

St Nicholas Priory
Church of England
Voluntary Aided
Primary School



2024/2025
Prospectus



Head Teacher - Mrs. M. Grimmer

Deputy Head teacher KS1 – Mrs L. Dyble

Deputy Head teacher KS2 – Mr D. Rust

Assistant Head Teacher – Mrs A. Richardson

Chairman of Governors – Dr. H. Taylor

Executive Director of Children's Services –
Ms S. Tough

Diocesan Director of Education –
Mr P. Dunning

Contact Information

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Website:

www.st-nicholaspriory.norfolk.org.uk

Facebook: www.facebook.com/StNicholasGY

Follow us on twitter:

www.twitter.com/StNicholasGY



Welcome to Our School

We are delighted that you have shown an interest in sending your child to St. Nicholas Priory Church of England Voluntary Aided Primary School. Being a church school is extremely important to us as we aim to provide not only high academic standards but also to develop and nurture the spiritual aspects of the child and to welcome them into our Christian and school family.

Education is a shared responsibility – it is a partnership

The ethos of the school is based on Christian values, high expectations and respect. We want to give all the children the opportunity to experience success and to develop their skills but we also expect children to begin to take responsibility for their learning and behaviour, and to appreciate that they are members of our school community

We hope you find this information useful. You will have a chance to talk to the staff at our school and have a look around. You will be invited to parents' evenings and other meetings and events but you are always welcome at school.

We believe that education is a shared responsibility – children do best when we work together- the school, governors, Great Yarmouth Minster, your child and parents or carers. We

appreciate your support, especially with uniform and behaviour as consistency between home and school is key.

In May 2018 we were delighted that the school was recognised as 'Good' in the SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection.

In March 2019, Ofsted inspected our school and we were graded as 'Good' across all areas.

We are really looking forward to working, learning and supporting you and your child and welcoming them into our Priory family.

Maria Grimmer

"The head teacher and senior leaders have a clear vision for the school, which is shared and embraced by staff. This vision sets clear and high expectations of staff and pupils. There is a positive, reflective, forward-looking culture in the school. Leaders at all levels are enthusiastic and passionate about pupils doing well".
Ofsted March 2019



We are here to help



Mr Rust
Deputy Head Teacher KS2 /
SENDco and Designated
Safeguarding Lead



Mrs Grimmer
Head Teacher and Alternate
Designated Safeguarding Lead



Mrs Dyble
Deputy Head Teacher KS1 and
Designated Safeguarding Lead
Responsible for Teaching and
Learning



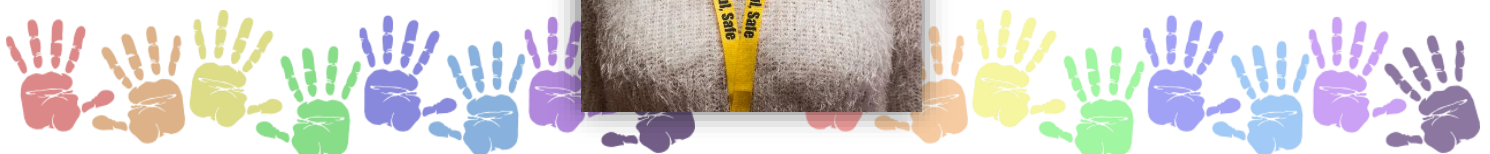
Mrs Hazell
Designated Safeguarding Lead
Attendance and Family Support
Lead



Mrs Richardson
Assistant Head Teacher, Head
of Standards in KS2, Assessment
Lead and Designated



Mrs Marriott and Mrs Steward
Behaviour Team



Aims and Values of Our School

We will build a learning community where everyone feels safe and supported and where the whole child is educated and valued. Our children will be empowered to change their own lives and the lives of those around them. They will be able to stand up as citizens of the world and make a difference. We as adults will be good role models who inspire a love of learning and we will be motivated to make a positive difference to all those within our school community. Together we will continually strive to remove the barriers to success and establish an environment where everyone can achieve their dreams. Our school will be proud to lead the children of Priory on their journey as lifelong learners, enabling them to drive their own futures, be successful and fulfilled as individuals as well as shaping our diverse community for the better and standing up as advocates for equality.



