



# Brundall Primary School



To learn, to grow, to create, to achieve

## School Prospectus

### 2011-2012

[www.brundallprimary.com](http://www.brundallprimary.com)

Brundall School is a really happy place to be with such positive vibes.

*Parent*



## WELCOME TO BRUNDALL SCHOOL

Brundall Primary is a vibrant school community situated in a beautiful setting overlooking the river Yare in the village of Brundall.

We are committed to achievement and creativity for all in the school community. We work in partnership with many groups as this supports our intention to provide the best possible learning situations and opportunities for our pupils.

Our academic results are consistently good and we track all pupils' progress to ensure early identification of any specific needs. We are in the Thorpe St Andrew cluster and benefit from close links with the High School and their specialist status in sports. This year we have been awarded both the 'Healthy Schools' and the 'High Quality PE Chartermark'



We are a musical school. Our staff run two choirs, recorder groups and guitar clubs. We are in the fourth year of partnership with the County Music Services which enables all our Year 3 and 4 pupils to learn music through string instruments (Violin, Viola, Cello and Double Bass). The Brundall Philharmonic Strings gave their first recital in July 2009.

The school was awarded the Artsmark in 2008 and this reinforces the commitment to creativity throughout the school. As well as placing a high value on the Arts in the school day, there are high quality after school clubs in Drama and Art.

We are committed to the well-being and safety of our pupils and provide a 'Time to Talk' programme in conjunction with the Benjamin Foundation. We have regular Pupil Council and Circle Times in classes. We challenge racist or bullying behaviours within a framework of positive relationships and behaviour for learning.

We are also developing the sustainability of the school. We are working on reducing energy usage and incorporating sustainability issues into the curriculum through our 'Energy Busters' group. Our Solar Panels are a visible sign of our commitment and we have reduced our energy consumption for the past three years

Parents are supportive and committed and through the 'Friends of Brundall' make a huge contribution to the life of the school and community. The school is in use for a variety of after school groups, both for adults and children, throughout the week.

Information and Links are available on the school website, which gives a good flavour of the richness of learning at the School.



## GENERAL INFORMATION

School	Brundall Primary School
Address	Braydeston Avenue, Brundall, Norwich NR13 5JX
Telephone	01603 712597
Fax	01603 712597
e-mail	<a href="mailto:office@brundall.norfolk.sch.uk">office@brundall.norfolk.sch.uk</a>
website	<a href="http://www.brundallprimary.com">www.brundallprimary.com</a>
Headteacher	Mr R. Stuart-Sheppard
Education Authority	Norfolk County Council
Director of Children's Services	Lisa Christensen, County Hall, Martineau Lane, Norwich NR1 2DL
Chair of Governors	Mrs. Nicola Finch
Cluster High Schools	Thorpe St. Andrew High School Laundry Lane, Thorpe St. Andrew Norwich, NR7 0XS  Acle High School South Walsham Road Acle, Norwich, NR13 3ER

“Staff should be really proud of all that you achieve and of the wonderful school that you have created. I am delighted that my daughters are a part of this school”.

*Parent*



**OUR MISSION** is to develop excellence through high achievement and creativity for all in the school community.

**OUR VISION** is that Brundall School is:

- An institution where pupils achieve and create, and become confident individuals and successful learners;
- An organization that values the role that parents and others play in learning;
- A school where staff continue their own professional development;
- A school that increasingly moves towards sustainability through responsible citizenship.



**THE STRATEGIES** we use to achieve our vision are:

- Putting achievement and creativity of the children first;
- Developing the skills and expertise of our staff;
- Making explicit our goals and targets for improvement and development.

**OUR VALUES** are:

- Mutual respect and unconditional positive regard for each other
- Openness, honesty, fairness
- Respect for differences
- Regard for individuals and groups
- Learning from mistakes
- Placing learning at the heart of the school and our relationships
- Creating a positive environment now and for the future



“You learn things that you don’t know”

*Year 2 Pupil*

“Just a thank you for a fantastic first year at Brundall School. My children have really enjoyed each day. The school has a friendly atmosphere and the work is creative and exciting. Each member of staff is enthusiastic and helpful. We are really pleased we moved here”.

