

## The School



Great Witchingham Primary School is a Church of England Voluntary Aided School which caters for the children of the villages of Alderford, Attlebridge, Great Witchingham/Lenwade, Morton-on-the-Hill and Weston Longville. Parents from outside our normal catchment area choose the school because of the Christian ethos of the school. It is a primary school for children between the ages of 4+ and 11. (Years R - 6.)

Great Witchingham is a member of **The Trinity Federation of Church Schools**, with St Peter's Easton and Hockering Primary Schools, the first three church school partnership in Norfolk.

Mrs Livings leads all three schools and the partnership provides both staff and pupils with exciting new opportunities for teaching and learning.



## Church Links

Great Witchingham has a distinctive character which makes the school a place of Christian love and care where all are welcomed and included.

The ethos of the school aims to create an environment in which each child is happy and achieving his or her full potential. Ofsted in November 2013 judged spiritual development to be outstanding because pupils are given many opportunities to think about broad issues and form a view of where they fit in, so they get a clearer sense of their own identity. Outdoor learning also gives them a sense of the spiritual as they work in, and with, nature. Overall the school was judged by Ofsted to be good across all areas.

## Religious Education and Collective Worship

The children are taught religious education according to the Norfolk Agreed Syllabus. The children learn about festivals, bible stories, the key features of Christian worship and the other five main world faiths.

An act of Collective Worship is held in school every day led by staff or visitors from mixed denominations and faiths.



Parents have the right to withdraw their child from all or part of the religious education and collective worship provided. Please contact the Headteacher if you wish to discuss this further.

## Friday Assembly

All parents, carers, grannies and grandads are welcome to come into school on Friday morning to join the whole school for assembly. Parents can also take this opportunity to look at the

children's work. Assembly starts at 8.50am.

There are also special assemblies for times such as Mother's Day when a posy of flowers is given to all of the mums.

## School Aims

- To offer a broad and balanced curriculum through both cross-curricular and subject based approaches so that children become self-motivated, independent learners, prepared for their roles in a rapidly changing society.
- To provide a caring Christian ethos where all children feel secure and happy and where their social and emotional needs are met as fully as their academic.
- To provide a school which is well-organised and ordered to promote high standards in behaviour, effort and attainment.
- To ensure that the equal status of children regardless of gender, age, appearance and ethnicity is recognised.

## School Facilities

The original building was opened in 1857 with an extension in 1980. The learning environment was transformed during 2007 to 2008 and again in 2013. During summer 2014 the final part of the building work will take place.

The school is built to high standards. It includes:

- Four classrooms, two in the new block.
- One multi-purpose hall used for PE, Dance and Drama Classes, School performances, Assemblies, lunch and small group work.
- A library / entrance area
- Head's office, secretary's office and staff area
- Facilities to accommodate disabled children



The school has a grassed playing area and garden as well as a hard playing area.

A dedicated, secure outside play area for Reception children.

Climb-on play equipment in the garden has recently been upgraded.

Team games are played on the village playing field.

**The school and grounds are non-smoking areas.**

## School Sessions

Morning session 8.45 am – 12 noon

Afternoon session 1.10 pm - 3.15 pm

**Children are supervised in the playground from 8.35am.**  
**Please do not arrive before this time as there will be no staff free to supervise the children.**

## Parking

As 'The Street' is narrow, care needs to be taken at the beginning and end of the school day.

### Please:

- Park away from the school. Parking is available at the Surgery, Wednesday afternoons only and also at The Bridge Public House.
- Leave the school entrance clear. Parking on the zig zig lines is for the bus and disabled children's cars only.
- Walk to school if possible.



## After Great Witchingham?

The school is a member of the Reepham High Schools Cluster. Most children move on to Reepham High School.

There are strong links with the High School and other schools in the cluster involving visits, festivals and joint ventures.

## Pastoral Care

While class teachers have formal responsibility for the well-being of the children in their care, all staff actively promote the caring ethos of the school.

We pride ourselves on the community spirit within the school. The children are encouraged to act responsibly and take care of each other.

## Admission into School

Children are welcomed into school at the beginning of the year they are five.

Parents can request that the date their child is admitted to school is deferred until later in the year or until their child reaches compulsory school age. Where entry is deferred, the authority will hold the place for that child and not offer it to another child. However, entry can not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

The Governors have agreed an intake limit of 15 reception children per year.

