

# Welcome to our School

## Tacolneston Church of England Primary Academy

*As each has received a gift, use it to serve one another, as good stewards of God's varied grace  
1 Peter 4:10*

*Work together, learn together, grow together...*



Interim Executive Headteacher  
Mr Mark Carlyle

Tacolneston Church of England Primary Academy  
Norwich Road  
Tacolneston  
Norfolk  
NR16 1AL

Telephone: 01508 489336

Email: [tacolneston@tacmor.stbenets.org](mailto:tacolneston@tacmor.stbenets.org)

Website: [www.tacolneston.norfolk.sch.uk](http://www.tacolneston.norfolk.sch.uk)

### **OUR AIMS ARE TO:**

- provide a full, varied and rich curriculum that is adapted to meet the needs of every child;
- provide an environment where children are stimulated, secure, happy and valued as individuals so that they become independent and compassionate with a desire to learn and achieve;
- provide a curriculum which inspires a sense of wonder, excitement and awe in the world about us leading to engaged, steadfast, life-long learners;
- give children a knowledge of the cultural difference that exists in the world;
- give children the opportunity to learn to value cultural variety;
- develop the spiritual awareness of our children and community.

### **OUR ETHOS**

The school, through its distinctive Christian character, is outstanding at meeting the needs of all learners...The school's Christian ethos and values underpin all aspects of school life and have a significant impact on spiritual, moral, social and cultural development. As a result, pupils' behaviour and attitudes to learning are excellent. SIAMS 2017

### **MISSION STATEMENT**

With the love of God, we will create a learning environment where high expectations and the teaching of Christian values ensure that everyone is cared for, valued, encouraged and able to achieve their full potential.

### **OUR MOTO**

Work Together; Learn Together; Grow Together



# Welcome from the Headteacher

Welcome to Tacolneston C of E Primary Academy. We are a small rural Church of England village school situated near the historic market town of Wymondham. We are federated with Morley C of E Primary Academy and our staff work closely together to share our skills and expertise.

Everyone working in our school is committed to creating a secure, caring and stimulating environment which offers every child the opportunity to develop to their full potential within a Christian ethos. All the children in our school are valued and we make every effort to meet their individual needs.

We hope this prospectus will answer any questions that you may have, however if you wish to find out more, please do not hesitate to contact us.

I look forward to meeting you.

Mark Carlyle,  
Interim Executive Head Teacher

# School Staff

INTERIM EXECUTIVE HEADTEACHER  
SENIOR LEADER

Mr. Mark Carlyle  
Mrs. Laura Ketley

TEACHING STAFF

Mrs. Rhoda Beck  
Mrs. Debbie Cheese  
Mr. Greg East  
Miss Lorna Grant  
Mrs. Lucy Livermore

SENCO

Mrs Laura Ketley

OFFICE MANAGER  
OFFICE ASSISTANT

Mrs. Ria Durrant  
Mrs. Helen Gowing

TEACHING ASSISTANTS/  
LEARNING SUPPORT ASSISTANTS

Mrs. Linda Bird  
Mrs. Andrea Jones  
Mrs. Linda Ludkin  
Mrs. Martine Parsons  
Mrs. Liz Saunders  
Miss. Sharon Weir

MIDDAY SUPERVISORS

Mrs. Sarah Doy  
Mrs. Andrea Jones  
Mrs. Martine Parsons  
Mrs. Hayley Wick



# Our School Organisation

In September 2023 we will have 90 children on roll. The classes are as follows:

Class	Key Stage	Year	Teacher
Kingfishers	Foundation Stage	Reception	Mrs Cheese & TBA
Robins	Key Stage 1	Years 1 & 2	Mr. East
Eagles	Key Stage 2	Years 3 & 4	Miss Grant & Mrs Beck
Sparrow Hawks	Key Stage 2	Years 5 & 6	Mrs Livermore



# Our School Day

Registration: 8:40 – 8:50am

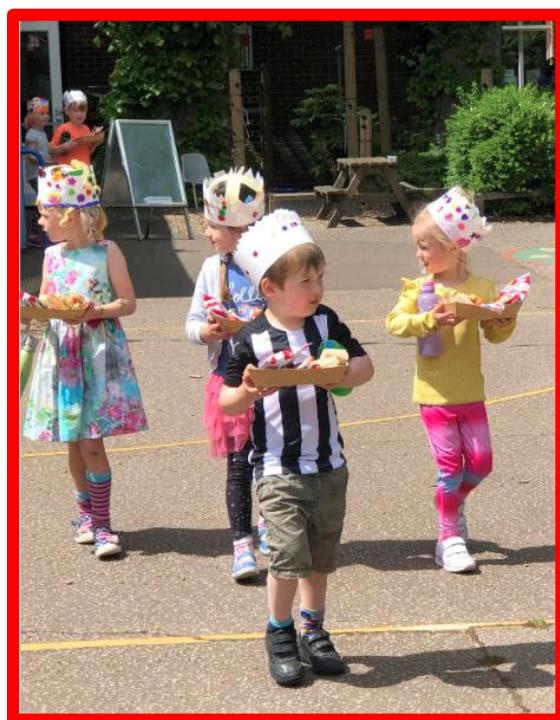
Morning break: 10:45-11:00am

Lunch: 12:15-1:15pm

Afternoon break

(EYFS & KS1): 2:15-2:30pm

School Ends: 3:15pm



Children are expected in class refreshed and ready to learn by the registration time of 8:40am– 8:50am. Any child not in class by this time must report to the office to be signed in and to complete a late slip.

