



## NORTHGATE PRIMARY SCHOOL

### Vision Statement

At Northgate Community Primary School our Vision is for children to be proud of themselves and strive to be the best that they can; to feel understood and supported to achieve success; to be safe and happy; to learn the skills to give them confidence to face the future; to know how to behave well; to be treated equally and to feel important within their school, family and the wider community.

In order to achieve this Vision we promise to encourage the following in our pupils:

- Motivation and enthusiasm for their learning and a desire to do their best.
- Secure competency in the basic skills for learning.
- To begin to take responsibility for aspects of their own learning and gain in confidence and self-esteem.
- Respect for the feelings and property of others with appropriate behaviour and self-discipline.
- Effective skills and progress in relation to their prior attainment and future potential.
- Aspirations for the future in a nurturing, supportive environment where citizenship and its associated responsibilities are evident.

In order for us to inspire our pupils we undertake to:

- Provide high quality teaching to enable pupils to achieve high standards which is matched to the differing needs of the pupils.
- Provide equal opportunities for all, regardless of their ability, age, gender, religion, race, physical ability or social background.
- Develop a partnership with parents that contribute to and supports pupil learning, recognising the school as part of the community.
- Provide an appropriate and stimulating learning environment with high quality accommodation and resources.
- Systematically assess pupils to ensure individual needs are met.
- Provide clear leadership and effective management which moves the school forward.
- Provide a safe, calm and positive working environment for staff and pupils.
- Provide a climate where individuals are valued and respect is mutual.
- Provide discipline that is fair and consistent.
- Maintain the established nurturing environment and value everyone.



## Our School Rules

We are polite and friendly

We walk sensibly in school  
and keep our corridors tidy

We always tell the truth

We look after our equipment

We always try our very best

We are good friends to each  
other

We try to keep healthy

School rules are agreed by our children in a special Assembly; they are reviewed and renewed annually!

**Management Team****Curriculum and Management Responsibilities**

<b>Mrs Lindsay Hanger</b>	<b>Head teacher</b>	Designated Safeguarding Lead (DSL), LAC coordinator
<b>Mrs Pat Marsden</b>	<b>Chair of Governors</b>	Safeguarding Governor, Sunflowers committee
<b>Mrs Claire Andrews</b>	<b>Assistant Head</b>	KS2 Leader, Assessment Coordinator, NQT Mentor, EAL + French Lead teacher, DSL
<b>Mrs Sarah Young</b>	<b>Assistant Head</b>	Nurture Lead teacher, KS1 Leader, SENDCo, DSL

**Teaching Staff****Year**

<b>Miss Vicki Aldous</b>	<b>4</b>	Maths Lead teacher
<b>Mrs Julie-Ann Barker</b>	<b>2</b>	Year 2 Lead teacher, Students Mentor, P.E. coordinator
<b>Mrs Amanda Balls</b>	<b>1</b>	Part-time, Art coordinator
<b>Mrs Joanne Doggett</b>	<b>R</b>	Part-time, RE, Philosophy and Drama coordinator
<b>Mrs Jo Freeman</b>	<b>R</b>	Part-time, Music coordinator, Nursery liaison lead
<b>Mrs Sarah Heaffey</b>	<b>2</b>	Humanities coordinator
<b>Mrs Gemma Hickman</b>	<b>R</b>	Part-time
<b>Mrs Holly Kettle-Maile</b>	<b>3</b>	Part-time, Literacy Lead Teacher
<b>Mrs Helen Land</b>	<b>R</b>	Early Years Leader, Science co-ordinator
<b>Miss Cheryl Smith</b>	<b>1</b>	Year 1 Lead teacher, PSHE coordinator
<b>Mrs Emily King</b>	<b>1/2</b>	Part-time, KS1 SEN Lead teacher, School Council leader
<b>Miss Amy Walters</b>	<b>4</b>	Computing, Eco Schools coordinator
<b>Mrs Nicola George</b>	<b>3</b>	Design and Technology coordinator
<b>Mrs Gina Goddard</b>		Part-time, Children's University, Able, Gifted and Talented (A/G&T) Lead teacher
<b>Miss Laura Harman</b>	<b>5</b>	NQT
<b>Mr James Baldwin</b>	<b>5</b>	NQT
<b>Mrs Roberta Smith</b>		Part-time, Mathematics interventions

