Federation of
Great Ellingham Primary School &
Rocklands Community Primary School

Great Ellingham Prospectus

FOREST SCHOOL

Ofsted Good School



Welcome

On behalf of everyone in the school, I would like to welcome you to our vibrant and happy community. We have high expectations of our children and pride ourselves in 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, parent, 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, please contact our school office. We will then have the opportunity of showing you our happy, vibrant learning and nurturing community.

Mrs Julie Dekker
Executive Headteacher

A message from our Chairs of Governors

"The Federation of Great Ellingham and Rocklands Schools means that we have two schools sharing one governing body. We can be contacted by email on chairofgov@greatellingham.norfolk.sch.uk or through the school offices.

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 school provides the full curricular entitlement for each child.
- Promote and 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.
- Guide the use of financial and physical resources.



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 our schools."

Hugh Collier
Chair of Governors

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 our 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 village 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 along side the class teacher or they may work on occasions in smaller groups or individually depending on the level of need. Use is also made of the advice and services 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.

Routines and Administration

Morning session:	8:40 – 12:10 for EYFS and KS1	8:40 – 12:20 for KS2
Lunch:	12:10 – 13:10 for EYFS KS1	12:20 – 13:10 for KS2
Afternoon session	for all 13:10-15:15	

School starts at 8:40am. Children should not be on the premises until 8:35am. Children come into school when directed by a senior member of staff.

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 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.

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

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. 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 opinion too. A parent survey is carried out annually 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.



School meals

We are very lucky to enjoy lovely school dinners through our caterers NORSE. All children in Reception, Year 1 and 2 are currently entitled to a free meal as part of Universal Free School Meal Legislation. Parents have the option of ordering per week or for the duration of the term. 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.

Money

We use an online payment system called SCOpay. This is for all payments for dinner money, before and after school clubs, school trips and events, and ordering products e.g. drinks bottles, forest school bags.

FOGES

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 can feel part of, and value, the school community. All uniform items with the school logo are available from MAPAC.
Long hair should be tied back, using sensible hairbands or clips. The only jewellery allowed in school is one pair of small stud earrings, which must be covered during PE. No other jewellery must be worn at any time. Watches are permitted but must be small unobstructive and not linked to the internet or able to take photos. It really helps if all clothing is clearly marked with your child's name.

- royal blue sweatshirt or cardigan, preferably with the school logo
- blue or plain white polo shirt
- black or dark grey trousers or skirt
- black shoes, but NO trainers please
- light blue and white check dress or dark grey/black shorts

Children should come to school with a coat, hat and wear sun cream (weather dependant), a blue book bag (standard or ruck sack style) and a bottle of water.

PE Kit T-shirt – preferably with school logo

- blue or black sweatshirt, but NO hoodies
- blue or black shorts
- blue or black tracksuit trousers
- trainers for outside
- plimsolls for some indoor activities
- white socks

We are very fortunate that our FOGES committee have lots of pre-loved uniform, both with and without logos, in the Community Cabin, which are available for a small donation. The Cabin is located on the school playground and their opening hours are Mondays and Fridays 3:15pm – 3.30pm.

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 should 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 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 is available on the school website. Once the form has been returned to school, Mrs. Dekker will review the request and inform you of the decision. If agreed, designated school staff will then administer medication and record this in a logbook.

Children who need epipens and 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.

School attendance

Regular school attendance and parent's legal responsibilities

Our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

Norfolk County Council remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

Please refer to our school website for further details and an absence request form.

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.

Contact us

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

office@greatellingham.norfolk.sch.uk 01953 453342 www.greatellingham.norfolk.sch.uk