In the event of your child being absent, the school requests parents to ring in or use our parent app to inform the school with a reason for absence by 9.15am. The school will contact any families they have not heard from after this in line with our Safeguarding Policy.

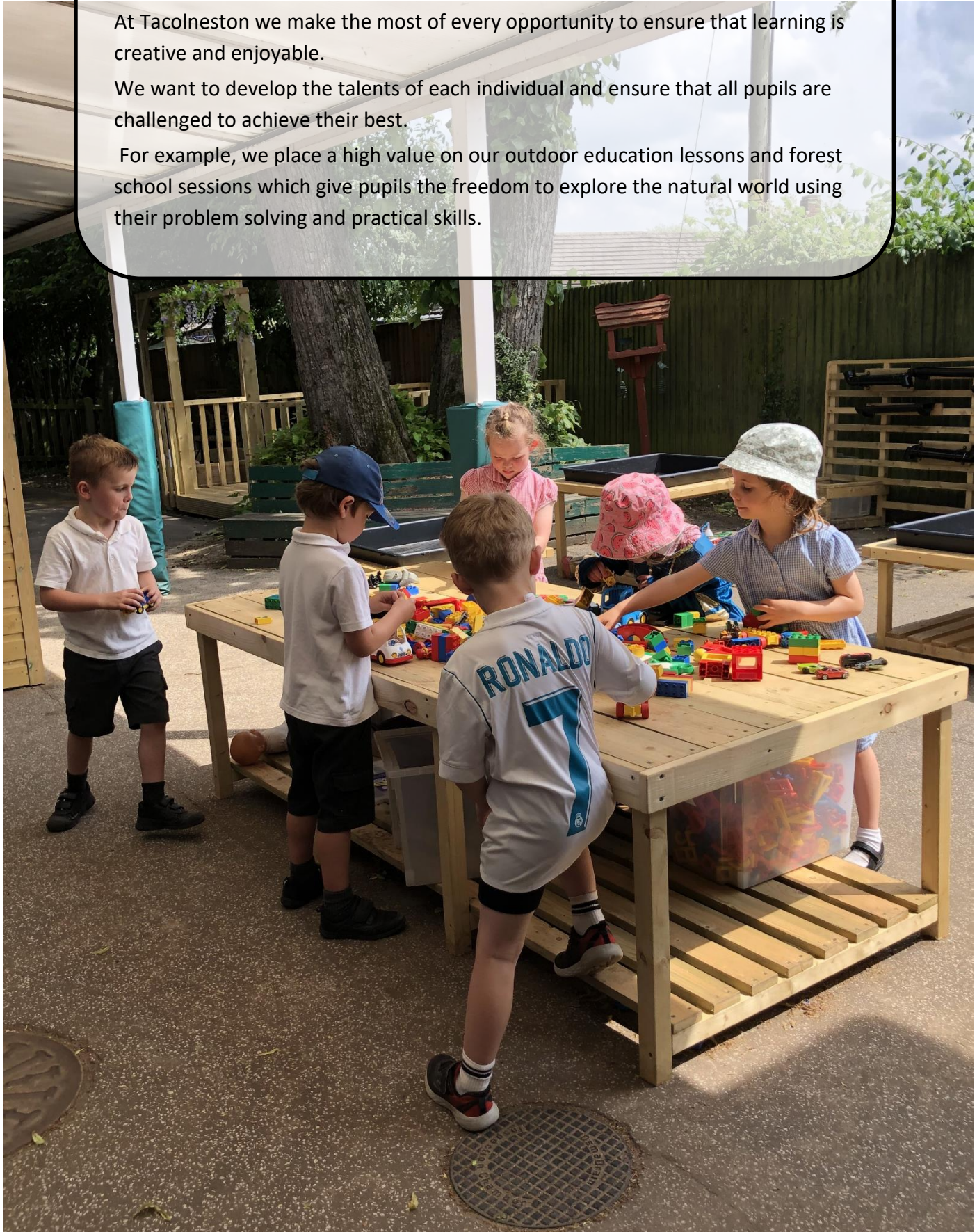


# Our Curriculum

At Tacolneston we make the most of every opportunity to ensure that learning is creative and enjoyable.

We want to develop the talents of each individual and ensure that all pupils are challenged to achieve their best.

For example, we place a high value on our outdoor education lessons and forest school sessions which give pupils the freedom to explore the natural world using their problem solving and practical skills.





