



Clenchwarton Primary School



SCHOOL PROSPECTUS 2018 to 2019

Clenchwarton Primary School,
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Clenchwarton,
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Dear Parents and Carers,

I would like to welcome you and your child to Clenchwarton Primary School. I really hope that you will enjoy being part of our special school community and that your child will remember their days with us with pleasure and affection.



This prospectus is designed to give you an idea of the way the school is run and to give you information about the curriculum. I hope that you will find it useful, but it does not attempt to take the place of the vital personal contact between school and parents, which is essential for effective relationships to develop.

At Clenchwarton, staff and governors are committed to a partnership between home and school. We aim to create a stimulating and supportive environment, so that children are able to develop to the full extent of their ability. We all look forward to working with you.

Ms Joanne Borley
Executive Head Teacher

Keep smiling, aim high and achieve your goal!

Our Vision:

Our vision is to create excellence in education, which values and promotes the pursuit of lifelong learning. Children will be inspired, challenged and encouraged, through a stimulating, supporting and caring environment where all achievement is celebrated.

Our Values:

We create a happy, inspiring, challenging place to learn.

We take pride in our work, our school and our community.

We celebrate our successes and learn from our mistakes.

We work together as a team, parents, children and staff.

We treat ourselves and others with respect.

We treasure our friendships and relationships with all.

We value our diversity and individuality.

We feel safe and trust the adults who care for us.

About Us

Our school has been on this site since 1895, but was originally housed in the village reading rooms until that date.

We are a single form school with seven classes. In addition to the main school buildings we have two mobiles which overlook the school playing field. Our school is well resourced for all curriculum areas, and the main school budget is supplemented with money raised by the PTA and our own School Council. We are part of the West Norfolk Academy Trust.

Various clubs are available after school, such as netball, Lego, badminton, football, art, computer club and music. These vary depending on the season.

We have a heated indoor swimming pool which is used for most of the year. All classes have a weekly swimming lesson. Most teaching members of staff are trained to teach swimming and have passed the relevant lifesaving training. Our ICT Suite has 30 networked PC's and we also have 16 ipads and 16 netbooks which can be used throughout the school. Each class has an interactive whiteboard.

The School Day

Children may arrive at school from 8.40 am and can go straight into class, however teaching staff are not on gate duty until 8.40 am. A member of staff is also on playground duty at the end of the day from 3.15 pm – 3.25 pm.

School begins: 8.50 am
Morning break: 10.40 am – 11.00 am
Lunch break: 12.00 pm - 1.00 pm
Afternoon break: 2.15 pm – 2.30 pm (KS1 and Reception only)
School ends: 3.15 pm (Reception 3.10 pm)

Admissions

By law children must start statutory education full time at the beginning of the term following their fifth birthday. All children from September 2013 will be offered full-time positions in our Reception class. Should the parents not feel that their child is ready for full-time education at this time, they should contact the Head Teacher as soon as possible. The School's admission limit in our Reception Class and Key Stage 1 is 30 and 30 in our Key Stage 2 classes.

Admissions to the school are handled by the Local Authority Admissions department.

In the event of over subscription the priority is:

1. Children who are deemed as 'looked after' or have a statement of Special Educational Needs, which specifically identifies our school.
2. Children living in Clenchwarton.
3. Siblings of children already in the school.
4. Children from outside the village who have supported medical reasons for attending the school.
5. Children from outside the village based on geographical proximity to school.

Parents of children not offered a place at the school have the right of appeal to the Local Authority.



The National Curriculum

Curriculum requirements for all subjects are delivered through the new Primary National Curriculum (2014).

Mathematics

Maths is taught on a daily basis. We aim to ensure that all our pupils are confident with all aspects of maths. Significant importance is placed on developing the ability to use maths in everyday situations. Children are taught to use and apply mental and practical strategies to solve problems that they may face in day-to-day life. We aim to make maths as practical and fun as possible, using it in other areas of the curriculum as appropriate, especially in Information and Communication Technology (ICT).