*Parent*



## **OUR AIMS**

In our dealings as adults with children we aim to be positive, encouraging and inspirational and to demonstrate the highest standards of professionalism by:

- planning, preparing and delivering a challenging and exciting curriculum.
- regularly reviewing and improving.
- managing ourselves and resources effectively.
- maintaining good communication with parents.

We aim to recognise and reward achievement and creativity.

We aim to help every child to succeed and to persist at challenges.

We aim to provide a caring, safe, friendly and supportive environment in which all can flourish.

We will teach your child to:

- ❖ read, write, listen and speak effectively;
- ❖ develop mathematical and scientific skills;
- ❖ understand the world in which he/she lives;
- ❖ develop skills to solve problems and form well-judged opinions;
- ❖ enjoy the expressive arts of art, music and drama;
- ❖ enjoy physical activities and sport;
- ❖ develop skills in adaptability, co-operation and imagination;
- ❖ apply knowledge to new situations;
- ❖ become an independent thinker, able to use initiative;
- ❖ develop social skills which lead to increased self-confidence and high self-esteem;
- ❖ understand that the rights of each individual are balanced with responsibility;
- ❖ respect differences of race, gender, age, religion, culture and ability;
- ❖ reflect on and consider a variety of religious and moral issues in a meaningful way;
- ❖ have a positive outlook on life with a balance between hard work/effort and fun/enjoyment.



## THE CODE OF CONDUCT FOR BRUNDALL SCHOOL



### Manners

I am polite to others.

I show good manners wherever I am in school - the classroom, hall, cloakrooms, corridors, toilets, on the playground or field.

I eat my food quietly, using good table manners and clear away afterwards.

I walk and watch out for others.

I use polite and kind language and copy the good behaviour I see around me.

### Kindness

I show kindness to others who need a friend.

I help new pupils to settle in happily at Brundall School.

I do not tease or upset or bully other children. Name calling of any kind is unacceptable (race, gender, size or other).

I include classmates in my games.

I am fair in my work and play.

### Respect

I respect other children.

I respect grown-ups who work at or visit the school.

I respect other children's property.

I respect the school's property.

I put litter in the bin.



### Safety

I play safely in the right places.

I take care with apparatus and equipment so that no one is injured.

I walk sensibly in the school building.

### Communication

I make sure I talk about anything that worries or concerns me.

If my friends cannot help me, I talk to an adult.

I listen to my friends if they are worried or concerned.

If I cannot help my friends, we seek the help of an adult.

## BRUNDALL SCHOOL STAFFING



### **School Management Team**

Headteacher: Mr. R. Stuart-Sheppard  
Deputy Head: Ms. M. Glover  
Creative Curriculum Leader: Miss. P. Peers  
Inclusion Leader: Mr. R. Stuart-Sheppard

### **Key Stage 1/Foundation Stage Staff**

Mrs. J. Brown  
Mrs. E. Wicks  
Mrs. L. Ward  
Mrs. B. Wilson  
Mrs. A. Whitehead  
Ms. M. Glover

### **Key Stage 2 Staff**

Miss P. Peers  
Mrs. L. O'Regan (Maternity)  
Mr. E. Dooley  
Ms. L. Hewitt  
Miss S. Sutton (Maternity)  
Mrs. R. Maunder  
Ms. M. Glover  
Mrs. H. Power

### **Support Staff**

School Administrator	Mrs. K. Rose
Administrative Assistant	Mrs. H. Campbell
	Mrs. J. Meadowcroft
Site Manager	Mr. T. Winter
Peripatetic Music teachers	Mrs. P. Clarke
Violin Tuition	Mr. A. Girdlestone
Dining Centre Manager	Mrs. S. Winter
Dining centre	Mrs. J. Bradshaw
	Mrs. M. Browne