# Religious Education

Religious Education is taught in accordance with the Norfolk Agreed Syllabus (a copy of which may be viewed in school) and the Church of England's curriculum: 'Understanding Christianity'.

Our aim is to develop children's understanding of, and sensitivity towards Christianity and other world religions; themselves as people; and the world in which they live.

Parents wishing to withdraw their child from Religious Education should discuss this with the Headteacher



## Collective Worship

Children take part in daily Christian collective worship. Parents wishing to withdraw their child from the devotional part of this assembly should discuss this with the Headteacher.

# Physical Education

The school has excellent field and playground facilities for outdoor activities. We also have a very well-equipped hall for indoor sporting activities. Every child will have at least two hours of physical education each week. We have access to the swimming pool at Hethersett Junior School. Teaching staff work with sports coaches to deliver high quality P.E. lessons.



### Our PE kit comprises of:

- A t-shirt in their house colour
- Black shorts
- Trainers
- Plain black tracksuit bottoms and sweatshirt
- 
- *Children come to school dressed in their PE kit on the days they do PE..*





## School Meals

Our children eat their lunch together in the school hall. We do not cook the meals on the premises; instead they are brought over from our federated school - Morley. Dinners are ordered daily, and cost £2.30 per meal at present. The meals work on a menu system and there is always a vegetarian option available. Additional dietary requirements are also catered for.

If a child does not wish to have a school dinner, they may bring a packed lunch. We ask parents to follow our Healthy School Status to ensure all our children receive a healthy, balanced diet at school.

All pupils in Reception and KS1 receive free school meals.

Children in Reception, year 1 and year 2 have a morning snack provided. Children in KS2 may bring a healthy snack to school to have at morning break.

# Educational Visits & Residential Trips

In addition to the various visits that the children are taken on, the school encourages a variety of visitors, both of which support their learning in school. Whenever children are taken out of school parents are notified in advance and if a coach trip is involved parental permission is sought.

The school believes in offering all children the opportunity to take part in out of school activities. These visits, and some of the visitors, are dependent upon voluntary contributions by parents to cover all or part of the cost. Expenses are kept as low as possible, but in cases of financial difficulty please contact the Headteacher, as help may be available. Risk assessments are carried out before any trip takes place. If insufficient voluntary contributions are received visits may have to be cancelled.

Residential trips for pupils in year 4 and pupils in year 6 take place on a yearly basis. These are joint residential trips with Morley C of E Primary Academy. Year 4 pupils have a 2 night stay in a location in Norfolk, Year 6 have a week-long trip usually to a location outside of Norfolk.







## Assessment

Children's work is assessed on a regular basis to ensure that the work set is suitably challenging and helps children to progress. Progress is reported to parents/carers by teacher/parent interviews, termly reports and an annually written end of year Record of Achievement.

Homework is an important area for teachers, children and parents to work together. The school's homework policy is available on our website.

An information leaflet setting out expectations of homework in each year group is sent to parents in September. All children are expected to read every day at home.

Children's attainment is assessed at the end of the Early Years Foundation Stage, and children undertake national testing (SATS) in year 2 and year 6. Children in year 1 are also required to sit the Phonics Screening Check and children in year 4 sit the Multiplication Tables Check.

## Inclusion

At Tacolneston Primary school we believe in participation for all. We aim to create an inclusive culture in our school, and be responsive to the diversity of children's backgrounds, interests, experience, knowledge and skills.

If a learner is identified as having a special educational need or a disability (SEND), we will provide support that is 'additional to or different from' the general differentiated curriculum, with the intention of overcoming the barrier to their learning.

# Our Academy Standards

To ensure your child achieves the best they can during their time with us, all staff have an expectation of a good standard of conduct, thoughtfulness, and a caring attitude towards everyone.

Our aim is to encourage self-discipline, respect for others, good manners, and responsibility both for their social relationships and their environment. In return, the school offers a reward system of merit badges; house points and certificates to promote and celebrate positive behaviour, good effort, and significant achievements.

In the school's most recent Short Ofsted Inspection report (March 2018) it is stated that

*'Pupils are happy and safe in school. Any poor behaviour is dealt with well by staff and that bullying never occurs. Pupils said that they feel well cared for and confident to talk to adults if they feel worried. Pupils enjoy school and are exceptionally well mannered and articulate. They show great kindness and support towards one another.'*

## Uniform

All pupils are expected to wear a uniform, which is as follows:

- School sweatshirt, fleece or cardigan
- Grey trousers/shorts/skirt
- White polo shirt
- Flat, plain black shoes
- Plain socks/tights (grey)
- Checked school dress (any colour).

The school enjoys encouraging the children to have their own individuality and therefore offers sweatshirts, fleeces and cardigans in a variety of colours for the children to choose.

These can all be purchased through the Tesco website or via regular orders to Birds (organised by the Friends of Tacolneston Academy) together with book bags and PE bags featuring the Academy logo.