**Non-Teaching Staff:**

School Secretary

**Mrs Anita Smith**

Administration Assistants

**Mrs Julie Bodger****Miss Denise Greenacre**Higher Level Teaching Assistants  
(Qualified to teach)**Mrs Maria Jones**

Library

**Mrs Gemma Johnston**

Web Site

**Miss Kimberley Sheldrake**Health & Safety, Staff Wellbeing  
and Educational Visits Coordinator**Mrs Julie Page****Mrs Zoe Wilson****Mrs Clare Fabian****Mrs Vicki Harvey**

Health Care Assistant

**Mrs Jill Harvey** - Care Plans

SEN Assistants

**Mrs Claire Parsley****Mrs Alex Sayers** English as Additional Language Support

Teaching Assistants

**Miss Elena Ball****Mrs Rachel Ball****Mrs Belinda Beck****Mrs Emma Blake****Mrs Carla Caixeiro****Miss Lisa Cannell****Miss Courtney Collins****Mrs Joanna Douglas****Miss Ashleigh Gowing****Mrs Donna Gillians**

	<b>Mrs Rianne Haynes</b> <b>Mrs Sarah Hunt</b> <b>Miss Heidi Judd</b> <b>Mrs Victoria Logan</b> <b>Mrs Penny Manning</b> <b>Mrs Sonya Masters</b> <b>Miss Chloe Palmer</b> <b>Mrs Alison Smith</b> <b>Mrs Rosie Sutton</b> <b>Mrs Heather Wright</b>	<b>Miss Debbie Hazell</b> <b>Mrs Leigh Jarvis</b> <b>Mrs Monika Khanna</b> <b>Mrs Kelly Manning</b> <b>Miss Sam Mason</b> <b>Miss Robyn Nichols</b> <b>Miss Casey Parsons</b> <b>Mr Sam Street</b> <b>Mrs Anita Wojtowicz</b>
<b>Nurture Leader</b> <b>Nurture Assistant</b>	<b>Mrs Gill Blackett</b> <b>Mrs Suzanne Mason</b>	
<b>Stars Year 3 Nurture</b>	<b>Mrs Suzanne Mason</b>	<b>Mrs Maria Jones</b>
<b>Parent Support Advisor</b>	<b>Mrs Marie Gauld (DSL)</b>	
<b>Nursery</b> <b>(Sunflowers) Manager</b> <b>Nursery practitioners</b>	<b>Mrs Sarah Covell-London</b> <b>Miss Toni McGuigan</b> <b>Miss Emily Ball</b> <b>Mrs Nicola Purton-Haynes</b>	<b>Miss Sophie Hewitt</b>
<b>Nursery Admin Assistant</b>		
<b>Sunflowers After School Care</b>	<b>Miss Lisa Cannell (DSL)</b> <b>Mrs Monika Khanna</b>	<b>Mrs Sharon Lingwood</b>
<b>School Caretaker</b>	<b>Mr Paul Cole</b>	
<b>School Cleaners</b>	<b>Mrs Tina Mann</b>	<b>Mrs Debbie Page</b>
<b>School Cook</b>	<b>Mrs Anne Gray</b>	
<b>Kitchen Assistants</b>	<b>Mrs Teresa Hewitt</b> <b>Mrs Angie Boast</b>	<b>Miss Lisa Curtin</b> <b>Mrs Diane Stanislaus</b>
<b>Midday Supervisory Leader</b> <b>Midday Supervisory Assistants</b>	<b>Mrs Amanda Dyer</b> <b>Mrs Deborah Evans</b> <b>Mrs Rachel Humphrey</b> <b>Mrs Susan Mills</b> <b>Mrs Lisa Nichols</b> <b>Mrs Diana Stanislaus</b>	<b>Mrs Jill Harvey</b> <b>Mrs Gwen Ingram</b> <b>Mrs Debbie Page</b> <b>Mrs Allison Poulson</b> <b>Miss Suzanne Smith</b>

**All adults who help in school complete a Childcare Declaration and hold a current DBS certificate. No form of discrimination will be tolerated and Norfolk guidelines will be followed in all cases.**