If there are more children who wish to enter school than there are places then the following criteria will apply:

1. Children with a Statement of Special Educational Needs naming the school
2. Children in public care
3. Residence within the normal catchment area of the school
4. Siblings, adopted or foster brothers/sisters of pupils previously admitted to the school
5. Parents who can demonstrate a special need of the child, by for example a letter from a register medical professional or a social worker or a qualified teacher.
6. Parents who wish their children to receive an education in a school with a Church of England foundation should support this application with a letter from a church minister, either local or outside the locality. The letter should state how frequently the child attends church which should be at least once a month.
7. In the event of the Governors having to make a choice between candidates with cases of equal strength, the shortest distance from home to school in a straight line as the crow flies route should have priority

Parents need to apply for a school place direct to the Education Department, using an application form. The form is included in the County Council's "Parents' Guide to Primary, Infant and First Schools in Norfolk".

Copies of the Parents' Guide are available from us or from the local library.

Parents are notified if their application has been successful or unsuccessful at the beginning of the Summer Term.



Every child is an individual. Discussion between parents and staff ensures a happy and secure

introduction to school.

## School Organisation

In September 2014 the children will be taught in four classes as follows:

Reception / Year 1	Mrs Crowe / Mrs Davies
Year 2	Mrs Woodward-Baker
Year 3/4	Mrs George Mace
Year 5/6	Mr Steven Boast

Our class organisation as a small school has a number of advantages:

- members of staff get to know each child extremely well
- children are seen as individuals and work is adapted to suit each child's ability
- there is a 'family' atmosphere, often lacking in larger schools
- younger children look up to the older ones and raise their standard accordingly
- older children take responsibility for the younger ones



The Orange Class has a covered outdoor classroom attached. This enables us to offer children a full curriculum and an excellent start to their school life.

Our teaching assistants for 2013-2014 will be Mrs Hutton, Mrs Savage, Mrs Self, Mrs Andreassen, Mrs Lane, Mrs Hide and Mr Edwards.

**The school secretary, Mrs Turner** is available as follows:

Monday, Tuesday, Thursday, Friday 8.30-12.00 then 1.10 – 3.30

Wednesday 8.30-12.00



## THE CURRICULUM

**OFSTED** recognise that a good curriculum has been established.

All children in school follow a full and balanced curriculum. Throughout the school the curriculum is topic based; this allows all subjects to be taught in an interesting and relevant way. All topic work has been formulated to cover the National Curriculum; this ensures that all children get their entitlement to a broad and varied range of experiences. Teachers ensure through their planning and delivery of lessons that the children's attention is held and real learning takes place for each child.

All children take an active part in their learning. Targets are regularly agreed with each child based on the work they have been doing. These are set to be challenging but achievable and children are encouraged to refer to them when they are carrying out their work.

Some of the activities which support learning in the classroom include:



- Themed days
- School visits
- Specialist visitors in school
- Drama and role play
- Older children used to support learning of younger children
- Use of outdoor environment
- Residential trip (KS2)

## Health Education

**We have been awarded the National Healthy School accreditation which shows “we are committed to healthier living and learning”.**

Health Education is an integral part of the curriculum.

- Children are encouraged to bring water in a sports bottle to sip during the day.
- All children are given a piece of fruit each day. Children may also bring fruit from home, but no other form of snack.
- The hot lunch provided by Norfolk County Services is designed to provide a balanced meal.
- Milk is available for all children ordered termly in advance.
- Parents of children bringing a packed lunch are encouraged to ensure that this is a



healthy, balanced meal.

## Homework



We set a variety of homework activities to support work in class. The amount increases throughout the school to a maximum of 30 minutes per night by the end of year 6. More details are given at the initial parent / teacher meetings at the beginning of each year.

*(Blue Class and their exploding Volcanos)*

## Additional Activities

During the year a number of events are organised for each class, as a whole school or with other cluster schools:

**Church services** - for Christingle, Harvest and Easter

**Visits** have included:

- Blue Class residential trip to How Hill Outdoor Education Centre.
- Whole School visited BeWILDerwood
- Partnership Day at Easton.



**Visitors** - we have a number of visitors who come in and work with children during the year including our Community Police Officers and The Open the Book Team from the local churches.