# Admissions

As per our Admissions Policy, children can start their education in the September following their fourth birthday. Children whose fifth birthday falls between the 1<sup>st</sup> March and 31<sup>st</sup> August may attend school on a part-time basis for the Autumn term if they wish, although they are welcome to take up full-time education from the September.

If there are more applications for places than there are places available, the Local Authority will give preference to children living nearest the school according to the following criteria in this order of priority:

1. Children with an Educational, Health and Care Plan naming that school.
2. Children who are in public care or have been adopted from public care.
3. Children who live within the designated area and have a brother or sister attending the school at the time of their admission,
4. Children who live within the designated area.
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
6. Children who live outside the designated area and have no brother or sister attending the school at the time of their admission.

At present, the school currently has an admissions number of 15 children per year group.

# Safeguarding

The school is committed to promoting the health and welfare of all pupils. We are required by law to follow the procedures as set out by the Local Safeguarding Children Board if we witness signs that suggest one of our pupils may have been the victim of abuse, neglect or radicalisation.

We also ensure that our staff team and any volunteers working in the school have a full and clear Disclosure and Barring Services (DBS) check before starting with us.

To complement our Safeguarding policy, we ask all those working in school to adhere to our Confidentiality policy.

Our Designated Safeguarding Leads are Mark Carlyle, Laura Ketley and Lucy Livermore.

At Tacolneston C of E Primary Academy, we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass.

In order to achieve this, Norfolk Children's Advice and Duty Service will share police information of all domestic incidents, where one of our pupils has been present, with the Designated Safeguarding Leads. On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'.

We will record this information and store this information in accordance with the record keeping procedures outlined in our Safeguarding Policy.

Our Safeguarding Policy can be found on the school website.



# Local Governance Committee

Tacolneston C of E Primary Academy is federated with Morley C of E Primary Academy. This is effectively a committed partnership between the two schools, which are overseen by the same Headteacher and local governance committee, whilst still retaining their individual identity, character and ethos. This Federation enables two small rural schools to maximise their resources, share teaching expertise and best teaching practices and to each benefit from a greater breadth of expertise, experience and input from a Federated Governance Committee.

## Our Governors are:

Mr Mark Carlyle	Interim Executive Headteacher
Mrs Laura Ketley	Staff Governor
Mrs Jane Coath	Appointed Governor
Mr Rodger Cordey	Appointed Governor
Mrs Kathleen Flowerday	Appointed Governor
Mr Alan Kent (Chair)	Appointed Governor
Mrs Serife Kher	Appointed Governor
Mrs Gemma Lawrence	Appointed Governor
Mrs Sophie Brewster	Parent Governor
Mrs Katie Brown	Parent Governor

# Friends of Tacolneston Academy (FOTS)

FOTS is an active parents association which raises money for the school to support the children's learning and enjoyment. Over the years FOTS have paid for coaches, visitors and a large variety of equipment. They always welcome new members with fresh ideas and talents.

# Parent Forum

We hold termly meetings for parents/carers and School Leaders to meet to share ideas for making improvements to the school.

# School Council

Our school council is made up of six elected children from year groups 1-6. They hold regular meetings with a member of staff and get involved with some of the decisions being made within the school.

# Links with the Community

We aim to help children establish their responsibilities within both the local community and the wider world. To this end, we liaise with local churches, Norfolk Police Force, Road Safety Officer, Fire Service, Museum Service etc.

