



# NORTHGATE PRIMARY and NURSERY SCHOOL



**ASPIRE, BELIEVE, ACHIEVE**

Our vision for the children at Northgate Primary School is for all children to **succeed** by challenging them to meet high expectations. We are committed to a **nurturing** and supportive environment for the whole community, stressing the importance of **inclusion and acceptance**.

**Challenge and succeed  
Nurture and support  
Acceptance and inclusion**

## **Our Golden Rule**

Treat others the way  
you would like to be  
treated!

**THINK**

Do I want to be treated  
this way?

How does it feel?

# OUR TEAM

## Management Team

**Mr Mike Collins, MA**

## Curriculum and Management Responsibilities

**Head teacher** Designated Safeguarding Lead (DSL), LAC coordinator, Mental Health Champion (MHC)

**Mrs Claire Andrews**

**Assistant Head** KS2 Leader, Assessment Coordinator (PIXL),  
French Lead teacher, DSL,

**Mrs Sarah Young**

**Assistant Head** EYFS/ Key Stage 1 Leader, DSL, Mental Health Champion(MHC)

**Mrs Penny Manning**

**Parent Support Advisor** Designated Safeguarding Lead (DSL)

**Mrs Paula Waters-Bunn**

**Committee Chairperson**

## Office Staff:

Business Officer (Finance, HR)

**Mrs Anita Smith**

Finance Manager

**Mrs Emma Ingham**

Administration Assistant

**Mrs Julie Bodger**

## Early Years Foundation Stage (EYFS) Teachers Curriculum and Management Responsibilities

**Miss Adele Philpot**

Year R Teacher, EYFS Maths

**Mrs Emily King**

Year R teacher, EYFS English

**Mrs Joanne Doggett**

EYFS and Key Stage 1 Special Needs and Disabilities (SEND) coordinator

## Key Stage 1 Teachers

## Curriculum and Management Responsibilities

**Miss Laura Sweeney**

Year 1 Teacher, Humanities Coordinator

**Mrs Helen Land**

Year 1 Teacher, Science Coordinator

**Mrs Gemma Hickman**

Year 1 Teacher, Art Team

**Mrs Sarah Young**

*See above*

**Mrs Cheryl Crosson**

Year 2 Teacher, PSHE Coordinator

**Mrs Jo Freeman**

Year 2 Teacher, Music Coordinator

**Mrs Gina Goddard**

KS1 Learning Support Teacher, Religious Education Coordinator

## Key Stage 2 Teachers

## Curriculum and Management Responsibilities

**Mrs Julie-Ann Barker**

Year 3 Teacher, Students and Volunteers Coordinator, NQT mentor, Maths team

**Mrs Anita Wojtowicz**

Year 3 Teacher English as Additional Language (EAL) Coordinator, Science Team

**Mrs Nicola George**

Year 4 Teacher Computing Coordinator, School Council

**Mrs Victoria King**

Year 4 Teacher, PE Coordinator

**Mrs Claire Andrews**

*See above*

**Mrs Amy Waters**

Year 5 Teacher, Curriculum Lead, Eco-Schools Coordinator

**Miss Laura Harman**

Year 6 Teacher Maths Lead Relationships and Sex Education Coordinator

**Mrs Holly Kettle-Maile**

Year 6 Teacher English Lead

**Mrs Amanda Balls**

KS2 Learning Support Teacher, Art Coordinator

**Mrs Vicki Baker**

Key Stage 2 Special Needs and Disabilities (SEND) Coordinator

## Key Stage 1 and 2 Cover Teachers

**Mrs Kelly Allen**

PE Team, EAL team

**Mrs Roberta Smith**

Humanities Team

Many of our teachers work part time so your child is likely to be taught by at least two teachers in most classes.

