



Erpingham VC  
C of E Primary School

*'Let us love one another, for love comes from God'*

*1 John, chapter 4, verse 7*

School Prospectus

2020-21



## Welcome to Erpingham Primary School !

We are delighted that you are interested in joining our school community at Erpingham. We are a small, rural school with a real family feel and we do our very best to tailor our provision to the needs of everyone in our community.

As a church school we work hard to help children live out our values of love, friendship, courage and respect. Our memory verse is 'Let us love one another, for love comes from God' (1 John, 4:7) and this reminds us of the unconditional love of God which we share with each other.

We hope you enjoy this insight into our school and we look forward to working with you in the future.

Mrs L Watts, Executive Headteacher

### School Staff

Mrs L. Watts	Executive Headteacher, Blue Sky Federation
Mrs E. Sacre	Deputy Headteacher Class 1 (Blackbirds) Part-time Teacher (EYFS, Year 1) SENCo & EYFS Lead
Mrs B. Barry	Blackbirds Class Teacher (EYFS, Year 1)
Mr L. Kimpton	Class 2 (Wagtails) Teacher (Year 2, 3 & 4)
Mr S. Portas	Class 3 (Skylarks) Teacher (Years 5 & 6)
Mrs N. Poole	Forest School Leader
Mrs A. Rowe	Higher Level Teaching Assistant
Mrs E. Witham	Cover Supervisor & Teaching Assistant
Mrs D. Barker	Teaching Assistant & Midday Supervisor
Mrs A. Rothon	Forest School Assistant & Midday Supervisor
Mrs T. Filby	Forest School Assistant & Midday Supervisor
Mrs N. Goodings	Teaching Assistant & Nurture/SEN support
Mrs S. Tuffin	Office Manager
Mrs J. Fenner	Admin Assistant
Mrs B. Goodrum	Caretaker
Mrs G. Witham	Assistant 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

Our curriculum is designed to ensure that children move from engagement to *investment* in their learning. We want children to be provided with opportunities which encourage them to care passionately about the topics they cover, ensuring that they grow up to become empathetic and critically thinking members of society. We believe in a curriculum of hope (Debra Kidd, 2020) and seek to ensure that our children feel supported to find ways of solving their own problems and playing their part in making the world a better place.

Our four core Christian values underpin all aspects 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 have worked hard to develop a very strong Forest School ethos within the school and have 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 Art clubs Yoga, Baking club and Running 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:	10.45—11am
Second Session:	11—12.15 pm
Lunch break:	12.15—1.15 pm
Afternoon Session:	1.15—3.15 pm

Parents are requested to wait for younger 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.

We have an 'unofficial' one way system; turn down Scarrowbeck—opposite the road to the church, turn right by the rectory 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.

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.

## 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.

## Class Organisation

All our children are taught in small mixed-aged classes. This will help 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.

Blackbirds : Reception and Year 1

Wagtails: Years 2, 3 and 4

Skylarks: Years 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.





### Little Brown Hare Forest School Pre-school

Little Brown Hare Pre-school is a unique Ofsted registered childcare setting that opened in January 2017, providing childcare for children age 2 -4 years. It nestles in a corner of our school grounds, surrounded by beautiful countryside. It offers an exciting and unique opportunity for children to experience freedom to learn in the outdoors, exploring and investigating the natural world.

The pre-school is run by highly qualified staff and promotes the Forest School ethos, where children explore, learn and develop in the outdoors, whatever the weather!



## Teaching Methods, the Curriculum and Collective Worship

At Erpingham we use a variety of teaching methods which are adapted to suit the need of the class, groups or individuals. These usually include whole class, small group and one to one teaching. Children can be grouped according to ability 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 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 worship after consultation with the Headteacher.

**Mondays:** Headteacher-led themed Collective Worship

**Tuesdays:** Singing Assembly

**Wednesdays:** Open the Book—Bible-based stories and drama

**Thursdays:** Values Assembly

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

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, parents and grandparents 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 in the autumn and spring terms to update parents on their child's progress and an annual report is written in July. Additional, informal meetings are held as and when necessary. Early Years pupils will get a full report at the end of the summer term.

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 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 in phonics in June each year. Year 4 pupils take an online multiplication test in June.