Room 14  
Year 3  
Saturn

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Room 13  
Year 3  
Jupiter

Room 12  
KS2  
Rockets

Room 11  
Year 4  
Neptune

Room 10  
Year 4  
Mercury

Room 9  
Year 5  
Mars

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Room 7  
Year 2  
Centipedes

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Room 5  
Year 2  
Dragonflies

Room 8  
Year 5  
Venus

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Room 6  
Year R  
Ladybirds

Nurture  
Mrs Blackett  
Mrs Mason

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Sunflowers  
Nursery  
and After School  
Care

Room 4  
Year 1  
Bumble bees

Language  
Lounge

Store Room/  
Assistant  
Heads Office

Room 1  
Year R  
Butterflies

Hall

School Kitchen

Room 3  
Year 1  
Caterpillars

Rainbow  
Room

Room 2  
ICT/Library

Mrs Hanger  
Head teacher

Mrs Smith  
Mrs Bodger  
Miss Greenacre  
Secretaries

Staffroom



Main Entrance

## Governing Body

Our Governing Body has 12 full members - 4 parent, 1 LA, 4 Co-opted, 1 teacher, Head teacher and 2 associate member. They meet regularly as a full governing body and have committee meetings to discuss issues and recommend action to the full meeting.

<u>Position</u>	<u>Name and Address</u>	<u>Type of Governor</u>
<u>Chair:</u>	Mrs P Marsden Northgate Primary School	LA Governor
<u>Vice Chair:</u>	Mrs J Bailey Northgate Primary School	Parent Governor
<u>Other Governors:</u>	Mrs L Hanger Northgate Primary School	Head teacher
	Mrs S Heaffey Northgate Primary School	Teacher Governor
	Miss K Sheldrake Northgate Primary School	Co-opted Non-teaching Staff
	Mrs P Waters Bunn Northgate Primary School	Co-opted LA Governor
	Mr D Hunt Northgate Primary School	Parent Governor
	Mrs S Noble-Parker Northgate Primary School	Community Governor
	Mrs K Nicholas Northgate Primary School	Parent Governor
	Mr P Cooper Northgate Primary School	Associate Member
	Mrs C Andrews and Mrs S Young Northgate Primary School	Associate Members
	Mrs J Bodger Northgate Primary School	Clerk to Governors

## Role of the Governing Body

The Governing Body provide a School Profile and Governors' newsletter via the website.

The Governing Body has amongst its responsibilities - Personnel, Curriculum, Finance, Premises, Health and Safety, Head teacher's Performance and Pupil Admissions, Discipline, Appeals and hearings procedures.

## 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.

In the unlikely event of your complaint not being resolved, you are entitled to contact the Chair of Governors.

Complaints are investigated and those of a serious nature are logged.

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

## PARENTAL HELP IN SCHOOL

At Northgate Primary School we believe most strongly that children benefit from the partnership of teachers and parents. To this end, we welcome parental help in school. Please ask at the school office about completing a DBS application if you have not already done so.

We have a number of non-teaching duties which you may find rewarding and enjoyable. **IF YOU WOULD LIKE TO HELP** a DBS application needs to be completed online via the school secretary.

Alternatively, there are numerous opportunities for parents and other family members to be involved in the life of the school. Please return the form at the back of this document if you can spare us some of your time and expertise.

## **PARENTAL HELP AT HOME**

Parents are encouraged to support homework by being involved in the learning process through hearing reading and sharing stories and books with their child, playing word recognition games and encouraging counting, recognition of numbers and any other aspects of work described in the home/school contact book.

### **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 in to 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

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

Sunflowers is open from 8:00 am - 5:00 pm 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 12:15 - 3:15 pm We have a limited number of places for 2 year olds, please ask us.



Our breakfast club and after school club are available for children aged 3 - 9 years.



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:

<u>School Sessions:</u>	8:50 am - 11.45 noon	Reception
	8:50 am - 12:05 pm	Y1, Y2, Y3, Y4 & Y5
	1:00 pm - 3:05 pm	Reception
	1:00 pm - 3:05 pm	Y1, Y2, Y3, Y4 & Y5

Morning Break: 10:30 am - 10:45 am

Session Time: Key Stage 1 and 2 = 23 hours minimum

Good attendance and punctuality are very important routines for children to acquire. We will try to be prompt in returning your child to your care at 3:05 pm. Please let us know if you will be late.

