



# 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

<b>Mrs Claire Andrews</b>	<b><u>Acting Head teacher</u></b> Designated Safeguarding Lead (DSL),
<b>Mrs Holly Kettle-Maile</b>	<b><u>Assistant Head</u></b> Designated Safeguarding Lead (DSL), English Lead, KS1 lead
<b>Mrs Vicki Baker</b>	<b><u>SENDCO</u></b> Designated Safeguarding Lead (DSL)

## Key Staff

<b>Miss Kelci Gill</b>	<b><u>Parent Support Advisor</u></b> Designated Safeguarding Lead (DSL)
<b>Mrs Alison Smith</b>	<b><u>Pastoral Support</u></b>
<b>Mrs Paula Waters-Bunn</b>	<b><u>Committee Chairperson</u></b>

## Office Staff

<b>Mrs Anita Smith</b>	HR Manager
<b>Mrs Emma Ingham</b>	Finance Manager
<b>Mrs Julie Bodger</b>	Heads PA
<b>Mrs Katie McHugh</b>	Administrative Assistant
<b>Mrs Suzanne Mesmer</b>	Sunflowers Finance Officer
<b>Mrs Anneliza Plant</b>	Attendance Officer

## EYFS Teachers

<b>Mrs Joanne Freeman</b>	<b><u>Curriculum and Management Responsibilities</u></b> Nursery Teacher, Music Lead
<b>Mrs Adele Meek</b>	Year R Teacher, EYFS Lead
<b>Mrs Julie-Ann Barker</b>	Year R Teacher, Students and Volunteers Lead, PSHE/RSE Lead
<b>Mr Oliver Reed</b>	Year R Teacher

## Key Stage 1 Teachers

<b>Mrs Laura Back</b>	<b><u>Curriculum and Management Responsibilities</u></b> Year 1 Teacher, Computing Lead
<b>Mrs Helen Land</b>	Year 1 Teacher, Science Lead
<b>Mrs Gina Goddard</b>	Year 1 Teacher, Geography Lead
<b>Mrs Laura Hubbard</b>	Year 2, Teacher, History Lead, Enrichment Lead
<b>Mrs Emily King</b>	Year 2 Teacher, Well-being and Mental Health Lead

## Key Stage 2 Teachers

<b>Mrs Anita Wojtowicz</b>	<b><u>Curriculum and Management Responsibilities</u></b> Year 3 Teacher, English as Additional Language (EAL) Lead
<b>Mrs Joanne Doggett</b>	Year 3 Teacher, RE Lead
<b>Mrs Victoria King</b>	Year 4 Teacher, PE Lead
<b>Mrs Amanda Balls</b>	Year 4 Teacher, Art Lead
<b>Mrs Amy Waters</b>	Year 5 Teacher, Curriculum Lead, Eco-Schools Coordinator
<b>Mrs Nicola George</b>	Year 5 Teacher, Maths Lead, School Council
<b>Miss Laura Harman</b>	Year 6 Teacher, Assessment Lead and KS2 Lead
<b>Mrs Kelly Allen</b>	Year 6 Teacher, Modern Foreign Languages Lead
<b>Miss Stephanie Rowland</b>	Year 5/6 Teacher
<b>Mrs Roberta Smith</b>	Year R/1 Teacher
<b>Mrs Cheryl Crosson</b>	Year 2/3/5 Teacher, Geography Lead
<b>Mr Thomas Hunter</b>	PE Instructor

## Higher Level Teaching Assistants (Qualified to provide teaching cover)

<b>Mrs Maria Jones</b>	Library, Designated Safeguarding Lead (DSL)
<b>Miss Kimberley Sheldrake</b>	Health & Safety, Staff Wellbeing and Educational Visits Coordinator
<b>Miss Amanda Pulham</b>	
<b>Mrs Vicki Harvey</b>	
<b>Mrs Leigh Jarvis</b>	
<b>Mrs Clare Fabian</b>	
<b>Mrs Julie Page</b>	
<b>Mrs Melissa Smith</b>	
<b>Mrs Zoe Wilson</b>	
<b>Mrs Gemma Johnston</b>	
<b>Miss Lisa Cannell</b>	

**Health Care Assistant**

Mrs Rachel Humphry                      Care Plans

**Teaching Assistants**

Miss Elena Ball	Mrs Rachel Ball
Mrs Belinda Beck	Mrs Emma Blake
Mrs Carla Caixeiro	Mrs Heather Cox
Miss Coral Lilley	Miss Sammy-Jo Fletcher
Mrs Joanna Douglas	Miss Kay Cannell
Miss Emma Grealy	Mrs Rosie Sutton
Mrs Laura Dighton	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 Alex Deal
Mrs Victoria Bailey	Mrs Kelly-Rose Smith
Miss Victoria Tibble	Miss Laura Slater

