polo shirts and navy blue jumpers or cardigans. There are also PE T-shirts and PE and book bags available that are printed with the school logo.



Our supplier is the Uniform Embroidery Service. This is a low cost, accessible supplier for ordering online only. You can purchase items with our embroidered logo and items such as trousers, PE shorts etc.

Their website address is <https://myclothing.com/acle-st-edmund-c-of-e-primary-school/7850.school>

The school receives 5% cashback on purchases. The in-stock uniform items available in respect of our school will be as shown on the website page. Items which are currently out of stock are not shown and will be visible once stock is available.

Fashion clothing, jewellery or footwear is **not** appropriate and should not be worn. Make up, including nail varnish or acrylic/long nails, should not be worn. It is important that the children wear sensible, flat shoes for safety in school and on play equipment such as the trim trail.

Sports clothing

Shorts, t-shirts and plimsolls/trainers are needed for PE. In cold weather, tracksuits and sweaters are also needed for outdoor PE. T-shirts with the school logo on are available from the Uniform Embroidery Service.

All sports clothing should be at school each day, in a bag kept on your child's peg or in your child's locker. Our providers sell strong drawstring bags designed for this purpose.

A swimming costume (close fitting trunks for boys) and hat is needed for children when they attend lessons in Year 4.

Jewellery guidelines / PE and Games

We adhere to the Local Authority's policy for all schools, regarding jewellery:

Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc should **not** to be worn in PE lessons. Belts with metal buckles should not be worn and long hair should be tied back securely.

We understand that studs or ear rings cannot be removed for around four to six weeks while the piercing heals. We would encourage parents to get children's ears pierced at the start of the longer summer holiday so that the healing process has taken place before school starts.

Teachers are not permitted to remove pupils' earrings for them. Therefore, when earrings can be removed, it is best if that is done by the parents or pupils (before school) on those days when PE and Games is scheduled. If this has not been done, pupils will either need to take out the earrings / studs themselves, before PE, or bring tape to put over the earrings, to ensure safety.



THE CLEAR NAMING OF ALL CLOTHING IS ESSENTIAL

We find a lot of clothing ends up in the lost property bins (located in the activity area in Key Stage 2, and outside the Year 2 classroom for Reception/Key Stage 1). Unclaimed items which are not named are donated to charity on a termly basis.

Friends of the School Association (FOSA)

FOSA is a very hardworking and successful group run by parents and friends of the school. They have organised many fund raising activities and enjoyable social events; their principle aim is to make things better for the children! The main event of the year is the summer barbeque. FOSA have recently funded projects to provide iPads and improve school grounds, including the Woodland Tower and a gazebo/outdoor classroom.

All parents are warmly invited to join FOSA and will be most welcome at any of the planning meetings throughout the year. Do see Grace Abel, chair of FOSA, to express interest in being part of this valuable parent/school partnership.

Promoting positive behaviour

Visitors to our school often comment of the children's excellent behaviour and positive attitude to school and learning. We have a positive School Behaviour Policy which outlines a range of strategies used by all staff to promote and reward good behaviour. The Golden Rules listed below are a set of simple statements about what should and should not happen in school. Each week pupils decide with their teacher what they will do for Golden Time, and the teacher makes sure that Golden Time takes place at an appropriate time (usually, but not always, on a Friday).

Each week teachers choose two children from each class to receive a special 'Rainbow certificate' in our Friday assembly. These are awarded for good work, behaviour, special effort and kind deeds etc. During the week children are also awarded 'merits' for good work and special effort and, each half term, a merit badge is awarded to the child in each class who the teacher feels most deserves this honour.

We are kind and helpful
We don't hurt anybody's feelings

We look after property We don't waste or damage

We are honest
We don't cover up the truth

O U R

We are gentle
We don't hurt others

G O L D E N

R U L E S

We listen
We don't interrupt

We work hard
We don't waste our own or others' time

Please help us to make sure that all the children keep to the rules and that everyone in our school community is treated with respect.

Further information about the school, and an electronic copy of this brochure can be found on our school's website:

www.acleprimary.norfolk.sch.uk