



Great Ellingham Primary School

School Prospectus

'We are all different, but all one family.'



Ofsted
Good School

General Information

Great Ellingham Primary School
Hingham Road
Great Ellingham
Attleborough
Norfolk
NR17 1HX

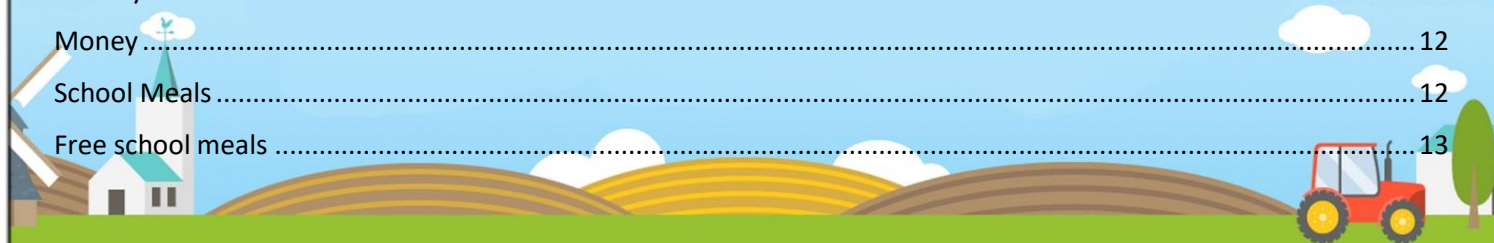
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Executive Headteacher: Mrs. Julie Dekker
Chair of Governors: Mr Hugh Collier

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Welcome

On behalf of everyone involved with the school, I would like to welcome you to our vibrant and happy community. We have high expectations of our children and pride ourselves on providing a high quality and broad education.

A successful school is all about partnership, which is why one of our guiding principles is to be at the centre of the community. The links forged between the different groups involved in our school; staff, parents, governors, friends as well as the wider community contribute to the school being a special place for children to learn.

If you would like to visit us to have a look around the school, you are most welcome. We will then have the opportunity of showing you our happy, vibrant, learning and nurturing community. Just give the office a ring to make an appointment.

Mrs Julie Dekker
Executive Headteacher



Great Education: Confident Pupils



Aims and Vision

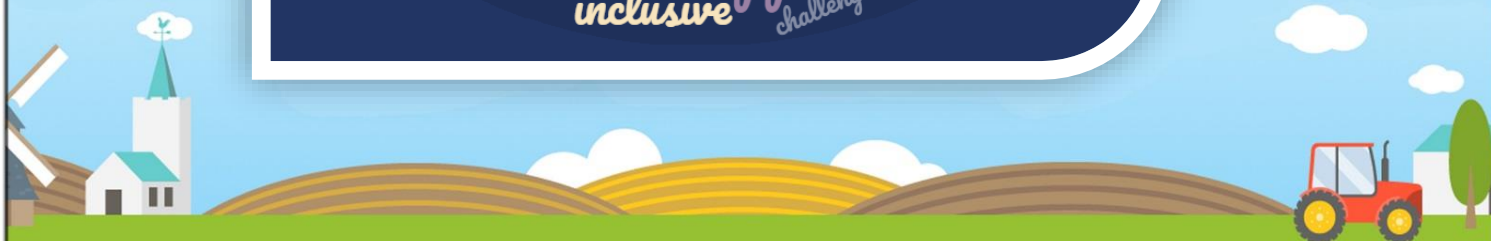
Our School Council got together in the Spring Term of 2018/19 and discussed what makes the pupils at Great Ellingham Primary School special. They came up with key words and phrases that sum up the Great Ellingham way. These have been added to each year since.

They identify the key qualities we expect from the children and staff alike.

The children at Great Ellingham Primary School will be...



The adults at Great Ellingham Primary School will...



Opportunities and Experiences

Nurturing Creativity: Creativity is at the heart of our school experience, whether it's music, art, drama or just getting a bit messy. We take part in Science, Technology, Engineering and Maths (STEM) activities and compete yearly in the Greenpower Goblin Car races.