### **Midday Supervisors**

Coordinator - Mrs. K. Sims

Mrs. D. Artherton	Mrs. S. Brown
Mrs. L. Burrows	Mrs. R. Childs
Mrs. S. Forder	Mrs. L. Howlett
Mrs. B. Bell	Mrs. V. Owen
Mrs C. Whittaker	Mrs J.Hammond

### **Higher Level Teaching Assistants**

Mrs. S. Grice Mrs. C. Lamb  
Mrs. S Thouless  
Mrs. J. Morrish

### **Learning Support Assistants**

Ms. R. Bond	Mrs. S. Forder
Mrs. S. Blackman	Mrs. A. Denholm
Mrs. J. Mason	Mrs. D. Alderton
Mrs. R. Davis	Mrs. J. Edmunds
Mrs. J. Elmar	Mrs. B. Bell
Mrs. R. Childs	

Mrs. K. Sims-PE Instructor's Award

## BRUNDALL SCHOOL GOVERNING BODY



Chair of Governors	Mrs. N. Finch
Local Authority Appointed	Mr. G. Hagger Dr A. R. Hedge Mrs. K. Haynes Mr. R. Webb
Community Governors	Revd L. Smith Mr. G. Morgan Vacancy Vacancy
Parent Governors	Miss S. Allport Mrs. N. Finch Mrs. M. Garrett Mrs. H. Hancy Mrs. J. Ramsey Mrs. G. Wardlow Mr. J. Beezhold
Staff Governors	Mrs. K. Sims Mrs. J. Brown Ms. R. Bond
Headteacher	Mr. R. Stuart-Sheppard
Clerk to the Governors	Mrs. K. Rose

The full Governing Body meets at least once a term to ensure the school is led and managed effectively and efficiently. The Governing Body is organized in committees to consider all aspects of school life: Premises, Finance, Curriculum and Staffing.

If you would like to know more about the role of the Governing Body please contact the Chair of Governors or the Headteacher.

"It is extraordinary how extraordinary the ordinary person is".

George F. Will

## ESSENTIAL INFORMATION



### CLASSIFICATION OF SCHOOL

Brundall School caters for pupils of the seven year groups that make up the primary age range, from 4 to 11 years. The Reception Year is the Foundation Stage, Years 1 and 2 constitute Key Stage 1 and Years 3, 4, 5 and 6 constitute Key Stage 2.

### ADMISSIONS

We serve the community of Brundall and there are a number of parents from nearby villages and the east of Norwich who choose to send their children to Brundall School.

In September 2011 we shall have about 240 children in school. Our size is a positive advantage: large enough to employ a team of teachers with a wide range of expertise and interests; small enough to know and care for your children as individuals. Application for First Admissions is conducted through the Local Authority.



Children are admitted at the start of the academic year in which they reach their fifth birthday. Children born between 1st September and the end of February are admitted on a full time basis. Those born between March 1st and the end of August are admitted for mornings in the Autumn Term and full time thereafter.



### THE SCHOOL DAY

8.50 a.m.	School starts for Key Stage 2 children
8.55 a.m.	School starts for Key Stage 1 children
10.15 a.m. - 10.35 a.m.	Breaktime.
12.15 p.m. - 1.30 p.m.	Lunchtime for Key Stage 1 children
12.30 p.m. - 1.30 p.m.	Lunchtime for Key Stage 2 children
3.30 p.m.	End of school

“Life is playfulness ... we need to play so that we can rediscover the magic all around us”.

Flora Colao

## SCHOOL MEALS

Children may go home to lunch, have a school lunch or bring a packed lunch to school.

School lunches are cooked in our own kitchen to a high standard.

There is a choice of main course and pudding every day. We operate a cash cafeteria system whereby children pay for their meal each day.



Parents who receive Income Support, Employment Support Allowance (Income Related), Income-based Job Seeker's Allowance, Guaranteed Pension Credit or Child Tax Credit only where the annual income does not exceed £16,190, may obtain a form from the school secretary to request free school meals. This is treated as confidential information.



