

Blue Sky
Federation



Erpingham Primary & Pre-School
01263 761365



Erpingham VC C of E Primary School

School Prospectus

2016-17



Welcome to Erpingham Primary School

We are delighted that you have chosen Erpingham as the place where your child will be cared for and educated over the coming years.

We strongly value good links with our parents and would encourage you to take as active a part in your child's education as possible. Parents, grandparents and carers are always welcome at this school.

We look forward to working closely with you in the future.

Mrs A Hamilton,

Executive Headteacher, Blue Sky Federation

School Staff

Mrs A. Hamilton Executive Headteacher, Blue Sky Federation

Mrs L. Watts Assistant Headteacher

Class 2 Teacher (Years 2 & 3)

Mrs E. Sacre SENCo

Class 1 Teacher (EYFS & Year 1)

Mrs C. O'Hanlon Class 3 Teacher (Years 4, 5 & 6)

Mrs N. Poole Forest School Leader

Mrs A. Rowe Higher Level Teaching Assistants

Mrs E. Witham

Miss G. Richardson Teaching Assistants & Midday Supervisors

Mrs L. Youngs

Mrs L. Hall-Moore Forest School Assistant & Midday Supervisor

Mrs N Goodings Teaching Assistant & Nurture/SEN support

Mr B. Richards Sports Coach

Mrs S. Tuffin Office Manager

Ms. A. Rothern Admin Assistant

Mr J. Newbery Caretaker

**“Learning together, growing together, celebrating together
as a Christian School Community”**

Our Mission Statement – The Blue Sky Federation

Stronger together – valuing our differences

Our two schools celebrate and enhance their unique qualities and characteristics. We work together to embrace a vibrant future by broadening and enriching opportunities for all. We believe our children flourish by developing their spiritual and academic learning in equal measure.

Erpingham VC C of E Core Christian Values

At the heart of our caring community, we aim to promote a positive Christian ethos based on our four core values of love, friendship, courage and respect. We are passionate about nurturing the whole child through our creative environment with equal emphasis on the spiritual, moral, intellectual, social, emotional and physical development of all.

Love – we are all God’s children and come together in school to love and care for one other

Friendship – we make deep friendships based on generosity, forgiveness and compassion

Courage – we take on challenges bravely because we have hope and self-belief

Respect – we understand that we are all different and we listen to others with humility and tolerance

We aim to provide our pupils with an interesting and varied curriculum tailored to meet the unique needs of each child. We will ensure our pupils make good progress and achieve to the best of their ability. We will encourage our pupils to develop lively and enquiring minds so that they can pursue learning beyond school. With the provision of a caring environment, all pupils can develop respect for others, form good relationships with children of all ages and work together enjoyably and productively. Through a wide range of experiences, we aim to provide our children with the tools to both learn and cope with challenges in order to prepare them fully for their future.



Our four core Christian values underpin every aspect of school life and we pride ourselves on our caring and nurturing environment.

At Erpingham, outdoor learning experiences are at the centre of our curriculum. We are fortunate to have a very strong Forest School ethos within the school and an extremely experienced staff. Every child takes part in a Forest School session each week and through these sessions gains resilience, perseverance and self-esteem as well as an increase in their team work and problem solving skills. They do, of course, also have a great deal of fun!

Although we are a small school, we strive to provide experiences within school and after hours which broaden the children’s learning. Current extra-curricular clubs include football, Yoga, Music Club, Dungeons & Dragons, piano lessons and Gardening Club. We also have an active school council through which children are encouraged to influence the decisions made within school.

We aim to ensure all our pupils become effective learners.

This means they are:

- ✓ Resilient
- ✓ Resourceful
- ✓ Articulate
- ✓ Independent
- ✓ Organised
- ✓ Critical thinkers
- ✓ Receptive
- ✓ Calm to learn



School Hours

The school day for pupils begins at 9 a.m. and ends at 3.15 p.m. Children can arrive at school between 8.45 a.m. and 9 a.m. and a member of staff will be on the playground to supervise them during this time. When the bell rings, children line up promptly and quietly with their class.

First Session:	9—10.30 am
Morning break:	10.30—10.50 am
Second Session:	10.50—12.15 pm
Lunch break:	12.15 - 1.15 pm
Afternoon Session:	1.15—3.15 pm

Parents are requested to wait for their children in the playground at 3.15 pm and not in cars. Children must leave the premises with an adult as the road is narrow and gets very busy. Please let us know if you are going to be late collecting your child or if they will be collected by someone else.