## Higher Level Teaching Assistants (Qualified to teach)

**Mrs Maria Jones**

Library

**Mrs Gemma Johnston**

EYFS

**Miss Kimberley Sheldrake**

Health & Safety, Staff Wellbeing and Educational Visits Coordinator

**Mrs Clare Fabian**

**Mrs Vicki Harvey**

**Mrs Julie Page**

**Mrs Melissa Smith**

**Mrs Amanda Pulham**

**Mrs Zoe Wilson**

**Mrs Leigh Jarvis**

**Miss Jessica Harman**

## Health Care Assistant

**Miss Bethany Brodie**

Care Plans

### Teaching Assistants

|                      |                      |
|----------------------|----------------------|
| Miss Elena Ball      | Mrs Rachel Ball      |
| Mrs Belinda Beck     | Mrs Emma Blake       |
| Mrs Carla Caixeiro   | Mrs Heather Cox      |
| Miss Lisa Cannell    | Miss Georgina Harris |
| Mrs Joanna Douglas   | Mrs Alison Smith     |
| Miss Emma Grealy     | Mrs Rosie Sutton     |
| Mrs Debbie Hazell    | Miss Sarah Gourdie   |
| Mrs Leigh Jarvis     | Miss Heidi Judd      |
| Mrs Kelly Manning    | Miss Sam Mason       |
| Mrs Sonya Masters    | Miss Robyn Nichols   |
| Mrs Elciane Oliviera | Mrs Debbie Page      |
| Miss Chloe Palmer    | Mrs Claire Parsley   |
| Miss Casey Parsons   | Mrs Victoria Bailey  |

### Cosmic Corner, Key stage 1 and Reception Nurture Provision

|                   |                                             |
|-------------------|---------------------------------------------|
| Mrs Gill Blackett | Nurture Leader, Mental Health Champion(MHC) |
| Mrs Alex Sayers   | Nurture Assistant, EAL team                 |

### Sunflowers Nursery

|                          |                         |
|--------------------------|-------------------------|
| Mrs Sarah Covell-London  | Manager (DSL)           |
| Miss Toni McGuigan       | Miss Sophie Hewitt      |
| Miss Emily Ball          | Miss Michelle Reynolds  |
| Mrs Nicola Purton-Haynes | Nursery Admin Assistant |

Northgate Breakfast Club (8am) Julie Page, Miss Toni McGuigan, Mrs Sonya Masters

### Northgate After School Club (3:15-5:00pm)

Mrs Maria Jones and Mrs Amanda Pulham (DSL)  
Mrs Sharon Lingwood

### Premises Staff

|                             |                         |                      |                      |
|-----------------------------|-------------------------|----------------------|----------------------|
| Mr Paul Cole                | Caretaker               |                      |                      |
| Mrs Tina Mann               | Mrs Angela Boyle        | Miss Patricia Coelho | Cleaners             |
| Kitchen Staff               |                         |                      |                      |
| Mrs Teresa Hewitt           | Mrs Lisa Curtin         |                      |                      |
| Mrs Angie Boast             | Mrs Diana Stanislaus    |                      |                      |
| Mrs Amanda Dyer             | Middy Supervisor Leader |                      |                      |
| Middy Supervisor Assistants |                         |                      |                      |
| Miss Bethany Brodie         | Mrs Sarah Chapman       | Mrs Rachel Humphrey  | Mrs Gwen Ingram      |
| Mrs Susan Mills             | Miss Lisa Nichols       | Mrs Allison Poulson  | Mrs Diana Stanislaus |
| Mrs Kim Bauer               | Mrs Jessica Gamblin     | Miss Vicky Tibble    |                      |

All adults who help in school complete a Childcare Declaration and hold a current DBS certificate. No form of discrimination will be tolerated and all must sign the Staff Code of Conduct.



## School Committee Members

Our School Committee has 10 full members

### Position

### Name and Address

#### Chair:

Mrs Paula Waters-Bunn – Community Member

#### Vice Chair:

|                             |                     |
|-----------------------------|---------------------|
| Mrs Julie Bailey            | Community Member    |
| Mr Mike Collins             | Head teacher        |
| Miss Kimberley Sheldrake    | Staff member        |
| Mrs Vickie Baker            | Staff Member (SEND) |
| Mrs Cath Grey               | Parent Member       |
| Mr Marc Smout               | Parent Member       |
| Mrs Carrie Talbot           | Community Member    |
| Mrs Tess Williams -Brunsdon | Parent Member       |
| Mrs Kelly Sherwood          | Parent Member       |

### Role of the Committee

The Committee meet half termly to discuss school issues, target setting, general administration and provide challenge and support for the staff and children.