## Sport

The school's commitment to sport has been recognised by the award of Quality Mark for PE, an award very few small Primary Schools have.



## Sports Day

Last year, our Year 6 Sports Leaders organised Sports Day, with lots of activities for the children and parents to enjoy.

## Team Games

We play football, tag rugby, netball and cricket against other schools.

**Extra Curricular** Tae Kwon Do Club runs after school each Thursday afternoon.  
Nature club runs at different times of the year.



## Behaviour

We maintain a high standard of behaviour through firm and kind encouragement to do what is right. The emphasis is on rewarding positive behaviour rather than punishment. We expect children to behave and to act responsibly. They should follow directions appropriately and be thoughtful about the feelings of others, for the good of the whole community and themselves. This is reinforced by the use of agreed school and class rules and an emphasis on the golden rule of treating others as we would like to be treated.

Proportionate sanctions are used for inappropriate behaviour with the aim of helping the child to recognise the inappropriateness of the behaviour.

If there is a more long term problem, parents are contacted and a meeting is arranged to discuss the matter. Parents and the class teacher work together.

A recovery programme may be set for the child with a system of rewards. The emphasis is always on achievement.

## Special Needs

We recognise that for a variety of reasons, individual children will need special support in school. Where this is felt to be necessary we will discuss the individual need with each parent/carer, drawing up, where necessary, an agreed Individual Education Plan (IEP). We are also able to draw upon a range of expert help from outside the school. Again, this will be discussed with parents/carers to ensure that every child is helped to achieve their own personal best.

The small classes and high level of classroom support enables us to meet the special needs of individual children.

Mrs Rebecca Newman (Federation Deputy Head) acts as the Special Needs Co-ordinator (SENCO) and Diane Brown is the Governor for Special Educational Needs.

For further details: [www.norfolkparentpartnership.org.uk](http://www.norfolkparentpartnership.org.uk)

## Gifted and Talented (G&T)

At Great Witchingham we aim to cater for the needs of all children. Staff are asked to identify gifted and talented children within their classes; they are then kept on a central register. This enables teachers to plan lessons that will challenge the more able, and create additional learning opportunities for children by working with external providers.

## Child Protection

The Governors and staff have responsibility and concern for the protection and welfare of all the children. Therefore, where it appears that a child may have been abused, the concern will be reported according to the Area Child Protection procedures.

The designated people for child protection issues are the Headteacher, Deputy Head teacher and Mrs Baker. The Governor with special responsibility in this area is Mr Peter Pease.

An updated Safeguarding and Child Protection Policy is displayed on the Parents' notice board.



## School Transport

A school bus serves children coming from Alderford, Attlebridge, Morton on the Hill, Weston Longville, Weston Green and Fransgreen.

Free transport is provided if the child:

- is of compulsory school age (ie 5-16 years old) and
- is attending the appropriate school or the school nearest to where they live, and
- lives more than the qualifying distance from school measured by the shortest available walking route from your front door to the main door of the school.

The qualifying distances are:

- Over 2 miles for pupils aged under 8
  - Over 3 miles for pupils aged 8 and over
- (Age taken on 1st September in each school year)*

## School Meals

The cost of school meals is currently £2.10 per day, £10.50 per week.

If your child is absent during the week, the balance is credited to the following week.

Meals must be ordered on Monday of each week and payment sent to school in a named envelope.

A number of children bring packed lunches to school and drinking water is available. Please do not send your child in with juice or squash.

Milk is available for all children ordered termly in advance.

From September all children in reception and key stage 1 will be entitled to a free school meal. Free school meals are available to children in key stage 2 for families receiving Income Support, Income-based Job Seekers Allowance or Child Tax Credit (not Working Tax credit) and whose income does not exceed £16,040. Application forms are available from the school office.

## School Uniform

We encourage children to wear clothing which is both practical and appropriate for everyday wear.