Term dates are sent out at least a year in advance to help parents plan their holidays out of school time. Dates for special events each term are sent home regularly in newsletters or via email.

We have an 'unofficial' one way system; turn left in the village at the Erpingham Arms into School Road then keep going and you will find us! The One Way System improves safety and saves a lot of congestion.

For the safety of all our children, please do not stop or park on the yellow zigzag lines outside the school gates.

Admissions

The Local Education Authority organises admission to Primary Schools. If your child is of pre-school age you should receive a County Admissions Booklet in the Autumn term prior to the academic year in which your child starts school, informing you of the County's Primary Schools Admissions Policy and the procedure for obtaining a place at your preferred school.

If you would like your child to join Erpingham Primary School please arrange to visit the school and see it working, to meet the staff and talk with the Headteacher. Before starting school, you and your child will be invited to spend time in school meeting us.

Transfer to Secondary School

We are part of the Aylsham Cluster of schools. Most of our children transfer to Aylsham High School at the end of Key Stage 2 (Year 6). Aylsham High School is deemed 'Good' by Ofsted. It is a co-educational, comprehensive school about 4 miles away from the Erpingham village.



Class Organisation

All children are taught in small mixed-aged classes. This allows your child to settle quickly

and their interests are soon known by everyone. They are welcomed and made to feel confident and secure, so that they can concentrate on their learning.

Our experienced and dedicated staff will understand your child's needs and provide a challenging but fun curriculum, enabling your child to flourish. We have an excellent pupil to adult ratio enabling small teaching groups and clear differentiation of tasks.

The school is currently organised into three classes.

Class 1: Reception and Year 1

Class 2: Years 2 and 3

Class 3: Years 4, 5 and 6

This organisation may change depending on the numbers of children entering the school in reception and leaving at the end of year 6.



Teaching Methods, the Curriculum and Collective Worship

At Erpingham we use a variety of teaching methods which are varied to suit the need of the class, groups or individuals and usually include whole class teaching, small group teaching and one to one teaching. Children are often grouped according to ability within classes for different lessons, but groups are also made according to friendships, individual learning needs and interests.

When your child joins us in the Reception year they follow the Early Years Foundation Stage Curriculum. Throughout Years 1 – 6 the children are taught all the subjects of the National Curriculum plus RE. Lessons cover English, Mathematics, Science, Topic (History and Geography), Religious Education, Physical Education, Computing, Music, Art & Design Technology, a foreign language (French and Spanish) and Personal, Health and Social Education (PSHE). Details of the curriculum for each year group can be found on our website.

Erpingham is a voluntary controlled Church of England school and so our strong Christian values underpin all aspects of our daily life. Like all schools we offer a daily act of collective worship, which is of Christian character. Should you wish, you have the right to withdraw your child from assembly after consultation with the Headteacher.

Mondays: Headteacher-led themed Collective Worship

Tuesdays: Open the Book—Bible-based stories and drama

Wednesdays: Singing Assembly

Thursdays: Class Worship

Fridays: Headteacher-led 'Achievement Assembly' with children demonstrating their skills and talking about learning activities covered in and out of school.

Our Collective Worship builds on our special feeling of community and reflects on aspects of spirituality through prayer and song. We are often visited by our parish priest, Father Paul Thomas, and other members of the church community.

We also have regular Messy Church sessions which are open to all members of our community and take place at our parish church. These sessions explore Bible stories and the Christian faith in a fun and interactive way. Younger siblings and parents are warmly encouraged to attend.



Assessment

Careful records are kept of children's progress, including samples of their work. These are used to monitor and evaluate progress.

Parents' consultations are held each term to update parents on their child's progress but additional informal meetings are held as and when necessary. In the autumn term you will receive an effort report to tell you how well your child is engaging with their learning. You will also receive an Annual Written Report (in the spring term) which outlines work covered, progress achieved, and what to work on next. This is reviewed at the summer parents' consultation.

You are welcome to see the records that we hold on your child but please telephone to make an appointment first.

Statutory Assessment Tasks (SATs)

These practical, oral and written tasks and tests are undertaken as directed by the Government. Children in Year 2 are assessed by their class teacher in English and Maths during the summer term. Year 1 children are assessed for their progress with phonological awareness in June each year.