Packed lunches and drinks should be provided in suitable containers (no glass bottles please) which are clearly marked with your child's name. We ask for 'healthy options'; no pop drinks, chocolate or sweets. A working party with parents established these guidelines for packed lunches.

**Due to the increasing number of children with nut allergies, we are asking parents not to send nuts/peanuts or peanut butter in packed lunches.**

In every adult there lurks a child – an eternal child, something that is always becoming, is never completed, and calls for unceasing care, attention and education. That is the part of the human personality that wants to develop and become whole.

C. G. Jung



## SCHOOL UNIFORM

Our school uniform provides a sense of community identity. The school colours are red, white and grey. The children of Brundall School wear:

- red pullover, cardigan or sweatshirt with logo;
- red or white shirt or polo shirt;
- grey trousers, skirt or pinafore;
- red, grey or white socks or tights;
- polished black shoes (not trainers).

In the summer, girls can wear red and white gingham or striped dresses.

Our uniform can be purchased from

[The Schoolwear Centre, 67 Ber Street, Norwich, NR1 3AD. Telephone 01603 622355](#)

Or order online at [www.schoolwearcentrenorfolk.co.uk](http://www.schoolwearcentrenorfolk.co.uk)

For P.E. and Games lessons the children wear:

- shorts; red or white t-shirt; plimsolls;
- trainers (for winter games lessons); tracksuit (for winter games lessons).

Please provide a labeled bag.

**PLEASE REMEMBER TO MARK ALL CLOTHING WITH YOUR CHILD'S NAME.**  
**Although we do take care of property in the school, we do not accept responsibility for losses.**



## JEWELLERY

Children are encouraged not to wear jewellery in school as items can easily be lost and some can be dangerous, especially during P.E. lessons. If parents wish their child to wear a specific item of jewellery, the request must be made in writing and full responsibility for any injury or loss must be accepted by them. All jewellery and watches must be removed for P.E. lessons

## MEDICAL CARE

If your child becomes ill or is involved in an accident during the day, we may need to contact you. For this reason we ask you to supply us with home and emergency telephone numbers and numbers of relatives or friends who can be called upon if necessary.

If injuries require immediate medical treatment, you will be informed as soon as possible. In an emergency, however, the child's best interests may be served by taking him/her for treatment immediately and we would act in 'loco parentis'.

The school does not accept responsibility for diagnosing illness or injury or for the administration of medicines. Parents are free to come to school to administer medicine at lunchtime if necessary.

## Asthma

Children who suffer asthma will need to name their inhalers so that they do not get mixed up with anyone else's.

They should keep an inhaler with them at all times.

Please make sure we have all the relevant medical information so that we can deal appropriately with your child. This includes information about food allergies because children are sometimes required to taste foods in Food Technology lessons.

## Head Lice

Like all schools, we do, from time to time, have cases of headlice. Please ensure you check your child's hair frequently and treat accordingly. We are advised by the Local Authority not to treat headlice differently from other infections. Prevention remains the best treatment.



## ATTENDANCE, ABSENCE AND ILLNESS

We publish attendance figures regularly. Frequent absences make a real impact on children's achievements. If your child is absent through illness or will be late due to a doctor's or dental appointment, please let us know in a written note or telephone call. Please always follow up all absences of your child with a note. If you do not inform us, then the absence is recorded as 'unauthorised'. Registers are closed at 9.30 a.m. and children arriving after lessons have begun are recorded as 'unauthorised'. Patterns of absence are discussed with the Norfolk Pupil Attendance Officer. We aim for 95% attendance or better. If attendance falls below 85% we may contact you to seek doctor's notes or further information.

For visits to dentists, doctors, etc. during school time, it is essential that children be collected from school. If it is necessary to take your child out of school for holiday, an absence form must be completed. Only 10 school days per year can be treated as authorised absence.

## Statistics for the Academic Year

### 2010/2011

Attendance Rate	95.46%
Authorised Absence	4.38%
Unauthorised Absence	0.16%



## POSITIVE RELATIONSHIPS

The school is a caring community. The guiding principle is that of showing mutual respect. We help the children develop courtesy, good manners and respect for others. As much as possible we use descriptive praise rather than censure, we commend effort, we emphasise potential and celebrate achievement in learning and relationships.