Igniting a love of learning: We focus on giving children a thorough grounding in Reading, writing and mathematics, alongside an inspirational curriculum including History, Geography and Science. Other lessons include French, Spanish, swimming, games, cookery, computing and Forest Schools. We use a range of methods – from child-led learning to experiential classes – to make sure school is always fun and engaging.

Being healthy and active: We believe that playing lots of different games not only develops strength, skill, co-ordination and teamwork, it also instils a healthy approach to life and learning.

Outdoor learning: Educational trips and theme days are integral to learning. We also have a wonderful outdoor classroom which is used all year round along with a nature garden and activity area. Year 6 spend three days, in the Spring term, on a residential trip where they take part in a range of activities such as abseiling, climbing, high ropes, tree-top trails and an AirJump from 10metres high!



The Governing Body

A Message from Your Joint Chairs of Governors

"The Federation of Great Ellingham and Rocklands Schools means that we have two schools sharing one governing body.

If you would like to find out more about our school governors then please look at the school website.

We are somewhat unusual in that the position of Chair of Governors is shared jointly between the two of us. We have two Vice-Chairs also, and find that this works well.

We are privileged to be working with our fellow governors and members of staff in each school to offer the best possible educational experience to our pupils. We greatly value the all-important support of parents who also want the very best for their children.

Please be mindful that it is the teachers, with reference to the Executive Head if necessary, who usually deal with schools issues. However, we are always available to discuss with you any school-related matters and will also be pleased to explain the work of governors.

We can be contacted by email on chairofgov@greatellingham.norfolk.sch.uk or through either of our school offices."

The Governors of the school are like a board of directors. They comprise of parents, representatives from the local community, local business and the staff at the school.

Governors are appointed to:

- Monitor and promote standards of attainment and achievement.
- Monitor and promote children's behaviour, their attitudes and their personal development.
- Ensure that children are well taught.
- Ensure that the school provides the full curricula entitlement for each child.
- Promote a positive caring environment for the children's academic and social welfare.
- Maintain and develop good communication and relationships between parents and the school.
- Ensure that the school is well led and managed.
- Guide the use of financial and physical resources.

Being a governor involves attending full governor meetings as well as committee meetings, visiting the school when in session, liaising with external agencies, and visiting professionals.

If you have any questions, any of our school governors will be happy to help you. We take pride in encouraging and fostering good relations with everyone connected with Great Ellingham Primary School.

Hugh Collier
Chair of Governors at Great Ellingham



What will my child learn at school?

Our school curriculum is designed to take into account the National Curriculum 2014, which focuses on what we think is valuable for the children within our school to learn. We aim to provide a broad, balanced and exciting curriculum. Children are provided with a variety of learning opportunities both inside and outside the classroom and are encouraged to develop their skills and interests. We aim to forge links with people within our local area using their skills to provide real life learning opportunities in to the local area, the skills of the community to provide real life learning opportunities.

How can you know where your talent lies, if you've never tried something? We believe in opening up as many doors as possible, enabling children to be challenged and inspired and experience a wide range of subjects and activities.

Digital Learning: We believe that Information Technology has the power to transform education – promoting independent and collaborative learning, creativity and critical thinking.

The school is fully Wi-Fi enabled, with banks of iPads and laptops for pupils to use. Children are taught both information literacy and e-safety, encouraging them to make the best possible use of digital technology.

Personal, Social and Health Education

Personal, Social and Health Education helps children to develop the knowledge, skills and understanding they need to become confident, healthy and independent adults. This will include specific, age appropriate lessons on health education as well as many aspects of other curriculum areas that relate to working together, sharing, taking responsibility for yourself and others and understanding society.