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

Mrs Gill Blackett	Nurture Leader, Mental Health Champion (MHC)
Mrs Alex Sayers	Nurture Assistant

**Sunflowers Nursery**

Mrs Sarah Covell-London	Manager (DSL)
Miss Lauren Siely	
Miss Emily Ball	
Miss Michelle Reynolds	

**Northgate Breakfast Club (7:45am)**

Mrs Julie Page  
 Miss Lauren Siely  
 Mr Alex Deal  
 Mrs Dani Hanks  
 Mrs Carla Caixeiro  
 Miss Emily Ball

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

Mrs Carla Caixeiro	Designated Safeguarding Lead (DSL)
Mrs Sharon Lingwood	

**Premises Staff**

Mr Paul Cole	Caretaker
Mrs Tina Mann	Cleaner
Mrs Zoe Wilson	Cleaner
Miss Samantha White	Cleaner
Mrs Angela Smith	Cleaner

**Kitchen Staff (Edwards and Blake)**

Mrs Teresa Hewitt	Mrs Lisa Curtin
Miss Angie Boast	Mrs Diana Stanislaus
Miss Patricia Coelho	

**Midday Supervisors**

Mrs Amanda Dyer	Miss Bethany Brodie	Mrs Sarah Chapman
Mrs Charlie Brodie	Mrs Rachel Humphrey	Mrs Tina Cates
Mrs Susan Mills	Mrs Caroline Gummer	Miss Lisa Nichols
Mrs Alison Poulson	Mrs Charlene Doggett	Mrs Angela Smith
Mrs Dani Hanks	Mrs Joanna Trett	Mrs Amanda Rankin
Miss Victoria 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 8 full members

**Chair:** Mrs Paula Waters-Bunn

**Vice Chair:** Mrs Julie Bailey

<b><u>Members:</u></b>	Mrs Claire Andrews	Acting Head teacher
	Miss Kimberley Sheldrake	Staff member
	Mrs Vickie Baker	Staff Member (SEND)
	Mr Marc Smout	
	Mrs Carrie Talbot	
	Mrs Tess Williams	

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

### **ADMISSIONS**

The Education Office has allocated up to 60 places for each year group at Northgate Primary. The Norfolk admissions policy requires parents to register their choice of school, by December of the year PRIOR to their child starting school. Applications can be completed online <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>, the telephone number is 0344 800 8020. Applications for school should not be made directly to the school.

### **SUNFLOWERS NURSERY**

We have Nursery facilities on the school site for children aged 2-4. Sunflower's Nursery Admissions is managed by the school. Please see the school office who will happily help you apply for a Nursery space. 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 have a limited number of places for 2 year olds, please ask us.

### **THE SCHOOL DAY:**

**8:30 am (registers close and lessons start at 8:45am) –3:15pm**

Morning Break: 15 minutes during the morning session

Lunch time: 1 hour

### **ATTENDANCE**

Please ensure you inform the office of your child's absence. Good attendance is vital and children are expected to attend school every day. Termly certificates are sent home to celebrate and encourage 100% attendance. Children's attendance is monitored to ensure all children are in school all the time. Staff check and follow up absences and statistics are sent to the DfE. Persistent absences are any attendance below 90%. The school will try support families who fall into this category prior to fines being issued.

### **ABSENCES**

If your child is unwell and unable to attend school, you need to contact the school office with a brief description of the child's symptoms. Please be aware it is **YOUR** responsibility to inform us of any absences. You will be contacted every day that your child is absent if the school has not been notified. 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 to keep children and staff safe. If your child has a medical appointment please inform the class teacher ahead of time and share appointment letters with office staff.

A leave of absence can only be authorised in exceptional circumstances and must be requested in writing (term time holidays and birthdays do not qualify and may result in a fixed penalty notice).

### **LATENESS**

If your child is late, you will need to sign him/her in at the office (Health & Safety Fire Regulations) and give details as to why the child is late. The school day starts promptly and arriving late can make the children flustered and they miss precious learning time.

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

Gates are opened at 8:30 am, the first lesson starts promptly at 8:45 am. Gates are secured at 8:45 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 8:45 am and unlocked after 3:15 pm. If your child arrives after 8:45 am please come to the office to sign your child in. Pupils arriving after 8:45 am will be taken or sent to their classes (parents will not be permitted to accompany them).