## ANTI-BULLYING STATEMENT

With respect to bullying, we ensure all incidents are followed up, whether name calling or physical actions. We aim to disapprove of and change any anti-social or bullying behaviour, while maintaining positive regard for all pupils involved. We seek to empower pupils to deal effectively with the unacceptable behaviour of others. We define bullying in line with County guidance as "the intentional, repetitive or persistent hurting of one person by another, where the relationship involves imbalance of power".



## BRUNDALL SCHOOL PRAYER

This is our school  
Let peace dwell here  
Let the rooms be full of contentment  
Let love abide here  
Love of one another  
Love of mankind  
Love of life itself  
And love of God  
Let us remember  
That as many hands build a house  
So many hearts make a school

# The National Curriculum at Brundall Primary School



This is an exciting time to be at Primary School, as developments are in place towards designing an exciting, inspiring and relevant curriculum for the primary phase.

## Foundation Stage Curriculum

The curriculum is based on the Early Years Foundation Stage framework.

There are six areas of learning:

- Personal, Social and Emotional Development
- Problem Solving, Reasoning and Numeracy
- Communication, Language and Literacy
- Knowledge and Understanding of the World
- Creative Development
- Physical Development

This gives a broad structure for teachers to plan learning objectives within.

There is explicit phonics teaching through 'Letters and Sounds'; the expectation, however, is that the children learn in an imaginative, play-based environment (indoors and outdoors) and that the six areas provide a focus for learning skills and experiences. There will be role-play, alongside story sessions and handwriting skills; lots of opportunities for speaking and listening and developing communication and social interaction; and chances for the children to develop their own personal interests and skills.



## Key Stage 1 and 2

We are currently in the consultation phase of the New Curriculum for Years 1-6. The Rose Review outlined the key objectives. These are for children to become:

- **Successful Learners** who
  - Have the essential learning skills of literacy, numeracy and information and communication technology
  - Are creative, resourceful and able to identify and solve problems
  - Have enquiring minds and think for themselves to process information, reason, question and evaluate
  - Communicate well in a range of ways
  - Understand how they learn and learn from mistakes
  - Be able to learn independently and with others
  - Know about big ideas and events that shape our world
  - Enjoy learning and are motivated to achieve the best they can now and in the future
- **Confident Individuals** who
  - Have a sense of self worth and personal identity
  - Relate well to others and form good relationships
  - Are self aware and deal well with their emotions
  - Have secure values and beliefs and have principles to distinguish right from wrong
  - Become increasingly independent and able to take the initiative and organize themselves
  - Make healthy lifestyle choices
  - Are physically competent and confident
  - Take managed risks and stay safe
  - Recognize their talents and have ambitions
  - Are willing to try new things and make the most of opportunities
  - Are open to the excitement and inspiration offered by the natural world and human achievement



- **Responsible Citizens** who
  - Are well prepared for life and work
  - Are enterprising
  - Are able to work cooperatively with others
  - Respect others and act with integrity
  - Understand their own and others' cultures and traditions, within the context of a British heritage, and have a strong sense of their own place in the world
  - Appreciate the benefits of diversity
  - Challenge injustice, are committed to human rights and strive to live peaceably with others
  - Sustain and improve the environment, locally and globally
  - Take account of the needs of present and future generations in the choices they make
  - Can change things for the better



To this end, the proposed curriculum for the Primary School relates to the Early Years Foundation Stage curriculum and includes:

- Understanding English, communication and languages
- Mathematical understanding
- Scientific and technological understanding
- Human, social and environmental understanding
- Understanding physical health and well being
- Understanding the arts and design

To ensure progress and achievement it is proposed that these areas will take place both in discrete subject teaching (for example, explicit skill development in Numeracy and Literacy and ICT) as well as challenging cross-curricular studies.