Relationships and Sex Education

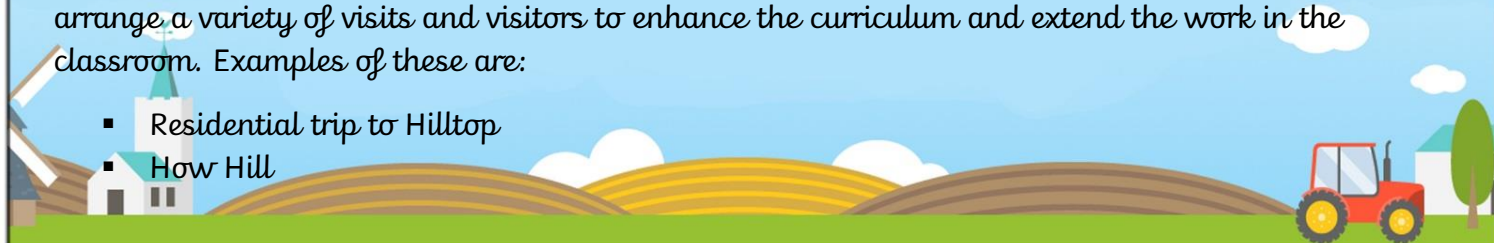
This is taught as part of the Personal, Social, Health Education curriculum as appropriate to the pupils' maturity and level of understanding. The programme aims to equip all pupils with accurate, unbiased knowledge about sex and relationships and give pupils the opportunity to acquire life skills that will help them make good use of this knowledge. It will also give pupils opportunities to explore and respect others' opinions, attitudes and values to help them develop their own, individual and moral framework.



Educational Visits and Visitors

We aim to provide opportunities that broaden the children's experiences and believe that children learn best from first-hand experience. To support this we arrange a variety of visits and visitors to enhance the curriculum and extend the work in the classroom. Examples of these are:

- Residential trip to Hilltop
- How Hill



- Norwich Castle
- Theatre Royal
- Sporting personalities visiting the school
- Time and Tide in Great Yarmouth

Plus, many others.

Sports and Competitive Events

We encourage healthy competition and good sportsmanship. We work with the local cluster to take part in cluster events in various sports. We also work closely with the local high school to ensure children have a wider range of experiences. In previous years, we have taken part in activities such as:

- Tri-Golf
- Trampolining
- Football
- Netball
- Athletics



Residential Visits

Every year, pupils in year 6 have the opportunity to take part in a residential trip. For the past couple of years the children have visited Hilltop Outdoor Activity Centre. The trips are always a huge success and a fantastic opportunity for our children to experience staying away from home, trying new things and learning at the same time.

Drama Productions

Each year the school puts on productions at Christmas for the nativity as well as an end of year production for classes 5 & 6. The children always look forward to these and do a fantastic job every year.



Before and After School Club

We run a morning and after school club at the school. Morning club runs from 8:00am until the start of school and after school club runs from after school until 5:00pm. Prices for these clubs are available from the office. Both clubs have been a real success and very popular with children and parents. The children enjoy a variety of activities both inside and outside as well as special events planned throughout the year.

Charging for School Activities

When we organise activities as part of the curriculum we may ask parents for a monetary contribution. These activities may include residential and day trips, visiting authors, poets, theatres and historical groups. The



policy of the school is in accordance with the Local Education Authority. Parents who have concerns regarding the financial aspect of any education or extra-curricular event should contact the Executive Headteacher or Executive Deputy Headteacher in confidence. Parents may request a full copy of the charging policy if they wish. It is also available on the school website.

Care and Welfare of Pupils

We believe that for a child to be successful in and out of the classroom, they need to feel happy and secure in their environment. By inspiring children to make the most of the opportunities open to them at Great Ellingham Primary School, we can enable them to become confident well-rounded young people.

Supporting every child: We put pastoral care at the very heart of our school with an approach that involves all staff. The welfare and happiness of our children is vital to running our school.