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

Please wait on the playground and collect your child from outside their classroom promptly at 3:15 pm. If you are going to be late please telephone the office to inform us. Should you wish for another person to collect your child, please inform the class teacher or the office in line with our safeguarding policy. Children in Year 5/6 can be permitted to walk home if written consent is given in advance.

### **COLLECTION BY CAR:**

We encourage walking to school but when collecting your child by car, please park and come into the school grounds to collect your child.

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.**

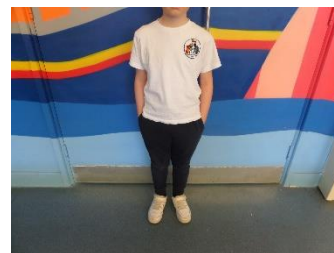
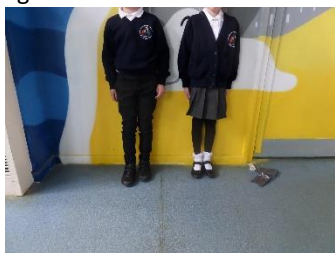


### **SAFETY AND SECURITY:**

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. 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.

### **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 ODY.



On PE days child attend school dressed in PE kit: a white T-shirt, dark shorts or bottoms and trainers, plain dark jumpers or school jumpers and school logoed fleeces should be worn on cooler days. Please send in a change of clothes for after school sports 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.***

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/plasters by the child. School cannot provide plasters/tape for covering studs, so please provide this.

### **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**

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.**



### **SCHOOL MEALS**

School meals are prepared and provided by Edwards and Blake. We offer a school packed lunch, jacket potato or hot meal. The children will be asked to choose every morning when the register is taken. We encourage children to drink water with their school meal and throughout the day.



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

Packed meals will be consumed lunch time 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 named lunch box/container on their class lunch box trolley. After the meal, the lunch boxes must be returned there. All packed lunch boxes are checked before the child leaves the table and they are actively encouraged to eat everything. **Sweets and Chocolate** should **not be** sent nor included in the packed lunch box.

### **ALLERGERIES**

All school provided meals have the full ingredients identified and so it is known if any of the 14 allergens are included in the meal. Please advise school of any food allergies. Medical and food allergies menus are available.

#### **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.

Fruit is offered to children every day at no cost, as part of the Healthy Schools initiative. Milk can be ordered via 'Cool Milk.'

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.

### **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 8:30 am until 3:15 pm.

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. MarvellousMe is also used to celebrate the children's successes.

### **RELATIONSHIPS AND SEX EDUCATION**

Relationships Education compulsory in all primary schools in England. Details of our content and approach can be found in our RSE policy. Prior to teaching, parents will be made aware of the year group specific content their child will be taught.

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

In order for a child to learn successfully they need to feel happy and secure. We 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.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)**

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.

### **NURTURE PROVISION 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 KS1 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 National Curriculum (English and Maths) are taught and there is also a clear emphasis on the importance of social skills and PSHE. These skills are taught in a structured environment with a high level of feedback by two positive adult role models.

### **EDUCATIONAL and RESIDENTIAL 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. 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.

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.

### **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. The children are taught to look after books and we appreciate your support in this and ask that books are returned to school each week in good condition.

### **EXTRA CURRICULAR CLUBS**

Clubs are offered during the term covering a wide range of opportunities; various sports clubs, Gardening and Cooking have been very popular. These clubs are free of charge and details and books are arranged over text with the office.

### **WRAP AROUND CARE**

Breakfast club opens at 7:45am and has 38 free places which can be booked weekly.

Our After-School Club runs daily until 5:00 pm and is charged at £8 a session. We can offer a reduced rate if children are collected at 4pm. This is bookable at the school office each week.

### **HOMEWORK**

Parents are expected 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. 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.

From Reception the following home support is expected each week:

- Reading with your child at least three times a week.
- Practising spellings and/or harder to read and spell words.

In KS2 the expectation increases slightly:

- Reading at least 3 times a week
- Weekly spellings are to be practised
- Times table practice through TTRS a minimum of 3 times a week
- Occasionally topic-based project work may also be set.

Engagement with homework is closely monitored so we can celebrate the children's hard work and support families that require it.

### **MEDICINE IN SCHOOL**

Prescribed medicine should be administered by 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 to staff via the office. Parents will be asked to **complete a form the office.**







### **ASTHMA**

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

### **SAFEGAURDING 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 only your child that you are photographing / videoing. It is prohibited to put any photos of other children on social media. 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.



### **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.

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