This approach marries well with our intention to develop excellence through high achievement and creativity, and already teachers in Key Stage 1 and Key Stage 2 are developing cross-curricular studies as a way of developing exciting, stimulating and relevant learning with the pupils in their classes.

Many of our recent innovations connect to the direction of the Rose Review. We have upgraded our ICT provision through renewing our ICT suite and our lap-tops; conducted a review to audit areas to develop; and begun use of the 'Virtual Learning Environment' for staff and pupils.

The Artsmark award recognized our commitment to the Arts throughout the school and the economic importance of this area for Britain as a whole. This shows itself through the high level of participation and achievement in the arts within school and after school.

Our Pupil Council and Energy Busters group both help us fulfill the goal of responsible citizens and have gained many positive comments for external agencies working with us.

Throughout the school there is a commitment to the primacy of promoting good communication and relationships. There are thresholds of attainment that we aim for to ensure all pupils leave the school with good ability in Literacy and Numeracy; equally important we aim to uncover and support pupils in those areas they want to explore and develop competence in.

## KEY STAGE RESULTS - 2010

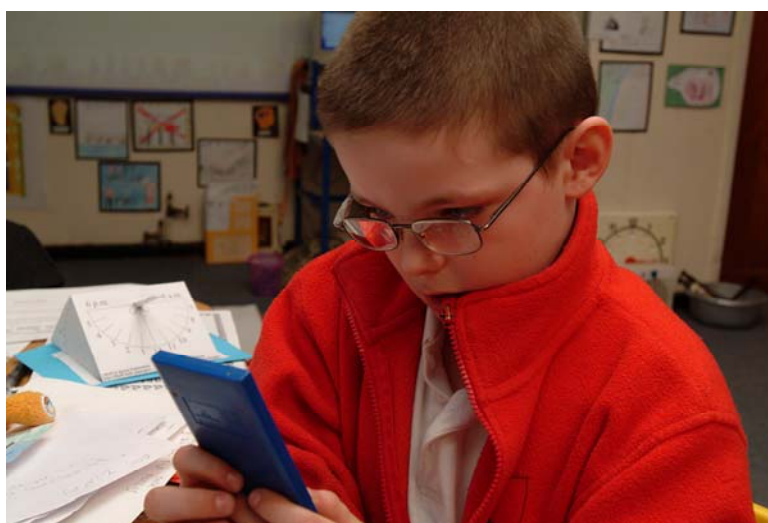
The following tables summarise the results in 2010 and show the comparison with national averages. Key Stage 1 results are arrived at through teacher assessment; Key Stage 2 results are from Statutory Assessment Tests carried out in May. The expected attainment of Year 2 pupils is Level 2B and for Year 6 pupils, Level 4.

### BRUNDALL SCHOOL

### NATIONAL RESULTS

KEY STAGE 1					
READING	Level 2 and above	74%	READING	Level 2 and above	85%
WRITING	Level 2 and above	83%	WRITING	Level 2 and above	81%
MATHS	Level 2 and above	95%	MATHS	Level 2 and above	89%
READING	Level 2B and above	65%	READING	Level 2b and above	72%
WRITING	Level 2B and above	74%	WRITING	Level 2b and above	60%
MATHS	Level 2B and above	80%	MATHS	Level 2b and above	73%

KEY STAGE 2					
ENGLISH	Level 4 and above	80%	ENGLISH	Level 4 and above	81%
MATHS	Level 4 and above	78%	MATHS	Level 4 and above	81%
SCIENCE	Level 4 and above	89%	SCIENCE	Level 4 and above	85%
ENGLISH	Level 5 and above	25%	ENGLISH	Level 5 and above	32%
MATHS	Level 5 and above	29%	MATHS	Level 5 and above	35%
SCIENCE	Level 5 and above	44%	SCIENCE	Level 5 and above	37%



Not everything that can be counted counts, and not everything that counts can be counted.

Albert Einstein

## PARENTS AND SCHOOL

We aim to be an open school, welcoming parents' involvement through a range of formal and informal activities. For your child to have a successful and happy time in school, it is important that we work together.