The School Ethos

St Nicholas Priory Church of England Voluntary Aided Primary School is a co-educational Church of England Voluntary Aided School and seeks to serve its community by providing excellent and creative education in a Christian setting. Children and staff who attend our school are a part of our community working together to ensure it is a caring, safe and happy place to learn. Believing that all people are created and loved by God, St Nicholas Priory CE VA Primary School has a real and deep concern for each individual, rooted in Christian ethos. Everyone associated with our school is part of its community and are all encouraged to become valued members of a caring and committed team.

As a church school we support our children to understand the Christian faith, its values and ethos which we embed through discussion, Act of Worship, in lessons and through modelling in the way we treat each other and through our behaviour within our school community. Equally, through this strong Christian ethos we strive to meet all our children's spiritual, moral, social and cultural needs.

At St Nicholas Priory Church of England Voluntary Aided Primary School our Christian ethos enables us to support our children to be well motivated, self-disciplined individuals who have a strong sense of right and wrong as well as a true concern for others. As an inclusive school we welcome children of any faith believing their attendance will enhance the already varied cultural diversity within our Christian community.

In September 2024, we will have up to 430 pupils on roll. We have a teaching staff of 21 including the Head Teacher and we also have a high ratio of qualified teaching assistants.

VISION STATEMENT

“We aim to welcome and celebrate the diversity of all God’s children and provide a safe, caring space in which they can achieve their best academically, spiritually and pastorally whilst also learning to serve others”.



School Facilities

The school has a well-equipped classroom for computing. There is also an excellent library. High quality school meals are cooked on the premises and children eat in a very well designed dining hall.

The large hall is equipped for gymnastics, dance and small ball games. It is also used for assemblies and large meetings.

Although we do not have our own playing field, we make use of local sports facilities and resources where possible for example, during the Summer Term; we use the Wellesley Sports Ground for athletics and local swimming pools for teaching pupils swimming. We are also able to offer a wide range of after school sports clubs.



School Organisation

The school is organised on a year group basis consisting of two classes within each year group (reception to Year 6). We also have a specialist provision called The Pod to support high needs children.

Within each year group, the teachers plan and work closely together, to make sure that the curriculum is taught well and continues smoothly through all their education. There are also close links between the year groups.