## **CONCERNS**

If you are concerned about any aspect of your child's education or experiences at school we encourage you to make an appointment to see the class teacher.

We hope through discussing the matter with the class teacher any problem will be resolved. However, if you need to take the matter further you should make an appointment to see the Head teacher.

Complaints are investigated and those of a serious nature are logged. Please follow our Complaints Policy on the website.

REMEMBER ..... children benefit most when home and school co-operate to produce an effective and relevant education.

## **PARENTAL HELP AT HOME**

Parents are encouraged to support home learning by being involved in the learning process through hearing reading and sharing books with their child. It is also important to play games and to have discussions with children and to ensure work that has been assigned is completed and recorded in the home/school contact book.

## **ADMISSIONS**

### **Northgate Primary School admits all Reception children in September.**

The younger children with birthdays from 1st March to 31st August have the opportunity to access a part time place until Christmas, but all are entitled to start full time from September if their parents wish them to do so. We endeavour to offer home visits to every child entering Reception.

The Education Office has allocated up to 60 places for this year.

The new Norfolk admissions policy requires parents to register their choice of school, by December of the year PRIOR to their child starting school, with County Hall. The telephone number is 0344 800 8020.

We are interested to know if we are the 1<sup>st</sup> choice of school as a means of checking our numbers for the September intake and appreciate parents letting us know.

During the summer term the school organises a New Parents Evening for parents of children due to start in the autumn term. The meeting is an opportunity for parents to meet staff, receive more information about the school and ask any questions. At this meeting parents will be informed of the date their child will start school and further information for visits to ensure a smooth transfer to school for your child, opportunities to meet the staff and discuss concerns will also be arranged. Our EYFS Leader, SENDCo and Parent Support Advisor arrange comprehensive transition meetings with all local pre-school providers.

Parents' evenings are held every term but you are asked to discuss concerns with the teacher as they arise.

## Early Years

Children in Reception are part of the Early Years Foundation Stage and work towards the Early Learning Goals. These are divided into the following areas.

Personal, Social and Emotional Development

Communication, Language and Literacy

Problem Solving, Reasoning and Numeracy

Knowledge and Understanding of the World

Physical Development

Creative Development

Teaching is delivered through a balance of indoor and outdoor activities with a play based approach. Children are encouraged to learn in an environment which allows them to explore, discover and consolidate their skills and knowledge in different ways and at different rates. The importance of child initiated learning is recognised.

## Sunflowers Nursery

Has your child a brother or a sister aged 2 upwards? We have Nursery facilities on the school site.

Sunflowers is open from 8:45 am – 3:30pm term time only. Government funded sessions are available from the term after their 3<sup>rd</sup> birthday. These 3 hour sessions are 8:45 – 11:45 am and 12:30 – 3:30 pm. We offer the Government funded 30 hours per week and we have a limited number of places for 2 year olds, please ask us.



Your child can learn and play in a safe, friendly environment which includes a lovely natural outdoor area.

The staff are friendly and always happy to help.

## THE SCHOOL DAY:

### School Sessions:

8:40 am – 11.45 am

Reception

8:40 am – 12:00 pm

Y1, Y2

8:40 am - 12:30pm

Y3, Y4, Y5 & Y6

12:45 pm – 3:05 pm

Reception, Y1, Y2

1:15pm – 3:05pm

Y3, Y4, Y5, Y6

### Morning Break:

15 minutes during the morning session

## ATTENDANCE

Please ensure you inform the office of your child's absence. Attendance is monitored and children are expected to achieve at least 96%. Termly reports are sent home and those who cause concern, will be contacted.

Admin staff do check and follow up absences and statistics are sent to the DfE.

If your child is absent due to sickness please allow **48 hours** between the last sign of symptoms and bringing your child back to school, otherwise we could have an epidemic.

A leave of absence can only be granted in exceptional circumstances and must be requested in writing (not term time holidays and birthdays).

If your child is late, you will need to sign him/her in at the office (Health & Safety Fire Regulations).

You will be contacted every day that your child is absent if the school has not been notified.

Please be aware it is **YOUR** responsibility to inform us of any absences.