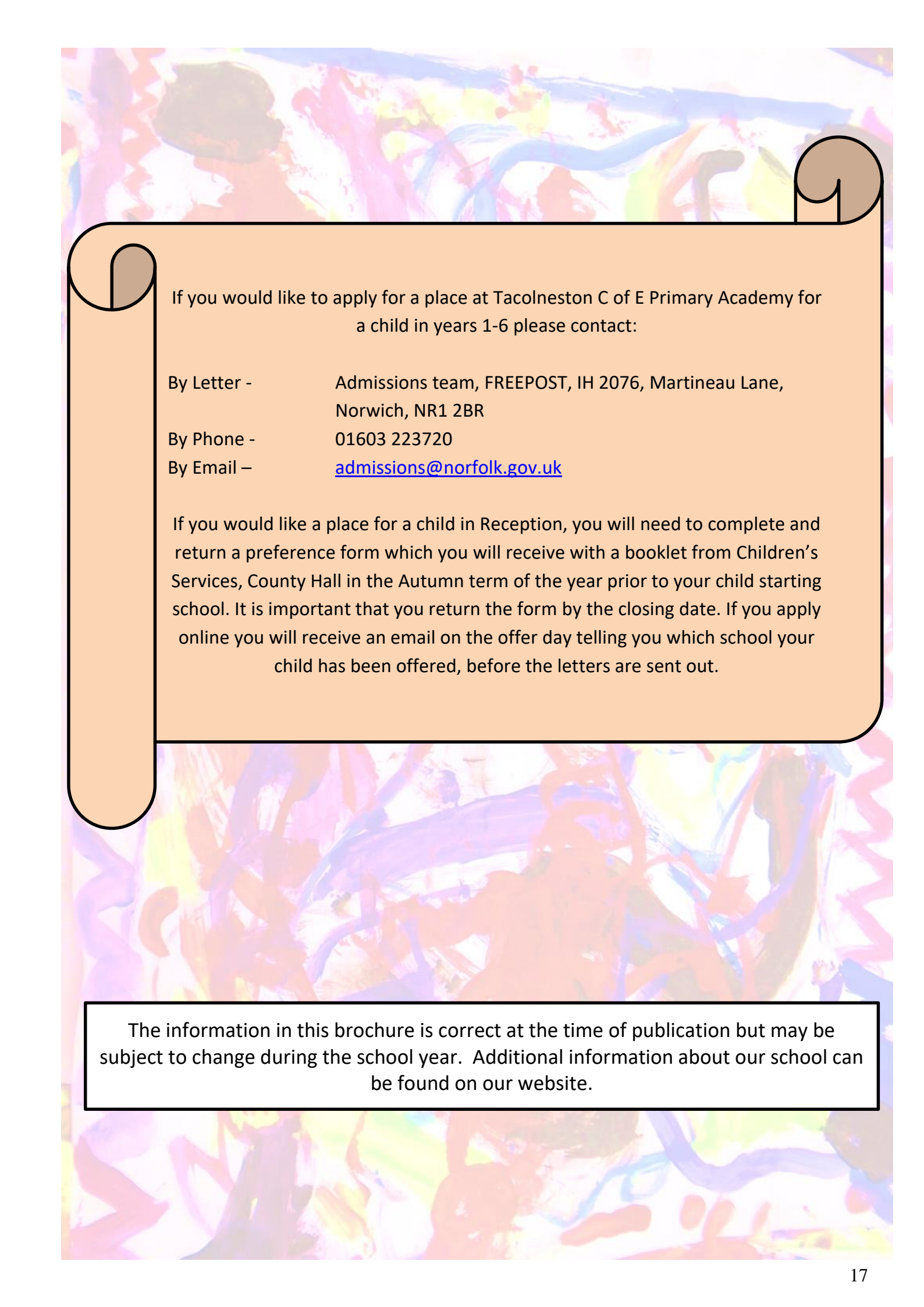
Our school has a tradition of supporting charity work and each year raises money in a variety of ways for this purpose.

# Complaints

We welcome your views regarding our school and aim to work in partnership with you. If you are unhappy about any aspect of your child's experience at school, please make an appointment with your child's teacher.

We would hope that a discussion with your child's teacher would be enough to resolve any issue, but if you wish to take the matter further please make an appointment to see the Headteacher.

If the issue is still unresolved and you wish to make a formal complaint the Headteacher will give you a copy of the Complaints procedure. You can find a copy of our Complaints Policy on our School Website.



If you would like to apply for a place at Tacolneston C of E Primary Academy for a child in years 1-6 please contact:

By Letter - Admissions team, FREEPOST, IH 2076, Martineau Lane,  
Norwich, NR1 2BR  
By Phone - 01603 223720  
By Email – [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

If you would like a place for a child in Reception, you will need to complete and return a preference form which you will receive with a booklet from Children's Services, County Hall in the Autumn term of the year prior to your child starting school. It is important that you return the form by the closing date. If you apply online you will receive an email on the offer day telling you which school your child has been offered, before the letters are sent out.

The information in this brochure is correct at the time of publication but may be subject to change during the school year. Additional information about our school can be found on our website.



# Additional Information

## What will my child learn at school?

Children will be taught by their class teacher for most of the time. This allows for relationships of understanding and trust to be built up during the school year. There are times when your son/daughter will be taught by other members of staff.

We try to ensure that all children are challenged whilst those who have learning difficulties are supported. We appreciate that each child is an individual and ensure that they are treated as such. The school will deal with children's needs in stages, matching the level of help to the needs of the pupils. The procedures laid down in the Special Educational Needs and Disability Policy corresponds to the national Code of Practice.

## Areas of Study

### English

Our aim is to develop in our children a love of reading and joy in communicating in a wide variety of forms. Speaking and listening to your child is a vital part of your child's education and we encourage speaking and listening in every part of the curriculum. During their time at the school, the children will have the opportunity to develop their writing skills by writing for a range of different purposes and a variety of audiences. Children in Key Stage 1 have a daily phonics lesson and Key Stage 2 children continue to learn spellings and strategies as part of their daily work.

### Maths

Power Maths is a whole-school primary maths programme based on maths mastery. Mastery is built on a concrete-pictorial-abstract model and ensures that our children have secure foundation and a deep understanding of mathematical concepts. Children in KS1 and KS2 use pupil text books so that concepts are introduced in a scaffolded way which enables all children to develop critical thinking skills, make mathematical connections and become confident mathematicians.

Children in the EYFS are involved in mastery activities on a daily basis. The children learn to be comfortable and play with numbers and to develop their understanding of other areas such as measurement, shape, space and data handling.