English

In daily lessons children are taught skills in reading and writing through a range of planned activities. Differentiated activities support the less able and extend the more able pupils. Skills and techniques are demonstrated and shared by the teacher through role modelling, shared class work, group and individual activities. Regular guided group work in reading and writing is led by the teacher or another adult in the classroom, including the use of the Letters and Sounds programme in the Foundation Stage and Key Stage 1. Speaking and listening skills are taught through circle time activities and developed across the curriculum. The school has a good range of fiction and non-fiction reading scheme books and a well resourced library in the large mobile at the back of the school.

Science

Essentially science is about exploring, investigating and discovering things to gain knowledge and understanding about the world we live in. We aim to provide children with the skills needed to investigate and explore ideas independently. As science is such a practical subject it is taught using a hands-on approach wherever possible. Consequently we have built up a full range of equipment and resources for children to use. Whenever possible, particularly at KS1 science is taught through topic work and activities make the subject more meaningful. As children grow older they are taught through discrete topics within class lessons.

Learning Challenge Curriculum

The Learning Challenge Curriculum is a question based approach to structuring and delivering the National Curriculum. Children suggest questions they would use to begin to dive deeper into each theme. This gives the children ownership of their learning. There is a main question and weekly mini questions.

Extra Curricular Opportunities

A variety of clubs are held each week to allow children to follow particular interests and develop skills, including Football, Take 10, Netball, Music and Art. A Cycling Proficiency Course is offered to children of 9 years and over. Voluntary activities are an important part of school life and encourage involvement and commitment on the part of children, staff and parents. Year 6 go on a school journey to Hilltop Outdoor Activity Centre near Sheringham each year and all classes take part in curriculum linked school trips. Full risk assessments are carried out for all school trips and visits – and only take place when approved by the Head Teacher and the Local Authority. Trained first aiders are always in attendance on all school trips and visits.



School Uniform

The school uniform is compulsory and consists of the following items:

GIRLS

Navy, black or grey Skirt/Trousers
Shorts ~ summer
Navy, black or grey Pinafore Dress
Blue/White Gingham Dress ~ summer
Royal Blue Cardigan/Sweatshirt
Blue or White Blouses
Pale Blue or White Polo Shirt



BOYS

Navy, black or grey Trousers
Shorts ~ summer
Royal Blue Jumpers
Blue or White shirts
Pale Blue or White Polo Shirt
Royal Blue Sweatshirt

P.E. and Games

Blue or White T Shirt/Polo Shirt, Blue or White Shorts (Skirt ~ girls), Plimsolls, Trainers or Football boots for games and a swimming costume (appropriate for school use).

School uniform is sold by the PTA who place regular orders each month.

Sensible black school shoes should be worn. Toeless and/or backless sandals are not acceptable.

School Meals

Our excellent school kitchen provides freshly cooked healthy meals each day for children and staff. Children having school dinners pay the standard county charge each day for their meal. Children may bring a packed lunch and should have their food in a named lunch box and a drink in a named and leak-proof container. Cans and glass bottles are not permitted. A wide range of snacks such as fresh fruit, dried fruit, cheesy bread and drinks are available at morning break or children can bring their own healthy food for break time. We use 'Parent Pay' in school, this is a service where parents can order and pay for their child's school meals from home on at least a weekly basis. Parent Pay is also used for other payments in school including Clubs and trips. For additional information about this service, please see the school secretary.

Home-School Communication

A school newsletter is produced and distributed to parents every week, there are also boards at the front of the school that are used for daily and weekly information and notices. Class curriculum presentations are given by all teachers in September and a letter is published in the spring and summer terms giving information about the term's topic, homework and planned trips.

Jewellery, Games and Toys

Children are encouraged to dress appropriately for school and avoid extremes of fashion, especially footwear that can be dangerous and/or impractical at school! Stud earrings and watches are the only jewellery permitted. Any small toys or games that are brought into school are the responsibility of the owner and should be named. Older children who travel to and from school on their own are permitted to have mobile phones in school, but these should always be left in the main school office during the school day. All other children are not permitted to bring mobile phones to school. Children and parents can always use the school telephone system to leave essential messages.