Persistent absences are any attendance below 90%. The school will try support families who fall into this category prior to fines being issued.

### **BRINGING YOUR CHILD TO SCHOOL:**

Gates are opened at 8:40 am, School start time is 8:50 am. Gates are secured at 9:00 am. Reception parents please wait with your child in the playground outside the classroom until the teacher opens the door to welcome the children and start the day.

Children in Years 1 and 2 should be taken to their outside classroom door. Children in Years 3, 4, 5 & 6 will be expected to come to their classes independently.

For security reasons gates are locked at 9:00 am and unlocked after 3:00 pm. If your child arrives after 9:00 am please come to the office to sign your child in. Pupils arriving after 9:00 am will be taken or sent to their classes (parents will not be permitted to accompany them).

### **COLLECTING YOUR CHILD FROM SCHOOL:**

#### **COLLECTING CHILDREN:**

Please wait on the playground and collect your child from outside their classroom promptly at 3:05 pm. If you are going to be late please telephone the office to inform us. Should you wish another person to collect your child, please inform the class teacher in good time, preferably in writing. This will ensure that your child goes home with the person you intend.

Children who do not see their parents are expected to return to their teacher who will arrange supervision until they are collected.

If your child is in Year 5/6 and you do decide that your child may make the journey to and from school by themselves. **Please inform the school in writing if this decision is made.**

#### **COLLECTION BY CAR:**

We encourage walking to school but when collecting your child by car, please park and come into the school to collect your child rather than asking them to meet you in the car park as we want children to be safely collected from our care.



Although there is a car park outside the school gates, it does tend to become congested and parents are asked to observe every precaution while delivering or collecting children.

**For SAFETY REASONS parents are asked not to park in front of the school gates – please leave access for Emergency Vehicles.**

### **SAFETY AND SECURITY:**

All visitors to the school **must report to the Office and sign in.** They will receive a label, which our children are familiar with. It indicates that the wearer is a trusted and authorised person.

On entering and leaving the school site close all unlocked gates.

We do not allow children on any apparatus or playground equipment unless a member of staff is present. Parents take full responsibility for their child until they leave them to the teacher and as soon as they receive them from a member of staff after school.

### **NURTURE at Northgate Primary School**

We offer a nurturing environment for all our children. We provide children with a consistent approach and clear boundaries for what is acceptable. We recognise our children as individuals as well as part of our school. However, some children may struggle to settle into a large class. Cosmic Corner, our nurture class, offers children the opportunity of working in a much smaller class (a maximum of 10 children) with a high level of support.



In the nurture class the EYFS and the National Curriculum are taught and there is also a clear emphasis on the importance of social skills and play. These skills are taught in a structured environment with a high level of feedback by two positive adult role models.

We run a small Nurture provision for children in Key Stage 2 as well. They are in small groups for certain afternoons in the week. The emphasis is on social interaction and giving children opportunities to talk and build positive relationships. Children are identified through our “Emotional Log” and parental permission is sought.

### **SCHOOL UNIFORM:**

Our school uniform for pupils consists of a navy sweatshirt or cardigan, grey, black or navy skirt or trousers and a white shirt, blouse or polo shirt. Key Stage 2 pupils to wear school tie. School named sweatshirts, polo shirts, ties and PE T-shirts may be bought from Harrison’s Schoolwear, 73 Southtown Road, Great Yarmouth NR31 0DY. Please mark all your child’s clothes, including Wellington Boots and trainers with your child’s name in order to avoid confusion with others of similar make. A peg with a name on it helps to keep wellies together.





Each child will require a **white T-shirt, dark shorts and trainers** (preferably the slip on variety) for some Physical Education. These should also be clearly marked with your child's name and kept in a marked shoe bag at school. We do not allow children to climb on any apparatus inside or outside unless a member of staff is present. Tracksuits are not suitable for indoor PE but can be used for outside winter games.

FROM SEPTEMBER 2021, WE WILL ALLOW CHILDREN TO WEAR PROPER PE KIT TO SCHOOL ON THEIR PE DAYS ONLY. PLEASE BRING IN PE KIT FOR AFTER SCHOOL CLUBS.