All Year 2 and 6 children sit written papers in English and mathematics during May. They may also be required to take science papers. The Year 2 and Year 6 SATs results are reported to parents alongside

School Expectations and Discipline

Our children show good levels of behaviour both in and out of school. Our expectations are reinforced regularly through assembly and class discussions and rewarded through our House Team System. Our pupils are taught how to behave and act in a way that shows courtesy and respect to others and a care for the environment in which they work and play.

In the event of serious misbehaviour, consequences are explained and discussed with parents.

All our children are encouraged to talk to others if they are experiencing difficulties so that these can be sorted out before becoming a problem. Our behaviour policy is available to read on our website.

Bullying

Bullying is not tolerated at Erpingham in any form. We encourage both children and parents to notify the school if signs of bullying appear. It is vital that we are informed at an early stage so immediate action can be taken. Parents are encouraged to request and read our Anti-Bullying Policy, available from the school office.



Special Educational Needs and Gifted & Talented Provision

We are committed to the practice of “inclusive” education, whereby every child participates in all the regular routines and activities of the classroom. This ensures that all children have access to a broad and balanced curriculum. We work under the Norfolk SEND Local Offer. For full details of our SEN provision please see our SEND Information Report on our website.

We identify individual learning needs, and set appropriate objectives and individual targets according to these needs. These objectives and targets are then regularly reviewed and adapted accordingly. We challenge and develop the needs of more able children, finding ways to extend their learning through a differentiated curriculum. This may be achieved through extended activities and investigations, or by accelerating your child through the curriculum so that they work at a level above that of their peers.

We foster the self-esteem of children who experience difficulties, promoting their progress and valuing their strengths, enabling them to realise their individual potential. Where a child is identified as having an additional need parents/carers will be informed of any interventions their child is accessing. Where a child is identified as having a Special Educational Need parents/carers and the child will be invited in to contribute to a collaborative support plan. We believe the input of both parents and the child is invaluable when planning for additional needs.

Safeguarding & Child Protection

Erpingham C of E Primary School fully recognises its responsibilities for child protection. We are committed to promoting the safety, health and welfare of our pupils, and have a regularly updated Child Protection Policy which clearly details how we undertake our statutory obligations. This policy is available at the school office for parents to read. We follow the procedures set out by the Local Area Safeguarding Children Board and take account of guidance issued



Our designated staff for child protection are Mrs A. Hamilton and Mrs E. Sacre. Our designated Governor is Mrs K Newbery

Pastoral Care

It is very important that your child feels happy at school so they can focus on learning. We work as a caring and professional team, sensitive to the emotional and social needs of our children. We take an interest in the "whole" child, not just the child's educational needs. The strong family atmosphere at Erpingham is evidenced in the way the children help and support each other throughout the school day. Please let us know of anything that may affect the education of your child. We will always make time to discuss with you any problems or difficulties that your child might be experiencing. Personal information is always used sensitively and treated in confidence.



Accidents and First Aid

You will be contacted if your child is unwell or has been hurt, especially if he/she has bumped their head. If you are unobtainable, further medical advice may be sought. The local authority's recommended procedure for first aid is to simply wash cuts and grazes with water. Creams, antiseptic lotions or sting creams are not used. We ask you to check dressings and minor injuries at home.



Medicines in School

The administration of medicines to children is the responsibility of parents and there is no requirement for the Headteacher or the school staff to undertake these responsibilities. However, we will always try to help.

If, on the advice of your doctor, medicine needs to be administered to your child during the school day, please ensure that the medicine, clearly labelled, is taken to the school office by a parent or guardian. A school form requiring a parent or guardian's signature will be provided for details of the medication and dosage to be documented. Medicines should not be kept in school bags unless parents are happy for a child to have responsibility for his/her own medication. In this case, there is an alternative form to be completed at the school office.

Illness

Your child must not come to school for 48 hours following his/her last bout of sickness or diarrhoea – this is for their own comfort but also to stop it spreading to the whole class! It is helpful to be notified immediately of contagious diseases like German measles so that we can notify pregnant parents.



School Meals, Drinks and Snacks

We have a water fountain at school for your child to use during break times. Your child is also encouraged to bring a named bottle of water to school. All children are provided with a piece of fruit at morning break, they should not bring in any other snacks although they may eat fruit from their lunchbox if they prefer.

Locally sourced and very tasty meals are served at school. Meals are cooked at Aldborough Primary School and are delivered to us daily. They are nourishing and provide good value for money. Please contact the school office for a copy of the most recent menu.