### Science

Science work in school attempts to stimulate the children's curiosity and interest in the world around them. Scientific concepts are developed through the children's own investigations and experience.

## Religious Education

Religious Education is taught in accordance with the Norfolk Agreed Syllabus (a copy of which may be viewed in school) and the Church of England's curriculum: 'Understanding Christianity'. Our aim is to develop children's understanding of, and sensitivity towards, Christianity and other world religions; themselves as people; and the world in which they live. Parents wishing to withdraw their child from Religious Education should discuss this with the Headteacher.

## Collective Worship

Children take part in daily Christian collective worship. Parents wishing to withdraw their child from the devotional part of this worship should discuss this with the Headteacher.

## Early Years Foundation Stage

Early years education covers seven areas of development and learning – the three prime areas of Personal, Social and Emotional Development, Physical Development, Communication and Language and the four specific areas of English, Mathematics, Understanding of the World and Expressive Arts and Design. We work closely with parents to ensure that the children feel included, secure and valued. We provide opportunities for children to engage in activities planned by adults and those that they plan and initiate themselves.

## Physical Education

The school has excellent field and playground facilities for outdoor activities. We also have a very well-equipped hall for dance and gymnastics. Every child will have at least two hours of physical education each week. From year 3 children will have the opportunity to receive swimming lessons at Hethersett pool until they achieve their 25m swimming certificate. Teaching staff work with sports coaches to deliver high quality P.E. lessons.

We are part of the Wymondham Sports Partnership. This enables us to access a range of sporting activities and take part in sporting festivals or cluster/county competitions. We place great importance on giving all children the opportunity to take part and to use our talents and gifts.

## Design and Technology

Children undertake work in small groups to develop skills of design, construction and evaluation using a variety of materials and processes. They discuss ideas and work collaboratively and as the children reach KS2 they begin to develop the skill of review and how to make improvements.

## Computing

Each classroom has a bank of networked computers and internet access. In addition, there are interactive whiteboards and laptops for the children's use. The children also have the opportunity to use digital cameras, microscopes and Ipads. We place a strong emphasis on E-Safety and revisit the requirements for safety on a termly basis.

Children become confident in using Information and Communication Technology in a variety of contexts. They are taught how to code a variety of programs and use technology to develop their learning in all other areas of the curriculum. They are also taught to develop their skills in programming.

## History and Geography

Our aim is to develop the children's curiosity and awareness both in the past and in their local environment and to foster interest and knowledge about the world and its people. These subjects are often incorporated into our cross-curricular approach to learning and we aim to look at local figures within history and visit areas of local geographical interest as part of our offer.

## Art

A varied programme of artwork emphasises observation; creativity and working with a variety of media. The children are encouraged to express themselves through drawing, painting, craft activities and to develop aesthetic qualities. We are currently working towards our ARTSMARK award.

## Music

Class music lessons encompass practical and creative music making as well as extending children's knowledge of more formal music styles. We offer music tuition for recorder, piano, guitar and drums. As a school we follow the CHARANGA scheme.

We gather collectively for a termly music assembly where children are given the chance to share their gifts and talents with the whole school community.

## Personal, Social and Health Education (PSHE) and Citizenship

Through PSHE we aim to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active responsible citizens. The subject forms part of the timetable but is also included in all other subjects within the curriculum.

### PSHE also includes:

- **PATHs**

The school follows the PATHs (Promoting Alternative Thinking Strategies) programme. This helps the pupils develop their social and emotional skills and respond to their feelings with appropriate behaviour.

- **Relationships & Sex Education**

Parents are given an opportunity to view any resources that are used to teach the children in this subject area. Parents wishing to withdraw their child from Relationships and Sex Education should discuss this with the Headteacher.

- **British Values**

The Department for Education have given us a five-part definition of British Values:

- ❖ Democracy
- ❖ The rule of law
- ❖ Individual liberty
- ❖ Mutual respect
- ❖ Tolerance of those of different faiths and beliefs

At Tacolneston C of E Primary Academy, the children will encounter these principles throughout everyday school life within our PSHE Curriculum, and the frameworks of our Spiritual, Moral, Social and Culture Policy and our teaching of the Christian Values for Life which are: - Generosity, Justice, Courage, Compassion, Trust, Service, Koinonia, Respect, Friendship, Perseverance, Thankfulness, Forgiveness and Truthfulness.

A different Christian value is looked at closely each term.



## Homework

Homework gives teachers, children and parents an opportunity to work together. The school's homework policy is available on our website.

An information leaflet setting out expectations of homework in each year group is sent to parents in September.

**All children are expected to read every day at home.**

## Teacher Consultation

At the beginning of each term, parents are provided with information about what the children will be learning during the term as well as an explanation of the routines of the class.

In the Autumn and Spring term there are consultation sessions for parents to discuss their child's progress with the class teacher and parents are given a one page termly report.