Ensuring Equality

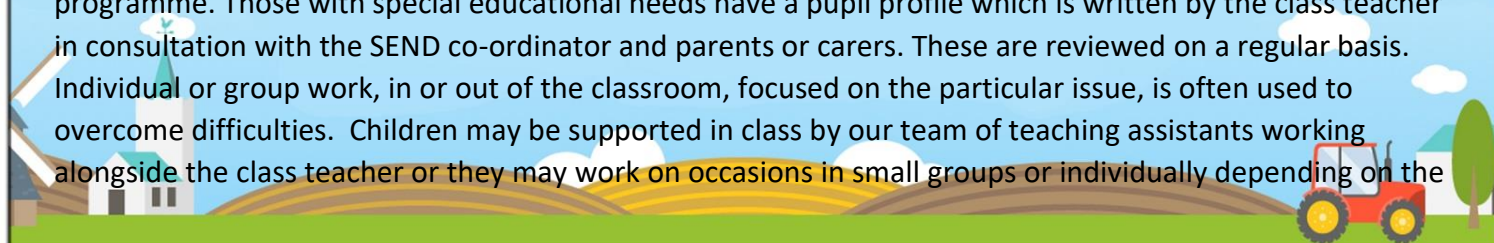
The school is committed to ensuring that all pupils have equal access to an appropriate curriculum and that the school does not discriminate against children, parents or staff on the grounds of race, disability, gender, religion or belief. As a school we also consider how we can make good links within our own community, the wider Great Ellingham community as well as nationally and internationally; all aspects of children's education which enable them to relate to a wide range of people and cultures and promoting community cohesion.

Safeguarding Children

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of harm and abuse. The school fully recognises its responsibilities for child protection and safeguarding and will refer any cases of suspected harm to children to Norfolk County Council Children's Services. Our policy applies to all staff, governors and volunteers working in the school and includes: safe recruitment of staff and volunteers; raising awareness of child protection issues; equipping children with the skills needed to keep them safe and establishing a safe environment in which they can learn and develop.

Special Educational Needs

Some children have learning difficulties at different times during their school career. We welcome children whatever their needs. The arrangements for the identification and assessment of pupils with Special Educational Needs are in line with the current Education Act and Code of Practice. The learning, behavioural, emotional and physical special needs are met through careful planning of each child's work programme. Those with special educational needs have a pupil profile which is written by the class teacher in consultation with the SEND co-ordinator and parents or carers. These are reviewed on a regular basis. Individual or group work, in or out of the classroom, focused on the particular issue, is often used to overcome difficulties. Children may be supported in class by our team of teaching assistants working alongside the class teacher or they may work on occasions in small groups or individually depending on the



level of need. Use is also made of the advice and support services available such as our School Support Team, the Psychological Service, Sensory Support and Health. Parents will be kept fully informed and will be able to discuss the assessment with a member of the support team.

School Council

We think it is very important for our children to take an active part in the running of the school. Our School Council are very active and lead activities through the year. They are instrumental in exploring, identifying and planning ways to improve the school. The school council also decide upon charities to support and organise fundraising events.



How will I know how my child is getting on at school?

A good relationship between home and school is vital if children are to maximise their potential. Our school is at the centre of our community and we really value the close links we have with the people we serve.

Parents consultations and reports

There are parent teacher consultations for all children within the year, during which each child's progress is reviewed. An annual report is sent home in July to parents of all children this includes targets for your child to work on over the next term. Parents of reception children do not receive their annual report until the end of the summer term when their progress is assessed against the EYFS learning goals.

We really value your opinions too. A parent survey is carried out annually, usually in the Summer Term. We also like to consult with you before making any significant changes in school.

Class teachers are normally available to speak to after school. If you need to pass on a message in the morning we ask that this happens via the school office to ensure that the school day gets off to a prompt start for all the children.



How can I support the school?

Parents are very welcome in school and can help us in a variety of ways, such as:

- Hearing readers
- Assisting with visits and outings
- Getting involved with FOGES
- Become a school governor



FOGES (Friends of Great Ellingham School) organise fundraising events and special events for the children. All parents / carers are automatically members of FOGES and new committee members are always welcome. Each year FOGES funds a range of activities and equipment that benefit all children in the school and you can help by getting involved in organising and taking part in these.

School Uniform

Children are encouraged to take pride in their personal appearance and dress appropriately for school. Our school uniform is one way in which children are able to feel part of, and value, the school community. All uniform items with the school logo are available from Mapac.

It really helps if all clothing is clearly marked with your child's name.

- Royal blue sweatshirt or cardigan
- Blue or plain white polo shirt
- Black or grey trousers or skirt
- Black shoes
- Light blue and white check dress or grey or black shorts



Routines and Administration

The School Day

Morning Session

8.45am -12.10pm EYFS and KS1

8.45 am — 12.20pm KS2

Lunch 12.00pm - 1.15pm for EYFS and KS1

Afternoon Session 1.15pm — 3.15pm

12.15 pm — 1.15pm KS2

School starts at 8.45am children should not be on the premises until 8.35am at the earliest. Children come into school when the bell is rung unless it is raining when they can come into school before the start of the school day. On icy mornings children and parents are advised to stay off the playground and wait on the areas that have been gritted.