## Attendance

First Day calling is operated in this school and registers are checked regularly by our Pupil Access and Support Services Officer. Attendance is monitored and children are expected to achieve at least 95%. 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.

We are no longer able to authorise holidays during term time.

A leave of absence can only be granted in exceptional circumstances and must be requested in writing.

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.

## 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 classes. Children in Years 3, 4 and 5 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 to their class by staff.

## 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.

There may come a time, particularly if you live close to school and there are no busy roads to cross, that you decide that your child may make the journey to and from school by themselves. **Please inform the Head teacher by letter if this decision is made.**

### **Police Cascade System**

There may be times when the police have advised us of a possible problem and we need to know if a child goes home by themselves.

If your child does come to school on his/her own we ask that you do not send your child before 8:50 am or 1:00 pm as school cannot accept responsibility before these times.

Children who are not collected by 3:30 pm and efforts to contact you fail, are officially classed as "abandoned". In such cases, the Police will be contacted. Please keep us informed of your contact number.

Should you need to take your child out of school during the day e.g. for doctor/dental appointment please collect your child from the office. Children will receive an authorised absence mark in the register for such appointments, if the school is given a copy of the appointment letter/card.

At lunchtime those children going home for lunch should be collected from the office. Part-time Reception children will be accompanied to the security gate by staff, for collection.

## **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.



### **Please do not park in front of the school gates.**

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.**

## **COLLECTION BY TAXI:**

If you are unable to get to school, but make arrangements for a child to be collected by taxi, please keep to these rules.



**The Taxi Driver is to be told to come into the school office and ask for the child by name and give the address to which the child is to be taken - Identification will also be required.**

Ask your child to go to the office to wait for the taxi.

## **SAFETY AND SECURITY:**

All visitors to the school **must report to the Office and sign in.** They will receive a School badge, which our children are familiar with. It indicates that the wearer is a trusted and authorised person. Please ensure that badges are returned to the office on leaving.

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

We do not allow children on any apparatus unless a member of staff is present. The trim trail is particularly inviting and we ask parents not to allow their children to play on it before or after school (this includes pre-school children). Parents take full responsibility for their child until they leave them in class 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.

## Parents

### SCHOOL UNIFORM:



Our school uniform for pupils consists of a navy sweatshirt or cardigan, grey 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, High Street, Gorleston. Please mark all you child's clothes, including Wellington Boots and Plimsolls with your child's name in order to avoid confusion with others of similar make. A named peg helps to keep wellies together.

Each child will require a T-shirt, shorts and plimsolls (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.



## 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 in writing. **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.

Each School has a School Nurse. He/she records 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. A separate drinking cup or straw should be included with a non-breakable drink container. 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.

All children have free fruit every day 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.

### 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 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.



## **BEHAVIOUR:**

Our Behaviour Management Policy helps us to achieve our ethos:

Develop a sense of caring and respect for one another.

Build caring and co-operative relationships with other children and adults.

Develop a range of social skills and help them learn what constitutes acceptable behaviour.

Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

We aim to work in partnership with parents and carers to develop a consistent and mutually supportive approach to behaviour management.

We recognise that everybody in the school community has the right to be treated with respect. It is the responsibility of everyone (staff, children and parents/carers) to demonstrate positive behaviour.

Parents are informed if their child has missed part of the lesson through disruptive behaviour and are expected to support the teacher to ensure there is no reoccurrence.

All teaching and non-teaching staff in this school are committed to stopping any form of bullying. All complaints are listened to and investigated. Bullies are removed from the particular incident and a contract decided upon. Parents are informed and invited to discuss the matter. Older children are encouraged to support younger children.

Further details can be found in the Behaviour Policy, a copy of which is available on request or can be accessed via the website.

There may be occasions when behavioural needs are above and beyond what is acceptable, if this is the case you will be asked to come in to set up a Pastoral Support Plan (PSP), the details of which are tailored to your child's particular need.

Parents accepting places at this school are presumed to agree and support our policy on discipline.