All Year 2 and 6 children sit written papers in English and Mathematics during May. The Year 2 and Year 6 SATs results are reported to parents alongside Teacher Assessment at the end of the summer term.

## School Expectations

Our children show good levels of behaviour both in and out of school. Our expectations are reinforced regularly through assemblies and class discussions and rewarded through our House Points 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.

If we have any concerns regarding behaviour, we will always discuss these with parents or carers so that we can work together to find solutions.

Our full behaviour policy can be found on our website.



## Pastoral Support

As a small school, we are able to offer a really nurturing environment for our pupils. All of our children are encouraged to talk to an adult if they have any issues or concerns and we always take these seriously. We offer pastoral support in many different forms from small group lego sessions to 1:1 time to talk and our experienced pastoral team work hard to find ways to support all children and their families as required.

## 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

At Erpingham we have a strong safeguarding team who are committed to promoting the safety, health and welfare of our pupils. Our safeguarding policy is regularly updated and sets out how we undertake our statutory obligations. This policy is available via the office for parents to read. We follow procedures set out by the Local Area Safeguarding Children Board and take account of guidance issued by the Department of Education. Our designated staff for safeguarding are Laura Watts, Emily Sacre and Nada Goodings. Our designated safeguarding governor is Angie Johnson who can be contacted via the office.



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. We have a strong family atmosphere at Erpingham, and children and staff 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.

## Medicines in School

The administration of medicines to children is the responsibility of parents and there is no requirement for 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 e.g. asthma inhalers. 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 their last bout of sickness or diarrhoea – this is for their own comfort but also to stop it spreading to other children. It is helpful to be notified immediately of contagious diseases like German measles so that we can notify anyone who may need to be aware.



## School Meals, Drinks and Snacks

We would strongly encourage your child to bring a named bottle of water to school. Children in Blackbirds are provided with a piece of fruit each day or they may wish to bring their own. Children in the other classes can bring a snack for playtime but this must be healthy and ideally fruit.

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. We are a nut-free school and so children are not permitted to bring items with nut ingredients in their lunches. It may be the case that in certain circumstances children are entitled to a free school meal—please contact the office if you would like more information.

## Attendance

We have to send records of attendance to the Department for Education (DfE). It is very important that you let the office know if your child is going to be late or absent. This can be done by phone or on the Pupil Asset app. If we do not hear from you then we will follow this up by phone to make sure that all children are safe. If no reason is given for absence this will be recorded as unauthorised.

## Term time holiday

There are 13 weeks' school holidays per year during which to take family holidays. Parents are only permitted to take term-time holidays in exceptional circumstances. All holiday must be applied for via the office. If holiday isn't agreed then this will be recorded as unauthorised absence and may be referred to the Local Authority Attendance Team.



## School Uniform

At Erpingham Primary School our uniform consists of...

- White polo shirt or white shirt / blouse
- Grey trousers (long or short) or grey skirt
- Summer dress (green and white small checked material)
- Grey, black or white socks, or grey/ black tights for girls
- Bottle green or black fleece (these are available with the school logo)
- Bottle green cardigan or jumper
- Sensible black shoes/ trainers for outdoor wear
- PE kit—trainers, black shorts, white socks, white t-shirt, tracksuit bottoms, warm jumper
- Forest School kit—layers are best for Forest School—vest, short-sleeved T Shirt, long-sleeved T Shirt, warm jumper, leggings, track suit bottoms and lots of socks! Waterproof trousers, a fully waterproof coat and wellies are also needed.
- Book bag with embroidered logo (if required)
- A pair of slippers or other appropriate indoor shoes

Please don't let your child wear jewellery to school. If your child has their ears pierced they may wear stud earrings which must be removed for PE lessons. Long hair needs to be tied back.

**Please make sure that all clothing and other items are named!**

## School Policies

Erpingham Primary School has many policies covering how we teach in our school and how we keep everyone safe. All of these policies are reviewed regularly and up-to-date copies are available on our website and from the school office.



## 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 Amanda Hawkes, the Governor in charge of complaints who will investigate the situation fully. 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 and our website.

## 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".*

Our governors also 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, 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. More information about our current governing body can be found on our website.

## Friends of Erpingham Primary School

All parents are automatically members of this group 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!