Parents are very welcome to catch teachers at the end of the day, however we would ask that you leave your child at the door at the beginning of the school day so that they are immediately responsible for their own belongings and are able to learn to organise themselves.

School finishes at 3.15pm and children are collected from the playground by parents or carers. Please let the school know if your child is going to be picked up by someone else on a regular basis and send a note, call or speak to your child's class teacher or teaching assistant if your child is going to be collected by someone different on a particular day, we will not let a child go with someone else, even someone known to us, if you have not informed us.

Contacting Parents

It is vital that we have up to date daytime telephone numbers (home and mobile) as well as email addresses, to enable us to contact parents in the event of an accident, medical or other emergency. The school should be notified immediately of any changes in order to keep our records up to date.



Lateness

Punctuality is an excellent life skill and is encouraged by everyone in the school. However, there may be unavoidable reasons for lateness and parents / carers should notify the school if this happens. Persistent lateness is not only unacceptable, it is disruptive to children's learning, makes the child feel very uncomfortable and creates a negative start to the day. Lateness is disruptive to all children in a class, not just the individual child. Children arriving later than 8.55am enter via the main entrance.

Medication Administration of Medicines Policy – The policy for administration of medicines in school is as follows:

- There may be occasional instances when medication needs to be given to children in school for example as part of a course of prescribed antibiotics or for a long term medical condition.
- The form Parental Agreement for School to Administer Medicine must be completed before any medication can be administered. This form can be picked up from the office. Once the form has been returned, Mrs Dekker will review the request and the school will inform you of the decision whether or not to administer medication. Designated school staff will then administer medication and record this in a central medication log book

Children who need inhalers should have one in school which will be kept in the classroom.

Absences

Children who attend school regularly, achieve more in the long term and are better able to make the transition to high school, than children who are absent or late for school.

We ask you to inform us either by letter, phone or in person by 9.00am on the first day of absence. If your child is absent for any reason please phone to inform the school. We are concerned about the safety of all pupils and will need to phone you if there is no message.

If your child has had a tummy bug or has been sick they may not return to school for 48 hours after their last bout of sickness or diarrhoea. This minimises the risk to other children.

Holidays

Following government legislation introduced in September 2013 schools are now not able to authorise absence for a family holiday. Absences of 9 or more sessions (just under 1 week) would lead to a referral for a Fixed Penalty Notice

Money

Money brought to school for lunches, trips or activities should always be in a sealed envelope clearly marked with the child's name and reason for payment. Children should hand this in to their class teacher who will send it to the office.

School Meals

We are very lucky to enjoy lovely school dinners through our caterers. From September 2014 all children in Reception, Year 1 and 2 are entitled to free meal as part of Universal Free School Meal Legislation.



Dinner money should be brought to school on a Monday (or the first school day of the week) in a sealed envelope with the child's name and the days on which a school dinner is required. If you wish to pay for school meals by cheque please make them payable to Great Ellingham Primary School. If your child would like a jacket potato you need to fill in an order form on a Monday. If a child is absent for any reason and a school meal has been ordered credit will be carried forward.

Children can bring their own packed lunch from home. Parents are asked to support us in encouraging children to enjoy a healthy packed lunch. Please do not send any fizzy drinks, glass containers or sweets in your child's lunch box. We do not have facilities to refrigerate lunch boxes so if necessary do include a small ice pack in with your child's meal.

Free school meals

Your child is eligible for free school lunches if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,040
- the Guarantee element of State Pension Credit

Your child can have a packed or hot lunch and they do not have to have it everyday if they do not wish to. Please ask in the office for an application form. It is important that if you believe you should be in receipt of free school meals that you let the school know as soon as possible.

Water

Children are encouraged to bring a bottle of water to school with them to drink during the school day. Please do not send anything other than water as repeated drinking of squash and fruit juices during the day increases the risk of dental decay.