## **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.

## **CURRICULUM**

Teachers in Key Stage 1 and 2 use the National Curriculum to plan for their Year Groups. We are developing a creative curriculum based on a thematic / topic approach. This should enable a more effective progression from the Early Years Foundation Stage to Key Stage 1 and 2.

Effective Strategies to develop writing and mathematics have played a key part in pupil's current good achievement.

## **Workshops**

We provide workshops for parents to help them understand the curriculum.

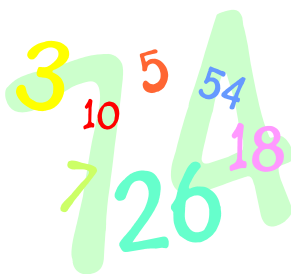
## Core Subjects:

### ENGLISH



The National Curriculum is used to form the basis of English teaching. There are strong cross-curricular links with current topic work. English lessons might include opportunities for speaking, listening and drama; reading a range of fiction and non-fiction books; learning to write in different styles and for different purposes. School uses the 'Letters and Sounds' phonics programme and children from Reception to Year 2 have a daily phonics lesson to encourage them to learn, revise and use sounds to build and read words. Alongside the phonics lessons children are taught spelling, punctuation and grammar to enable them to achieve the Government requirements in this area. Each child will experience individual reading and guided group reading in class once a week. **However, it is essential that parents help develop the enjoyment of reading and books by sharing a book with their child as often as possible at home.** Our "Reading Challenge" is designed as an incentive to every child to read outside school at least 5 times weekly, a book prize is awarded every week in each year group. Children's reading and writing levels are assessed throughout the year. The highly successful 'Catch-Up' reading scheme is used to develop the reading skills of children found to be below their 'reading age'.

### MATHS



A daily maths lesson following the National Curriculum 2014 is taught throughout the school. We follow this guidance which incorporates mental arithmetic and oral work as well as written work. Supplementary resources will be used with the curriculum. Children will be expected to participate and learn the facts required for their age group. **This could mean support from home to ensure your child understands the concepts taught during the week.**

Teachers will keep you informed as to how you can help, making the activities fun. The Year R pupils follow the Early Years Foundation Stage.

Investigational and collaborative work is encouraged as are games and computer programs. Children are taught their tables and mental arithmetic is encouraged in all classes. **Helping your child with number bonds and mathematics is as important as reading.** Teachers will willingly explain our methods if you are unsure of how to support your child with any aspects.

## SCIENCE



Science for children at Northgate Primary School means exploring, discovering and investigating the world around them. These activities help children gather the experience they need to understand the world in which we live. Children engage in practical investigations linked to our topic work. They develop the skills of observing and recording information accurately. The principles of prediction and fair testing are also introduced. We are very fortunate to have extensive grounds including a pond and a gardening area to enrich our studies.

## COMPUTING and INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The school follows the National Curriculum guidelines of teaching Computing. All children have access to PC or laptop computers in their classrooms and a computing area with PCs is available. All computers in the main school are networked. Computers are an integral part of the child's working day. All classes have the use of recording equipment, headphones, digital photographic equipment and interactive whiteboard.



Discrete Computing lessons teach skills which are then used across the curriculum areas.

**Please read letter 'Using Internet at School' and sign and return attached form. E-Safety forms an integral part of everything that we do online, your child will routinely learn rules in school and will be encouraged to talk at home and use similar rules at home for their own safety.**

## RELIGIOUS EDUCATION/COLLECTIVE WORSHIP

We have a daily act of worship and have accepted the revised Norfolk Agreed Syllabus. Parents wishing to withdraw their child from Religious Education or the devotional part of the morning assembly are invited to discuss the matter with the Headteacher.

We encourage visits from local clergy, and visitors of other faiths to enable greater understanding and tolerance of others.

## Foundation Subjects:

### ART

The children are able to make use of a range of art and craft materials and to develop skills and techniques in their use. Every child will have the focused experience of drawing, painting, ceramics, sculpture, textile and printing in each year. Each year group studies the work of artists. Art will often be linked to topic work.