You may choose to provide your child with a packed lunch. We would encourage parents to ensure all packed lunches are healthy (sorry....no fizzy drinks, chocolate or sweets).

It may be the case that in certain circumstances a child is entitled to meals without payment - please contact the school office for details.

Attendance

We have to send records of attendance to the Department for Education (DfE). It is very important that you inform the school why your child is going to be or has been absent, preferably by letter, a telephone call or by calling in at the office - otherwise your child will be recorded as an unauthorised absence which goes against the school's attendance figures. If we have not heard from you as to why your child is not in school, our secretary will telephone home to find out why; this is to ensure that all children are safe.



There are 13 weeks' school holidays per annum during which to take family holidays. Parents are only permitted to remove their children from school in exceptional circumstance.

Home and School Agreements

As detailed in DofE documentation, all schools must have a Home and School Agreement. We have developed and refined our Home and School Agreements after consultation between staff, governors and parents. We currently have Home and School Agreements for children who attend on a full-time or a 'Flexi-time' arrangement. Our Agreement outlines the expectations of parents, children and school, encouraging all parties to work together for the benefit of your child. You will be asked to sign the Agreement when your child has started school and every year thereafter. We also sign the Agreement, a sign of our commitment to support your child to achieve their full potential.

School Uniform

At Erpingham Primary School we believe that the wearing of a school uniform enables children to identify with their school, gives a sense of belonging, is practical and smart, reinforces a positive work ethos and reduces expenditure for parents/carers.

Our uniform consists of:

- White polo shirt or white shirt / blouse
- Grey trousers (long or short) – boys and girls – or grey skirt or pinafore dress (girls)
- Summer dress (green and white small checked material)
- Grey or black socks for boys. White socks for girls or grey tights
- Bottle green or black fleece (these are available with the school logo). Bottle green cardigan or jumper
- Sensible black shoes/trainers for outdoor wear
- Trainers, black shorts, white socks and a white t-shirt are needed for PE
- A warm long-sleeved top, jumper, trousers, socks and waterproof boots are needed for Forest School sessions
- Book bag with embroidered logo
- One piece costume, swimming hat and towel (Classes 2 & 3)
- A pair of slippers or other appropriate indoor shoes

Nail polish and jewellery must not be worn. If a child has their ears pierced they may wear stud earrings which must be removed for PE lessons. Long hair needs to be tied back.

All clothing must be named.

School Policies

Erpingham Primary School holds a list of policies relating to how we teach the various subjects which form the National Curriculum (including Sex and Relationship Education) and Religious Education; how we meet the legal requirements of the Equality Act 2010; and how we promote community cohesion and conform with requirements relating to collective worship. All policies, including our Safeguarding Policy are reviewed regularly and up-to-date copies are available on our website and from the school office. All volunteers and parent helpers will be required to apply for a position at the school (a simple but statutory process) and to undergo a DBS Check when working in school independently of our staff.



Compliments and Complaints

Members of staff are always delighted to receive thanks for the work that they do with your child – everyone likes to be appreciated! Should you be concerned with any aspect of your child's education you should first discuss the matter with your child's class teacher. This is best done at the end of the day when they have more time to talk. Urgent information should be given to the school office. If you are still not satisfied you should then make an appointment with the Headteacher. In the rare event that this does not provide a solution you may wish to write to the Chair of the Governors. If you are still unhappy with the solution offered you should then write to the Local Education Authority. The process is fully explained in our complaints policy available from the school office.

The Governors

"The main duty of the Governing Body is to oversee the conduct of the school and to ensure that the Headteacher and staff fulfil the obligations placed upon them by legislation, central Government and the Local Education Authority".

It is also its job to support, advise and encourage in every way possible, the work which is being carried out at the school.

The Governors' work includes involvement in staff appointments, the adoption of policies on curriculum and non-curriculum areas, admission procedures, financial management, and buildings and maintenance. As well as attending formal meetings the Governors also visit the school to see it in action on both "ordinary" days and on special occasions. These visits keep Governors informed about the work of the school.

The 'Friends' Association

All parents are automatically members of this association which helps the pupils of Erpingham School by providing facilities not normally financed by the Education Authority.

Throughout the year the committee are actively involved in organising both social and fund-raising events with our parents, staff and members of the local community. These events include the Summer Fair, bingo evenings, etc. Funds raised have been used to purchase a wide range of classroom resources and to subsidise the cost of school trips and outings. Each year there are opportunities for parents to meet together and to plan new events; a great way to meet others and be involved in your child's education!