We have a school uniform which we feel promotes a sense of belonging to the school. This consists of:

- A blue sweatshirt or cardigan with the school logo
- White or blue shirt/polo shirt
- Blue check dress for summer
- Black, grey or navy trousers / skirt / pinafore
- Flat black shoes
- A blue fleece with the school logo

#### **P.E. Kit (indoor)**

- T-shirt with logo
- Navy or black shorts
- Black slip-on plimsolls

#### **P.E. Kit (outdoor)**

- T-shirt with logo
- Jogging trousers and a warm top for winter
- Trainers

#### **Buying Uniform**

The following items can be purchased direct from Birds of Dereham

- Royal Blue Sweatshirt or Cardigan with embroidered logo
- Royal Blue Fleece with embroidered logo
- Royal Blue Reversible Waterproof Fleece with embroidered logo
- Royal blue Polo shirt with printed logo
- T-shirt with printed logo
- Royal blue school rucksack

It is important that all clothes that children wear or bring into school are **clearly named**.

At the end of each term any unclaimed items are displayed for parents to check before being recycled.

- Jewellery - only ear studs not hoops.
- Please ensure that your child can remove these themselves for PE.
- Other jewellery should not be brought into school.
- We do not expect children to wear make up or nail varnish.

### **Mobile Phones**

Children should not bring mobile phones to school. If for a special reason it is necessary for a child to bring a phone to school, it must be handed into the office.

### **Friends of the School**



There is a lively Friends of the School Association which raises money to help the school. The Friends money is used to support a wide range of activities within school by subsidising school trips, buying computers, extra books, etc. Previously the Friends have helped to raise money towards a new hall and PE equipment.. They have recently been fundraising towards the extension of the school playground and the phase 1 and two of our building projects. All parents are automatically members and we hope you will join in either on the committee or by supporting the many events.



## **Parent/Teacher Communication**

At the beginning of the school year, parents are invited to meet the class teacher and find out how they can support their child's learning.

Parent/Teacher Evenings take place in November and March.

A full school report comes out at the end of each year reporting on general progress, development in each subject and the child's view of their work. Targets are set for the children to enjoy over the summer holiday with their parents.

The development of the 'whole' child is our concern and the regular contact between parent and teacher is of great value.

Parents may see their child's teacher informally at any time before or after school.

## **Parent Helpers**

We are always looking for extra adults to help in school.

An extra pair of hands is always welcome in all the classes.



## Parents' Concerns

Parents are encouraged to make staff aware of developments in their child's life. If parents are worried about any aspect of their child's education or experience at school then please use the following procedure as laid down by Norfolk County Council.

1. Make an appointment to see the class teacher. We hope that discussing the matter will resolve the problem.
2. If parents are still unhappy, make an appointment with the Headteacher.
3. If after more discussion parents are still unhappy, ask for an informal discussion with the Governors. (The names are listed at the back of this brochure).
4. If parents still wish to complain then parents should tell the Headteacher that they wish to make a formal complaint. They will be given a copy of the Complaints Procedure, the name and address of the Clerk to the Governors and the name of the person to write to at County Hall. They will be asked to put their complaint in writing, but if they wish, they can attend a meeting either with the school Governors or members and officers of the County Council, when their complaint will be considered.
5. It will then be for the County Council or the Governors to decide whether the complaint is justified and what is to be done about it.
6. If parents are still not satisfied when they are told of the decision they can then complain to the Secretary of State for Education.

## Absence from School

If your child is absent from school for any reason, please let the school know in advance or on the first day of absence by sending a note to the class teacher or telephone. (This is an important safety check.)

Please consider very carefully before requesting permission to take your child out of school during term time.

Changes have recently been made to the Reepham Cluster Policy for the authorization of school holidays during term times.

- A Headteacher can no longer authorize any absence during term time unless in **exceptional circumstances**. Please write to your school to explain these circumstances
- Please avoid beginning of terms – it is difficult for children if they miss the start of term, particularly the Autumn Term when all new routines are put in place
- Please avoid times when your child is taking SATs (Yr 2 & 6)
- An application form (available from the office) must be completed in every case.

## Accident and Illness

Staff are trained in first aid.

If there is serious illness or injury you will be informed immediately.

In cases of sickness or upset tummies, please keep your child at home for **48 hours after they have stopped being ill**. This is in line with County recommendations to avoid illness being spread throughout the school.



## Medicines

If your child is ill please keep him/her at home, however keen they may be to come to school. Please report any infectious illness to the school as soon as possible.

If your child needs medication you will need to sign a form agreeing to the administration of the medicine by school staff and hand it to Mrs Turner.

You or another adult must bring the medicine to and from school.