### DESIGN AND TECHNOLOGY

We want our children to be capable of designing and making. We take ideas from the QCA documents and adapt them to fit around our topic work. We are able to encourage children to be creative, innovate, open minded and imaginative in their designing by giving them experience of working with a wide range of materials, to teach the necessary skills, knowledge and techniques to execute their designs in a safe and successful manner. They have opportunities for exploring and experiencing various materials. They are encouraged to investigate, mould, assemble and rearrange a variety of materials and components. They are encouraged to record their ideas with pictures or words, and to reflect upon them and suggest improvements where necessary. Skills already acquired are further developed to enable the children to work with confidence and have a greater understanding of the world around them. A voluntary donation is appreciated to help fund food technology and other aspects of the curriculum needing specific materials. If funding is required a letter explaining will be sent to you.

### HISTORY AND GEOGRAPHY

These subjects are taught through Topics. The plans for each year group give equality of opportunity and progression using the National Curriculum programmes of study. Care is taken to use local knowledge and artefacts to enable the children to explore and understand their immediate environment.

## **MUSIC**

Music is well catered for in each class area and as a whole school. Each class has the opportunity to use musical instruments and create their own compositions. Music is delivered through Music Express scheme.



## **PHYSICAL EDUCATION**

The children have opportunities to develop physical skills in games, athletics, movement, drama and dance. The school is well provided with equipment for indoor and outdoor use which aids our physical educational programme. We ask that children are provided with a change of clothing for PE e.g. T-shirt and shorts. Plimsolls are worn in the playground and on the field. Bare feet for movement and large apparatus work are desirable, as we feel this is safer. Key Stage 2 children also require outdoor clothing.

The National Curriculum for PE is fully implemented and is delivered in partnership with Premier Sport.

Swimming will be taught to all children during Year 5.

## **PLEASE NAME ALL YOUR CHILD'S PE CLOTHES**

## **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 voluntary contribution towards the cost. No child will be excluded from any activity because of a parent's inability or 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.

School visits are costed to cover the trip, not to make a profit. All parents are expected to make a contribution towards the cost and if difficulties arise they are asked to talk to the Head teacher.

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.

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

## **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 sex education in schools. Sex and Relationships will be taught as a discrete unit in Year 5 and parents will be contacted about this during this year.

## **ASSESSMENT**

Reception children will be assessed during their first year using the Early Years Profile. Any learning needs are identified which we can then address.

Records of the children's progress and learning are kept throughout the year and shared with parents.

Assessments are being made throughout the academic year. Year 1 take the Salford reading test in the summer term. We will monitor their English and Maths Progress through termly internal assessments. Teachers use their assessments to measure progress. Year 1 children take the Government Phonics Assessment check and in Y2 the Government Reading and Maths tests.

An open evening is held in the autumn and spring terms. It provides an opportunity for parents to discuss their child's progress and see examples of their work.

All parents receive a written report on their child's progress during the summer term.

## **ABLE, GIFTED AND TALENTED**

Using a variety of methods we aim to identify children with a particular skill in different areas of the curriculum. Through differentiation we can then challenge and develop each child's individual needs. Being part of the GY7 group of schools means we have the opportunity for our children to participate in activities with other local schools.

## **LIBRARY**



We have an attractive and well-resourced library which is combined with a computing suite, our children are actively encouraged to choose from our selection of fiction and non-fiction books to read for pleasure on a weekly basis.



## **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 every half term a new group is offered the opportunity to take part, usually in a five or six week session. Our After School Club (Sunflowers) runs daily until 5:00 pm.

## **STORY CAFÉ**

Story Café is held every Thursday at 3:05 pm in the school hall. Everyone welcome, including younger siblings. Art and craft activities, cup of tea or coffee and listen to a story.

## **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 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 Y4.



## ENGLISH AS A SECOND LANGUAGE (EAL)

We welcome children with the ability to speak other languages. We employ designated staff who work with us and support the learning of these children and so enrich our understanding of others.