NO BRIGHTLY COLOURED HAIR DECORATIONS ARE PERMITTED. PLAIN NAVY BANDS AND SMALL NAVY BOWS ARE ACCEPTABLE.

*Please check the Uniform Policy for further information.*

### **LOST PROPERTY:**

Unnamed articles of clothing are placed in the containers outside the medical room. They are regularly checked and unclaimed articles are sold to aid School funds.

### **PERSONAL BELONGINGS:**

For safety reasons, children are **not** permitted to wear jewellery at school. They may be a hazard during physical activity and are best not worn at school. If ears are pierced children should only wear studs and these must be removed for PE or covered with tape by the child. School cannot provide plasters for covering studs and PE is a compulsory lesson.

No sweets or toys may be brought into school. Sometimes a teacher may request a child to bring in something from home, but you will be notified verbally or in writing.

If you wish your child to have a mobile phone (KS2) this **MUST** be given to the class teacher at the beginning of the day, mobile phones found on children will be confiscated and returned only to an adult parent or carer. **The school will not accept responsibility for the loss of jewellery or other personal items.**

### **THE SCHOOL HEALTH SERVICE**

**All parents** know the importance of good beginnings. For happy and successful children, **parents and school staff must work together.** Many things affect the way children learn; one of the most important is health. If a child is ill or has special needs parents should go to their own Doctor, however some conditions will be important from an educational point of view, and the School Health Service will provide care for all children while they are at school.

A School Nurse could be consulted about health needs, with the consent of parents and carers. They record details of the children's health, and is in contact with other medical staff who may be involved. We seek the co-operation and consent of parents to achieve the best quality care.

**A Health Assessment** will be carried out if parents or teachers are worried. (Parental consent will be necessary).

**Many Parents** worry about the problem of **head lice**. **PLEASE CHECK DAILY.**

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### **SCHOOL MEALS**



The current system allows school packed lunch, jacket potato or hot meal. The children will be asked to choose every morning when the register is taken.

To help our cook please try and ensure your child is in school before 08.50 or let us know if they will be late because of an appointment.

We encourage children to drink water with their school meal.

#### **PACKED MEALS SUPPLIED BY PARENTS:**

Packed meals must be in a plastic container **CLEARLY MARKED WITH THE CHILD'S NAME**. Water is available but if you send a cold drink, please ensure that the amount of drink is **not more than** needed for the meal and that the container has a tightly fitting lid. Left over drink causes problems - spills and leaks attract ants into the cloakroom areas so please help us by ensuring the lid is easily secured.

Please do not send unpeeled oranges, hot drinks or glass bottles. Packed meals will be consumed at normal meal times and the children will be supervised by the Midday Supervisors, in the same way as those children taking a school meal. Children bringing packed meals must leave the containers on their class lunch box trolley. After the meal, the containers must be returned there. All packed lunch boxes are checked before the child leaves the table and they are actively encouraged to eat everything.

Fruit is offered to children every day at no cost, as part of the Healthy Schools initiative. **Sweets and Chocolate** should **not be** sent nor included in the packed lunch box. Milk can be ordered via 'Cool Milk' see enclosed leaflet.

Northgate is a **Nut Free School**, so please make sure you check your children's lunch to ensure none of the items contain nuts.



### **Top tips for a delicious, healthy and well-balanced packed lunch**

- ❖ Make sure you have something from the bread and cereal group, why not a small pasta salad with tuna.
- ❖ Try to have 2 pieces of fruit and vegetables; you could add some to a sandwich.
- ❖ Don't forget some lean meat, fish, eggs or pulses. You could fill a pitta bread with chicken and sweetcorn, or try chick peas instead!
- ❖ If you've a 'sweet tooth' and like biscuits and cakes try to go for "fun sizes", or just occasionally.
- ❖ It's the same for high salt food such as crisps. Bread sticks are a good alternative.