## HOME-SCHOOL AGREEMENT

From September 1999 all schools are required to have a Home-School Agreement which sets out the aims and values of the school, explains the responsibilities of parents and school and lastly makes clear what the school expects of our pupils. Our Agreement was drawn up by a group of parents, staff and governors and was well received by everyone. It is published in the Home-School Book issued to every child at the beginning of each school year.

## ARRIVAL IN SCHOOL

Children should not arrive before 8.40 a.m. as the school does not take responsibility for their safety before that time.

## PARENTS AS VISITORS

Any parents visiting the school for any reason during the school day must first report to the school office to register their arrival.

## INFORMING YOU ABOUT PROGRESS

To keep you in touch with your child's progress, we arrange parent consultation evenings in the Autumn and Spring Terms. These are opportunities to see how your child has settled in and to discuss your child's work. A detailed written report is sent out at the end of the Summer Term and you are invited to come to school to discuss it. We hope that you will contact the school at any other time if there is something you would like to discuss. You do not need to wait for a Parents' Evening.

## INFORMING YOU OF NEWS AND EVENTS

We send home a newsletter about once a month to keep you up-to-date with what is happening at school. Please check that you actually get this and it is not resting at the bottom of your child's bag! There is a special noticeboard in the entrance porch with details of any event that we think might interest you. Parents are welcome to add any of their own notices of community events. Teachers inform parents of important information through the use of the whiteboards placed around the building. Newsletters are available on line.



## OPPORTUNITIES TO BE INVOLVED

Parents are welcome to help with school functions and outings and we are particularly grateful for help in the classroom.

Examples of this are listening to children read and changing books, helping with art or craft activities, helping in the library and a myriad of other activities. Please let us know if you would like to be involved.

## HOME LEARNING

The purposes of setting homework are to develop self-discipline so pupils can work independently; to consolidate, revise or extend work done at school and to involve parents in their child's work and thereby promote co-operation between home and school. The school's Homework Policy is distributed to parents at the beginning of each academic year in the Home/School Book.

Books are regularly sent home so that children can practise reading. Pupils are encouraged to read to and with parents, brothers and sisters or grandparents. Please find time to read with them and talk to them about their books.



Teachers will also ask your children to undertake learning such as multiplication tables and spelling.

As the children progress through the school, there will be occasions when more substantial work is required. This encourages the children to become more independent in their work habits and prepares them for High School homework patterns. Our calculations policy has recently been published on the school website.

## CHILD PROTECTION

We aim to be a caring school, with the welfare and happiness of each child being our concern. Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. If we have any reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, we follow the Child Protection procedures established by the local Safeguarding Children Protection Board and communicate the nature of our concerns to Children's Services. Use of the procedures in this way is a legal obligation placed on the school and in no way infers that any parent or carer is being accused of wrong-doing.

The Headteacher has designated responsibility for child protection. The deputy is the named person in the Headteacher's absence. Safeguarding concerns about staff should be referred to the Headteacher: a concern about the Head teacher should be addressed to the Chair of Governors.

## CHARGING AND REMISSIONS POLICY

The Governors have adopted Norfolk County Council's charging policy as it applies to our school situation. Charges may be made for materials and ingredients needed for practical subjects - cookery, needlework, pottery, technology - where parents indicate in advance that they wish to receive the finished product.



"The mind is not a vessel to be filled, but a fire to be kindled".

Plutarch



## SCHOOL VISITS

School visits are educationally very important. They give children first-hand experience, which complements and enriches classroom work.

They are valuable in that they are a shared experience which adds to the class spirit and stimulates interest.

The Governors have adopted a policy of encouraging visits to take place, provided that there are sufficient voluntary contributions from parents to cover the cost of each visit. In the event of that not being so, the planned visit would have to be cancelled.

In the case of residential visits, parents receiving certain benefits, are exempt from payment of the cost of board and lodging, which has to be paid by the school.

Since these costs may be high, if several children are eligible for exemption, the visit may not take place.

We hope that parents will be able to support us and provide the contributions necessary for the visits to continue.