The container must be clearly labelled with the contents, child's name and dosage.

Inhalers are kept in each child's class.

## Severe Weather Conditions



In the event of severe weather parents are asked to listen to the local radio stations which, from 7.00 am onwards, will regularly broadcast schools that have closed.

In addition, we endeavour to contact parents by telephone using a cascade list. We also use a 'School to Parent' text messaging service.

## Governors' Charging and Remission Policy

This policy was drawn up in respect of the Notes for Guidance on Charging and Remission issued by Norfolk Education Authority.

The Headteacher will report any optional activities planned for the term with, unless it is self-evident, an indication of their educational content.

There will be no charge for materials for artefacts taken home, since those materials are provided for within the budget provision of the school, or free by generous benefactors.

School trips outside hours will normally attract a charge but remission will be granted in cases of special hardship.

School trips within school hours will normally be funded from School Budget or Friends' contribution. Parents may be asked to make a voluntary contribution towards the overall cost.

Remission of charges for board and lodging costs on residential school trips is available to children of families receiving Income Support, Income-based Job Seekers Allowance or Child Tax Credit (not Working Tax credit) and whose income does not exceed £16,040.

### **Governors' Statement on Race**

We aim to create an atmosphere which recognises the equal status of children  
Regardless of gender, age, appearance and ethnicity.

The school will not tolerate prejudice, be it spoken or in any other form.  
Any racial prejudice will be reported to the LEA and if necessary to the Police

### **STAFF :**

Mrs Christine Livings	Executive Headteacher
Mrs Becky Newman	Federation Deputy Headteacher
Mr Sean Duffy	Assistant Head Teacher
Mr Steven Boast	Yr 5/6 Class Teacher
Mrs Lynn Woodward-Baker	Yr 2 Class Teacher
Mrs Caroline Davies	Yr R/1 Class Teacher (part time)
Mrs Jenny Crowe	Yr R/1 Class Teacher (part time)
Mrs Sarah Mace	Yr 3/4 Class Teacher
Mrs Lynn Turner	School Secretary
Mrs Anne Hutton	Teaching Assistant
Mrs Christine Self	Teaching Assistant
Mrs Debbie Savage	Teaching Assistant
Mrs Helen Hide	Teaching Assistant
Mr Victor Hill	Caretaker
Mrs Pauline Hill	Cleaner
Mrs Myrtle Roberts	Dinner Supervisor
Mrs Gail Green	Dinner Supervisor
Mrs Kelly Griffiths	Dinner Supervisor
Mrs Arlene Dickerson	Dinner Supervisor

### **FEDERATION GOVERNORS :**

Mrs Mary Blathwayt  
Mrs Cynthia Wake  
Mr Martyn Davey  
Mrs Pamela Lord  
Mr Peter Pease  
Mrs Rachel Jones  
Mrs Christine Livings  
Mrs Rebecca Newman  
Mrs Ali Otty  
Mrs Chloe Lee  
Mrs Margaret Seely  
Mr John Richardson

LEA Chair of Governors  
Foundation (DBE)  
Foundation (DBE)  
Foundation (PCC)  
Foundation (PCC)  
LEA  
Executive Headteacher  
Teaching Staff  
Parent Governor  
Parent Governor  
Non-teaching Staff  
Clerk/ not Governor



## School Term Dates 2015/2016

### Autumn Term 2015

Term begins:  
*Half term holiday*

Thursday 3rd September  
*Thursday 22nd October*

*to*  
*Friday 30<sup>th</sup> October*

Term ends:

Friday 18th December

### Spring Term 2016

Term begins:  
*Half term holiday*

Tuesday 5th January  
*Monday 15th February*

*to*  
*Friday 19th February*

Term ends:

Thursday 24<sup>th</sup> March

## Summer Term 2015

Term begins:	Monday 11 <sup>th</sup> April
<i>May Bank Holiday</i>	<i>Monday 2<sup>nd</sup> May</i>
<i>Half term holiday</i>	<i>Monday 30<sup>th</sup> May</i>
	<i>to</i>
	<i>Friday 3<sup>rd</sup> June</i>
Term ends:	Wednesday 20 <sup>th</sup> July

*The information contained in this Brochure is correct at June 2015  
No guarantee can be given that this will not change  
during this or future years.*