Special Educational Needs (SEN)

Children are described as having Special Educational Needs when they have difficulties that affect their learning. SEN needs may range from relatively minor needs which may involve additional support from outside school to more serious concerns that may require an Educational Health Care Plan (EHP). Regardless of the severity of the need, the children's progress is recorded and monitored throughout the school. At present many outside agencies visit the school e.g. Educational Psychologist and staff from the Learning Support Services. They may be called on to help children and give advice to staff. The school employs Teaching Assistants who work with SEN children and the child's class teacher. The school has an SEN co-ordinator to oversee the running of the schools policy and ensure it is up to date and effective. We actively work towards an inclusive education for all our pupils.

Assessment, Recording and Reporting

Teachers regularly assess all children as this ensures that work appropriate to the child's ability is planned. Children's progress is tracked throughout their school life. Formally, children are assessed by using The EYFS Profile in Reception class. In Year 2 (7 years of age) they take the national Standard Assessment Tests (SATs) to aid teacher assessments and in Year 6 (11 years of age). The results of SATs are published each year. Parents receive a written report on their child's progress in February each year and a pupil attainment profile in July. Parents are given the opportunity to meet teachers throughout the year to discuss their child's progress.

Safeguarding and Child Protection

School staff have an important role to play in keeping children safe. All staff, both teaching and non-teaching, are instructed to report any suspicious circumstances to the Designated Safeguarding Lead or Head Teacher, who is required under



procedures laid down by the Norfolk Child Protection Committee to alert the Social Services Department. Members of staff are obliged to act in line with the procedures set down, and could be deemed to have acted improperly if they fail to act. Use of the procedures in no way infers that any parent/carer is accused of wrong doing. Parents may seek advice and guidance from the Designated Safeguarding Lead or Social Services directly. Our Safeguarding Policy is available on our website or from the office on request.

Medicines at School

Our school policy allows staff to administer medication (prescribed by a GP) to children with written permission from parents/carers. Each class teacher has a file with copies of permission forms. Children who have inhalers should be able to administer their own medication, and inhalers may be kept in school in an agreed place, with the knowledge of the class teacher and Head Teacher. Parents may come into school to give medicine to their children, but parents must report to the School Office first. In the event of illness or accident parents will be contacted and asked to collect their children from the School Office. It is therefore vital that we always have up to date contact details. An accident/incident report form is always completed after each accident/incident and a copy sent home listing full details of the accident/incident and the action taken.

School Security

All visitors to the school should report to the main office, sign in and wear a visitors badge whilst in school. Anyone collecting a child during the day for any reason should notify the office staff of their presence and intentions. All staff are alert to the need to report any person or occurrence which may pose a danger to our children.

Behaviour and Bullying

We follow a positive behaviour policy to encourage good conduct and consideration towards others, which should minimise the chances of a bullying situation developing. If a specific issue relating to bullying arises, this is always taken seriously. Reported incidents are investigated and dealt with thoroughly and sensitively by the appropriate teacher. Such incidents are reported to the Head Teacher. Parents of all the children involved in an incident are informed and consulted regarding any measures the school may decide to take.

Our School Rules:

- We are polite and helpful.**
- We listen carefully and follow instructions.**
- We walk sensibly and safely around the school.**
- We are kind, honest and respectful to others.**
- We always try our best.**
- We are proud of our school and ourselves.**

Charging Policy

Under the terms of the 1981 Education Act the school makes no charge towards educational activities, materials or transport (other than overnight accommodation). However the school does not have sufficient funds to cover the cost of all trips, outings or school journey, and therefore must ask for voluntary contributions in order for these activities to take place. Parents may be asked to pay for materials used in cooking and certain crafts, if they agree in advance that they wish to own the finished product.