## PUTTING THINGS RIGHT

Day-to-day problems are normally sorted out by the class teacher. All members of staff are happy to respond personally to concerns which parents and children raise with them. If appropriate, your concerns will also be passed to the Headteacher. If you are unhappy with a matter after speaking to your child's teacher, or if you consider the matter is serious or urgent, please make an appointment to see the Headteacher. All concerns are treated seriously and we aim to resolve them to the satisfaction of all parties. If, after due process, you are still unhappy, a conversation or letter to the governors provides a further way forward. Any complaint about the school needs to follow the guidelines for complaints, available from the office. A complaint about the Headteacher may be referred directly to the Chair of Governors.

### SCHOOL TERMS / HOLIDAY DATES 2011- 2012

#### Autumn Term 2011

Staff Development Days		Monday 5 <sup>th</sup> and Tuesday 6 <sup>th</sup> September
Autumn Term	Mon 5 <sup>th</sup> September	to Friday 16 <sup>th</sup> December
Half Term	Mon 24 <sup>th</sup> October	to Fri 28 <sup>th</sup> October (inclusive)

#### Spring Term 2012

Staff Development Day		Tuesday 3 <sup>rd</sup> January
Spring Term	Wednesday 3 <sup>rd</sup> Jan	to Friday 30 <sup>th</sup> March
Half Term	Mon 13 <sup>th</sup> Feb	to Fri 17 <sup>th</sup> Feb (inclusive)

#### Summer Term 2012

Summer	Monday 16 <sup>th</sup> April	to Friday 22 <sup>nd</sup> July
May Day	Monday 7 <sup>th</sup> May	
Half Term	Mon 4 <sup>th</sup> June	to Fri 8 <sup>th</sup> June (inclusive)
Staff Development Day		Wednesday 27 <sup>th</sup> June and Monday 23 <sup>rd</sup> July



## SIGNPOST FOR PARENTS

### Useful contacts and telephone numbers

Information for parents and the public can be found on the Norfolk County Council Website on [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

<b>Childminding matters</b>	01263 721734	(Information for parents requiring childcare.)
<b>Childcare Information Service</b>	01603 622292	

<b>Nursery and Pre-school:</b>	
Snowy's	01603 211445

Educational issues should be discussed with the Headteacher and referrals made to the School Support Teams, as appropriate.

Concerns about medical issues and Special Education Needs which may impact upon a child's learning, such as hearing and eyesight, can be discussed with the Inclusion Leader at Brundall School, who may be able to make a referral to the school nursing team.

Other medical issues should be directed through your GP who will make necessary referrals.

#### **After School Clubs:**

Acle Out of School Club is on the Acle Primary School Site and run by Julie Abassi who can be contacted on 07950 120968.

"In writing songs, I've learned as much from Cézanne as I have from Woody Guthrie".

Bob Dylan



## Here is what our children say

"This is a lovely school because you will learn and enjoy your lessons. The teachers are all very friendly and the views are beautiful".

"I like my teachers because they always help me with what I'm doing if I get stuck".

"We have lots of exciting things like guitar club, juggling, swimming in KS2 and great teachers, good friends and the fun run".

"It saves energy and helps the world!"

"It is good because we learn by playing"

"Different teachers have different ways of teaching. This means you get to know their characters and their different methods so this means you learn more".

"The people here are kind, Careful, polite and helpful!"

"Drama, because you learn about stuff and it's fun!"

"I think the lessons are special"

"We go on trips to Castles".

"It is really good fun and educational and it's a great way to start life".

"Our school is very sporty".

"We have special weeks and Solar Panels!!!"

"Don't worry about no friends when you get here you will have lots and lots of friends".

"I like playing the recorder".

"It's an amazing school. We have got a pond and sometimes if you're really good, you get to go pond dipping."

"It has good hot school dinners".

"You are totally safe and teachers are all nice".

"It is very nice and your Mum can come and help in the classroom".

"Teachers and friends are kind to you all the time and teachers take care of you".

"You learn things that you don't know".