Children's work is assessed on a regular basis to ensure that the work set is matched to the ability of the pupil, and to ensure that they are supported and challenged. These records are available for parents to see and are used by staff to compile the yearly report. At the end of every academic year you will receive a Record of Achievement, which contains an assessment of your child's progress in every area of the curriculum and gives the next steps for the children to aim for in order to make further progress.

# What will my child need at School?

All children are expected to wear a uniform

- School sweatshirt, fleece or cardigan
- Grey trousers/shorts/skirt
- White polo shirt
- Plain socks (white / grey) or plain tights (grey)
- Checked school dress (any colour).



The school enjoys encouraging the children to have their own individuality and therefore offers sweatshirts, fleeces and cardigans in a variety of colours for the children to choose.

The Friends of the School (FOTS) regularly organise bulk clothing orders through Birds of Dereham. Alternatively clothing can be purchased online via [www.myclothing.com](http://www.myclothing.com). PE bags can also be purchased featuring the school logo.

All children in Reception will be given a book bag by the 'Friends of Tacolneston'.

## Shoes

Sensible, flat plain shoes in **black** should be worn. (Velcro if your child cannot manage laces.)

## P.E. Kit

A t-shirt in their house colour.

Black shorts

Trainers - please buy velcro if your child cannot manage laces

Plain black tracksuit bottoms and sweatshirt.

Children to come to school in their P.E. Kits on their P.E. day.

If any items are to be kept at school (ie outdoor education clothes), please use a drawstring bag. Backpacks are not permitted in school as there is not enough room in the cloakroom.

## Wellies

Children will require a pair of wellington boots to be kept permanently in school.

## Outdoor Education (Reception, Year 1 and 2) and Forest Schools (KS2)

Children will need waterproof jacket and trousers, wellies, hats and gloves for those inclement days.

Outdoor education is a weekly feature of our curriculum in Key Stage 1 and we go out in all weathers, so please provide your child with the clothing to keep them dry and warm.

## Swimming (Year 3 upwards)

One-piece costume (no bikinis) for girls and trunks (no shorts) for boys

Swimming hat (cloth)

Towel

Goggles (optional)

## Art & Design

Your child will need an old shirt adjusted to be worn backwards with a loop for hanging it on a peg.

## Sun Hat

During the summer your child will need a sun hat that can be left in school at **all times** (irrespective of weather).

## Jewellery

No necklaces etc. should be worn at school, stud earrings only and these should not be worn on PE and swimming days.

## Hair

For safety reasons, longer hair (girls and boys) should be tied back/held back by simple bands, clips or slides.

**It is essential that all clothing is labelled in order for us to be able to return it to the correct owner.**



# School Attendance / Absence

**Our School Day: 8:40am – 3:15pm**

## Daily Registration

Once the school gate is opened, the children walk round to the back of the school and enter through the back doors. We kindly ask that you say goodbye to your child at this point please. The younger children will be supported and assisted by the early years team to sort themselves out as they head into their classrooms - we actively encourage this level of independence in our little ones. Registration then takes place between 8:40 and 8:50am.

Registration is a legal requirement and the good practice of punctuality is expected and lateness noted. If a child is late for any reason this will be marked as an unauthorised absence. If a child arrives at school late he/she should be taken to the school office by his/her parent/carer to be signed in and to complete a late slip.

## Children's Absences

In the event of your child missing a day at school it is very important that you telephone the school before 9:15am with the reason for absence. This is a safeguarding issue and failure to do this will result in the school contacting you.

We aim to support our parents to achieve a high school attendance for the children and the school. Our target for this year is 96% attendance, which is set by the Governors.

Our procedure is as follows:

- '1<sup>st</sup> Day Calling'. This means that we will phone your house if your child has not arrived at school by 9.15am.
- Parents of children whose attendance falls below 97% will receive a letter expressing concern from the school.
- Parents of children whose attendance falls below 85% will be referred to the Attendance Officer.
- Lateness will also be treated very seriously. In the first instance, repeated lateness will result in a letter from school. If the lateness continues, a referral will be made to the Attendance Officer.

## Illness or Accidents to Children during School Time

If your child becomes ill during the day we will try to contact you to arrange for your child to be taken home. It is very important that our emergency contact details are kept up-to-date and alterations to telephone numbers etc. are always reported to the school office as soon as possible.

If your child has had sickness and/or diarrhoea, they cannot return to school for 48 hours after the last bout. If your child has a respiratory virus such as Covid, they cannot return to school for 3 days.

## Holidays during Term Time and Legal Intervention

You will be aware that the law requires all parents to ensure that their child attends school regularly. Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. The Government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

The Local Authority has introduced a system where any pupil who has an attendance of 96% or less with at least 15% unauthorised absence over a 6 week period or 10 consecutive sessions unauthorised absence will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

Any pupil in Tacolneston Primary School who meets either criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days, if unpaid a further invoice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28 days. Failure to pay the total amount within the timescale will result in legal action being taken.

Our aim is to ensure that our pupils receive the most from their education and I hope we can count on your support in this matter.

Headteachers are no longer able to authorise holiday absence, they are only able to authorise leave of absence in exceptional circumstances taking into account current attendance records.