### **WATER BOTTLES:**

A named bottle containing **still water only** is allowed into class for children to drink when required. We have facilities for children to refill the bottle if needed during the day and encourage children to drink throughout the day. We also sell water bottles for £3





### **SPECIAL EDUCATIONAL NEEDS (SEN):**

There are occasions when, for varying reasons, some children fail to make satisfactory progress in some aspect of their learning. Children with difficulties in specific areas of learning are carefully monitored. We work closely with parents and, when necessary, the appropriate Support Services, so that additional support can be given in the form of individual or small group tuition. Where possible this will happen within the classroom situation but children can be withdrawn to a more peaceful and less distracting situation if necessary. It is extremely important if an appointment is made with the Support Service that you attend the meeting.

If a teacher decides that a child needs additional support with their learning, they will produce an Individual Education Plan (IEP) for the child. This lists targets and action for improvement. The IEP will be discussed with parents to ensure that we can work together to support the child.

Parents are given a copy of the IEP so that, together, we can support your child.

### **PERSONAL, SOCIAL AND HEALTH EDUCATION**

In order for a child to learn successfully they need to feel happy and secure. In school we use SEAL (Social and Emotional Aspects of Learning) and PATHS (Promoting Alternative Thinking Strategies) to teach our children about respect, tolerance and understanding of each other. We are careful to provide plenty of opportunities (both planned and unplanned) for our children to discuss feelings and relationships with others.

### **EDUCATIONAL VISITS**

The School recognises the value of educational trips, visits from theatre and similar groups. Many of these activities require performance fees or admission charges in addition to transport costs. Some visits are funded wholly or partly out of the school budget, but sometimes parents will be asked to make a contribution towards the cost. No child will be excluded from any activity because of a parent's unwillingness to pay. However, a visit may not be able to take place unless it is financially viable. A copy of the school's policy on

charging and remissions is available from the office.

Should a trip be cancelled, money collected will be returned unless a deposit was required which the school has already forwarded and unless a medical certificate is available, cancellation by a pupil or inability to attend will not lead to a refund.

### **Residential Visits in Key Stage 2:**

We aim to offer the opportunity for children in Key Stage 2 to take part in at least one residential trip. These trips are often the first experience that a child has of being away from home without their parent/carer and are an important part of their development, therefore participation is expected from all children.



We rely on DBS checked adults to offer assistance for trips. Please volunteer to help us develop the opportunities for our children.

### **RELATIONSHIPS AND SEX EDUCATION**

Sex education is not listed as a timetabled subject in the school curriculum, but it is implicitly part of the children's learning about growth and change. There is an emphasis given to the importance of love and care in all human relationships. We respond honestly, at levels appropriate to the children's age and maturity, to their questions which reflect their natural curiosity concerning births in the family. We assume parents will assist in this process. The school follows the Local Education Authority's guidelines on Relationships and Sex Education in schools, which will be taught as a discrete unit in Years 5 & 6, parents will be contacted about this during the year.

### **LIBRARY**

We have an attractive and well-resourced library from which our children are actively encouraged to choose books for the classroom and to take home to read for pleasure. We are constantly updating our wide selection of fiction and non-fiction books to appeal to the range of age and ability in school.

### **EXTRA CURRICULAR ACTIVITIES**

Clubs are offered during the term covering a wide range of opportunities; various sports clubs, Arts and Crafts, Gardening and Cooking have been very popular. They get booked up very quickly so if needed a new group is offered the opportunity to take part, usually in a five or six-week session. Our After School Club runs daily until 5:00 pm with a small fee to the parents.

### **HOMEWORK**

The Government require schools to have a policy on Homework. Homework must be fun, motivating and supportive. Hearing your child read and encouraging their attempts is crucial. Teachers will be asking children to learn words, number bonds and times tables and asking parents to help their children. Finding information about termly topics and playing various games to reinforce learning are all part of homework. Teachers display general homework information in their classrooms and pupils are told specific activities they are required to do. The Government recommendation is 1 hour per week for children up to Y6. In Key Stage 2 children are encouraged to research and present topic based homework projects on a regular basis.

## HOME/SCHOOL AGREEMENT

All parents are asked to sign our home/school agreement. It aims to ensure that the school and the home, work in partnership for the benefit of the child.

### MEDICINE IN SCHOOL:

Only **MEDICINE prescribed** by a Doctor can be administered by their parents at home but small quantities may be given during the course of treatment if clear written instructions concerning the administration of the medicine have been given. Parents will be asked to **complete a form by a classroom assistant**, who will be in classroom between 8:50 and 9:00 am giving written instructions, before leaving any medicines. This is a requirement of Norfolk County Council.