Complaints

Any concerns or worries about the curriculum, children in the school or the workings of the school or staff should, in the first instance, be taken to the class teacher. Many of our school policies are available online through our school website, however you are welcome to request to see policies by appointment. If you feel your concerns have not been addressed or you have a complaint about the Head Teacher or an individual Governor, this should be taken to the Chair of Governors. Complaints about the actions of Governing Body should be referred to the West Norfolk Academy Trust.

Our PTA (Parent Teacher Association)

All parents and carers of pupils at the school, all members of staff and the Head Teacher are automatically members of the Clenchwarton Primary School Parent Teacher Association. This is an active group of fund raisers made up of parents and staff who are appointed annually at the Annual General Meeting, held in the autumn term each year. The aim of the PTA is to encourage good relations between staff, parents and others associated with the school and to raise funds that enable the children to have more than school finances allow. Funds are raised by arranging social functions and various sales including uniform. Over the last few years the PTA has provided many extras for the children in addition to the provision of the Local Authority budget. These include subsidising trips, providing a 'Gazova' (covered shelter for the field), a trim trail, stage lighting for school productions, netbooks and iPads and new table and seating units for lunchtime in the main hall.

Clenchwarton Primary School - Basic Information

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| Name of school: | Clenchwarton Primary School |
| Type of school: | Primary |
| Status: | Academy |
| Age range of pupils: | 5 to 11 years |
| Head Teacher: | Ms J. Borley |
| Address of school: | Main Road, Clenchwarton, King's Lynn, Norfolk, PE34 4DT |
| Telephone: | 01553 775035 |
| Fax: | 01553 773186 |
| Website address: | www.clenchwarton.norfolk.sch.uk |
| Chair of Governors: | Cllr Lesley Bambridge |
| Local Authority: | Norfolk |
| Number on roll: | 194 (May 2018) |
| Cost of school lunch: | £2.20 (Free for children of YR, 1 and 2) |
| School Day Begins: | 8.50 am |
| School Day Ends: | 3.15 pm (3.10 pm for Reception Class) |

School Term Dates 2018 to 2019

5th Sep, 18th and 19th Oct, 19th Dec and 2nd Jan 2019 are staff INSET days (children do not attend on these days). Additional dates information regarding school INSET Days and additional school holiday days are given in our weekly newsletter.

Safeguarding Statement

Our School is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The Health & Safety of all children is paramount.

We provide a safe, secure and caring environment in which children can flourish. The school implements a wide range of measures and policies, including the school's Safeguarding & Child Protection policy and Health & Safety policy. A copy of our safeguarding policy can be found on the schools website or via our front office. Our school is part of Operation Encompass.





School Staff

Leadership Team

Ms J. Borley – Executive Head Teacher
Mrs R. Ward - Executive Deputy Head Teacher
Mrs S. White – Executive SENDCo
Mrs N. Burgess – Assistant Head Teacher
Mrs M. Ryan – Senior Leader

Teaching Staff

Mrs N. Burgess – Year 6
Mrs A. Means and Mrs S. Robinson – Year 5
Mrs M. Ryan – Year 4
Mrs K. Lawrence – Year 3
Miss C. Golding – Year 2
Mrs N. Preston – Year 1
Mrs R. Eyre & Mrs J. Williams – Reception

Higher Level Teaching Assistant

Mrs D. Bloodworth

Cover Supervisor

Mr S. Yare

Teaching Assistants

Mrs R. Adair
Mrs P. Bland
Mrs S. Bolderstone
Mrs J. Bullock
Miss R. Burgess
Mrs. J. Calaby
Mrs M Greehy
Mrs T. Groves
Mrs J. Lynch
Mrs S. Harpley
Miss S. Hayes
Mrs L. King
Mrs J. Wingfield

SEN Teaching Assistant

Mrs L. King

Administration

Mrs H. Mann (*PA to the Head Teacher*)
Mrs S. Higby (*School Secretary*)

Site Management

Mr R. Hayes

Mealtime Supervisors

Mrs S. Ashby
Mrs E. Brandon
Miss R. Burgess
Mrs S. Colgan
Mrs L. Edge
Mrs M. Greehy
Mrs J. Lynch
Mrs J. Wingfield