## 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.

## **SCHOOL TERM / HOLIDAY DATES**

<u>TERM</u>	<u>SCHOOL RE-OPENS ON</u>	<u>SCHOOL CLOSURES ON</u>
Autumn	Wednesday 6 <sup>th</sup> September 2017	Friday 15 <sup>th</sup> December 2017
Spring	Thursday 4 <sup>th</sup> January 2018	Wednesday 28 <sup>th</sup> March 2018
Summer	Monday 16 <sup>th</sup> April 2018	Tuesday 24 <sup>th</sup> July 2018
<u>HALF TERM</u>	<u>SCHOOL CLOSURES ON</u>	<u>SCHOOL RE-OPENS ON</u>
Autumn	Thursday 19 <sup>th</sup> October 2017	Monday 30 <sup>th</sup> October 2017
Spring	Friday 9 <sup>th</sup> February 2018	Monday 19 <sup>th</sup> February 2018
Summer	Friday 25 <sup>th</sup> May 2018	Monday 4 <sup>th</sup> June 2018

May Day is on Monday 7<sup>th</sup> May 2018

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

Monday + Tuesday 4<sup>th</sup> + 5<sup>th</sup> September, Friday 20<sup>th</sup> October 2017, Wednesday 3<sup>rd</sup> January 2018, and Wednesday 25<sup>th</sup> July 2018.

2 extra PD days to enable staff to transfer to our new building during the Autumn Term. (18<sup>th</sup> and 19<sup>th</sup> December)

Parent's Meetings will be on Thursday 9<sup>th</sup> November and Thursday 1<sup>st</sup> March - school will close to children at 2pm on each day and there will be no after school clubs or Sunflower's After School care.

## **ABSENCE:**

Please let us know if your child will be absent from school. **Please phone on the first day of absence. All absences must be supported by a letter or a phone call explaining the absence; otherwise they will be recorded as unauthorised.**

Please be aware it is the parent's responsibility to let the school know about a child's absence.

### **EMERGENCY NUMBERS:**

***IT IS SOMETIMES NECESSARY TO CONTACT A PARENT DURING THE DAY IF A CHILD IS ILL. If you do work please let us know the address and telephone number where you may be contacted and keep them updated.***



## **CHANGES IN PUPIL INFORMATION:**

Please keep the school office informed of any changes in address, telephone number and emergency contact number.

Similarly, if there are any legal changes of name or parental responsibility (as defined by the Children Act 1989) please notify the school so our admission records can be updated.

It does help us to help your child if we know of any breakdown or family problems. We do treat such information with sensitivity. Those with parental rights need to be aware of all communications from school involving their child and we try to ensure all parties are informed, please keep your contact details up to date.

Our PSA (Parent Support Adviser), Mrs Marie Gauld is available after school to provide a friendly ear or advice.

## PUPIL ATTENDANCE:

Based on the figures submitted to the LA on the absence returns we were able to calculate the following:

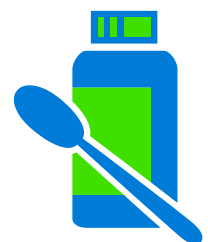
Absences	2015/2016	2014/2015	2013/2014	2012/2013
Whole school attendance	92.9%	93.8%	94.1%	92.9%
Whole school unauthorised absence	1.75%	1.95%	1.7%	2.2%
Whole school authorised absence	5.28%	4.25%	4.1%	4.9%

Attendance remains a concern. The main cause for concern is the loss of learning experienced by pupils who arrive late or who have irregular attendance. The school cannot stress enough to parents the importance of bringing their child promptly (8.50am) and ensuring regular attendance.

**Please let the school know why your child is absent.**

## MEDICINE IN SCHOOL:

Children receiving MEDICINE prescribed by a Doctor will normally have it 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 the classroom between 8:50 and 9:00 am giving written instructions, before leaving any medicines. This is a requirement of Norfolk County Council.



### 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. 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 secretary. 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.

## USEFUL TELEPHONE NUMBERS

Director of Children's Services  
County Hall  
Martineau Lane  
NORWICH  
NR1 2DL

Telephone: 01603 222222

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

The information contained in this brochure was correct at the time of print, June 2017.

# Northgate Primary School

## HELP FORM

Name .....

Child's Name and Class .....

I would like to help in school regularly

outings

specific requests

I can offer my time on .....

My skills include:

Sewing  Craft  Gardening  Reading

Playing Tables Games  Computer Work

I realise by working regularly in class I may have access to information which I will respect and treat confidentially.

I agree to work in a class where my child is not a member.

Signed .....

Date .....