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### ASTHMA:

Parents are asked to complete an **Asthma Registration form** and inhalers are kept in the classrooms in their original box, clearly labelled. Asthma medication will be administered strictly according to the instructions in the Register.



### Safeguarding Children:

Because of the day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should be aware, therefore, that where it appears to a member of the school staff that a child may have been abused, the school is required, as part of the Safeguarding Procedures, to report their concern immediately.

All staff actively follow our confidentiality policy.

In the unlikely event that you wish to make an allegation about a member of staff, you should do so in confidence to the Head teacher. If the matter concerns the Head teacher, the allegation should be made in confidence to the Chair of Governors.

### PHOTOGRAPHS:

Parents are asked to complete a consent form to allow their child to be photographed in school. This could be by the class teacher for recording learning or displays, or by the local media covering school events. The consent remains in place until your child leaves the school unless you tell us otherwise.



Parents taking photographs / videos at school events are allowed so long as it is your child that you are photographing / videoing. It is prohibited to put any photos of other children on social media. If a parent objects to the taking of photograph / video please respect their wishes. As long as these photographs are for your family album the Data Protection Act does not apply.

### ANTI RACISM:

The school does not condone in any way racist language or behaviour and any incident will be reported to the appropriate authority.

## EQUAL OPPORTUNITY:

The school policies state that every child is entitled to receive equal access to the National Curriculum regardless of race, gender, disability or religion.



## COMMUNICATION

The Head teacher and teaching staff are very willing to meet parents to discuss their children's education and welfare but it would be helpful if, except in an emergency, an appointment could be made through the school office. Parents who need to see a teacher about minor day to day matters are asked to do so after school sessions, as teachers are fully occupied with their classes from 8:50 am until 3:05 pm. **Please be aware that if your child is signed in late you will not have access to speak to the class teacher as they will already have begun their teaching day.**

Look out for our regular newsletters. The newsletter will let you know about events that are taking place in school. Text messages will also be sent to remind you of events that are happening in school.

**IN ORDER TO KEEP EVERYONE SAFE WE INSIST THAT CHILDREN ARE DROPPED OFF AND COLLECTED FROM THEIR CLASSROOM DOOR. ADULTS SHOULD NOT COME INTO THE BUILDING UNLESS THEY HAVE AN APPOINTMENT AND SIGN IN AT THE FRONT OFFICE RECEPTION POINT.**

Childcare information

Telephone: 0344 800 8020

Education and school matters

Telephone: 0344 800 8020

Social care issues relating to a child or young person

Telephone: 0344 800 8020

School transport

Telephone: 0344 800 8020

Information correct at the time of printing June 2019.

## **SCHOOL TERM / HOLIDAY DATES 2021/22**

## **Autumn term**

- Monday 6 September - Friday 22 October 2021
- Half-term holiday: Monday 25 - Friday 29 October 2021
- Monday 1 November - Friday 17 December 2021
- Christmas holiday: Monday 20 December - Tuesday 4 January 2022

## **Spring term**

- Wednesday 5 January - Friday 11 February 2022
- Half-term holiday: Monday 14 - Friday 18 February 2022
- Monday 21 February - Friday 1 April 2022
- Easter holiday: Monday 4 April - Tuesday 19 April 2022

## **Summer term**

- Wednesday 20 April - Friday 27 May 2022 (Monday 2 May is a Bank Holiday)
- Half-term holiday: Monday 30 - Monday 6 June 2022 (Monday 6<sup>th</sup> June School is closed)
- Monday 6 June - Friday 22 July 2022
- Summer holiday: Monday 25 July - Monday 5 September 2022

## **Staff training days – School will be closed**

**Sept 2<sup>nd</sup>, 3<sup>rd</sup>**

**Oct 8<sup>th</sup>**

**Jan 4<sup>th</sup>**

**April 19<sup>th</sup>**

Parent's Meetings will be on 11<sup>th</sup> November and Thursday 10<sup>th</sup> March – more detail to follow.

All other information can be found on our website.

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