We would ask you to consider very carefully before you take your child away on holiday in term time. Holiday request forms can be obtained either from the school website or the office.

# Behaviour, Care and Safety of Pupils

## Behaviour/Discipline

We expect a good standard of conduct, thoughtfulness and a caring attitude towards everyone, whether it is child or adult.

### ***Ofsted Short Report – March 2018***

*'Pupils are happy and safe in school. They said that any poor behaviour is dealt with well by staff and that bullying never occurs. Pupils said that they feel well cared for and confident to talk to adults if they feel worried.'*

Our aim is to encourage self-discipline, respect for others, good manners and responsibility with the children both for their social relationships and their environment. All of these aims are expanded in our Behaviour Policy and are reflected in our Mission Statement. (See our school website).

In return, we expect our children to arrive in school refreshed and ready to learn; to engage in their learning; and to show respect and courtesy towards everyone involved.

A reward system of merit badges, house points and certificates is used to promote positive attitudes to learning.

Bullying and racist behaviour is not tolerated and the school follows the procedures based on the Norfolk County Council guidelines.

## Pastoral Care and Welfare

It is the class teacher who is responsible for the day-to-day care of your child at school. If there are any particular changes in home circumstances that may affect your child please let the teacher know.

Alternatively, you can email the office with any information / changes that may affect your child. This information will be passed on to the relevant staff member.

## Child Protection Procedure

This school is committed to promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the Norfolk Area Child Protection Committee if we see signs which suggest that one of our pupils may have been a victim of abuse. Use of the procedures in this way is an obligation placed on the school by legislation and in no way infers that any parent/carer is being accused of wrong doing.

Our Designated Safeguarding Leads are the Headteacher, Mark Carlyle; the Senco, Laura Ketley and class teacher Lucy Livermore.



## Safety Issues

- Entrance to the school grounds is by the pedestrian gate; please do not cross through the car park.
- On arrival all visitors and parent helpers should report to the school office.
- Parents should not park in the car park.
- Everyone in the school community must walk when moving around the school and display courtesy and consideration for others.
- Pupils are responsible for their own belongings at all times when in school. Please ensure that **all items are marked clearly** with the pupil's name using name tapes or permanent marker.
- For safety reasons children must not play on the playground equipment unless a member of staff is present and has agreed that the equipment can be used.
- Play equipment is out of bounds for all pupils and their siblings during after school clubs and when dropping off / collecting your child.
- Children attending after school music lessons must be accompanied by a parent if they wish to remain on site between the end of school and the start of their lesson.
- All adults working in school are DBS checked.

## Non-Smoking Policy

The local governance committee recognises the need to provide a healthy working experience for staff and pupils and for the best possible example and role model to be given by adults on smoking-related matters within and beyond the formal curriculum. The policy of the school is therefore that smoking should not take place anywhere on the school site or during off-site activities. This policy extends to anyone who enters the site.

# Money

## Charges for School Activities

Legislation allows schools to charge for activities that take place both inside and outside school hours. Norfolk County Council has adopted a policy, which it recommends to governors, and which the Governors of Tacolneston Primary Academy have adopted. These are the activities and materials for which you will be charged:

**Music tuition:** individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.

**Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

**Swimming Money:** Parents of children swimming in KS2 are asked to make a contribution to the cost of swimming coaches.

**Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.

**Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

## Pupil Premium

Pupil premium is additional funding given to schools in England to raise the attainment of pupils. This funding is currently £1455 per qualifying pupil; the school is then able to use this money in a variety of ways to support pupil's learning.

If parents are eligible for any of the following we may be able to get this additional funding:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided the family has an annual net earned income of no more than £7,400, as assessed by earnings from up to 3 of the most recent assessment periods)

Please ask for a form in the office if this applies to you as you could help us secure more funding for our school. This will be treated confidentially.

# How can I Help at School?

## *Parent Helpers*

Parents with any special talents that can enrich the curriculum or who just want to come and read with the children are welcomed. We would prefer this to be a regular commitment but will welcome any time you have to help.

By law, we have to carry out a police check on persons helping within the school. Please do not be put off by this, as it is to ensure that children are safe in school.



There is an active Parents' Association, which has, over the years, raised money for the school and supported and added to our school life together.

It is impossible to overstate the importance of the support and encouragement of parents in the education of young people. We set great store by the concept of the education process being a friendly partnership between home and school. We rely on the help of parents in many ways, and in far more than the obvious important aspects of fund raising and support at school events. In return we willingly commit ourselves to a high level of professional dedication and endeavour. Parents are valued as both regular and occasional helpers in school, on an individual basis or as part of the FOTS. Volunteers are always welcomed enthusiastically.

Over the years, the FOTS has paid for many of the coach trips to enable us to visit many places of interest. They have also paid for some of the many visitors we have had in school who greatly enrich the children's knowledge. Equipment of various kinds has also been bought, most recently the enormous play galleon on the field. If you would like to join the committee, please contact the office.