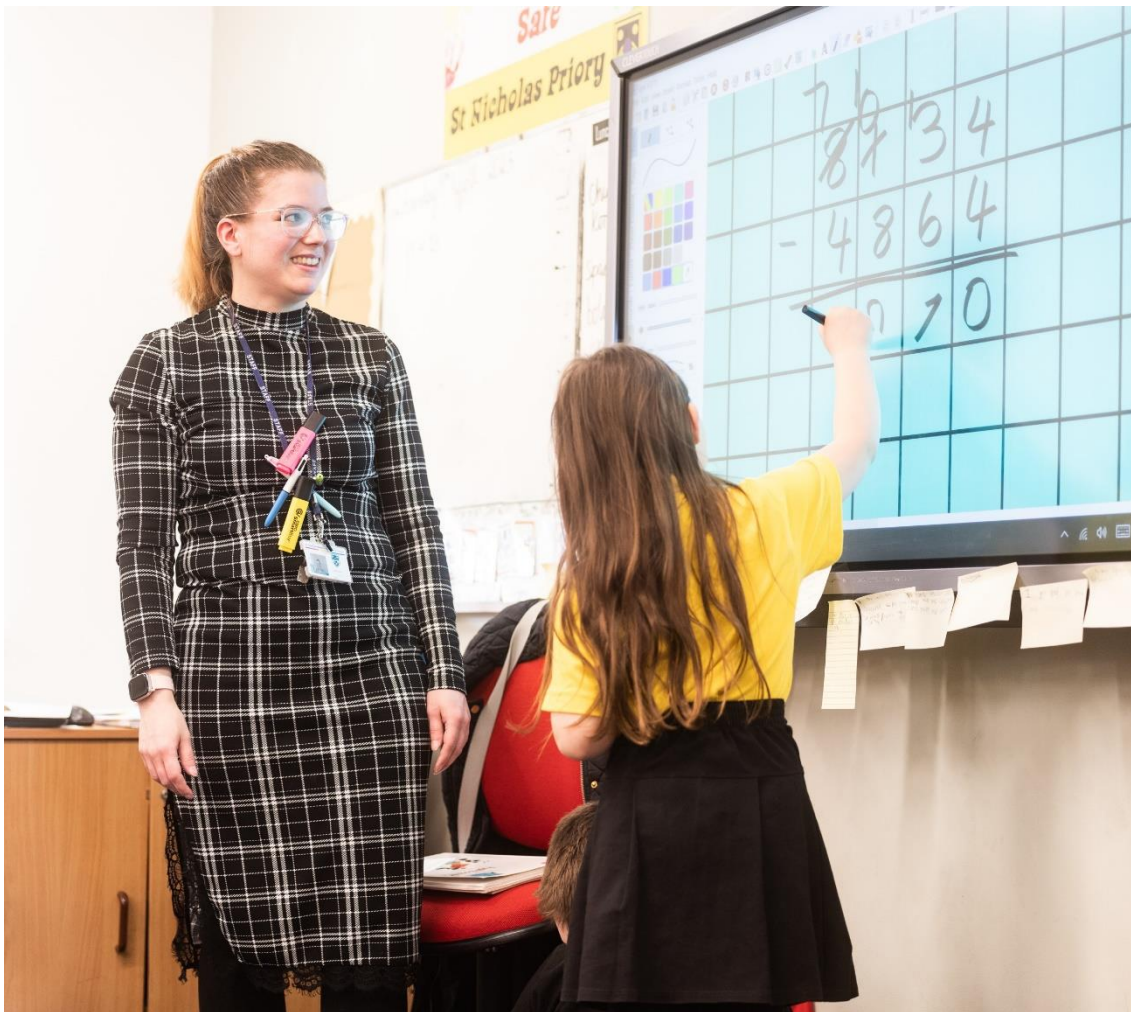
We have excellent relationships with local nurseries which supports transition into school.

In line with national requirements, Reception children are assessed on entry to school using the baseline testing for EYFS and are assessed again in June to measure their level of development before joining Year 1. Year 1 children undertake the national phonics screening test in June.

In May, children in Y6 take national curriculum tests to assess their progress in English and Maths.

All pupils are encouraged and helped to achieve the best possible results they can. We value effort and progress as well as achievement. The children's progress is monitored each day by teachers and teaching adults. Throughout the year teachers are happy to discuss the progress of your child at a mutually

convenient time not just at parents' evenings. Children may also receive additional support within the class or in a small group taught by an adult outside of the classroom.



Term Dates

Term	School re-opens on
Autumn	Wednesday 4 th Sept 2024
Spring	Tuesday 7 th January 2025
Summer	Wednesday 23 rd April 2025

School closes on
Friday 20 th Dec 2024
Friday 4 th April 2025
Tuesday 22 nd July 2025



Half Term	School closes on
Autumn	Friday 25 th Oct 2024
Spring	Friday 14 th February 2025
Summer	Friday 23 rd May 2025

School re-opens on
Monday 4 th November 2024
Monday 24 th February 2025
Monday 2 nd June 2025

The school is closed to pupils on the following dates due to staff training:

- Tuesday 3rd Sept 2024
- Friday 6th December 2024
- Monday 6th January 2025
- Tuesday 22nd April 2025
- Wednesday 23rd July 2025



Really positive learning behaviours were displayed by all pupils and a real sense of love and care were seen in all parts of the school
SIAMs Review, March 2023



Behaviour

At St Nicholas Priory we follow three simple rules – we ask the children to be ready, respectful and safe.

We have a positive 'Behaviour for Learning' policy where we constantly help the pupils with making good choices. We teach them that all behaviours have consequences.



Good behaviour has good consequences such as Reward time, praise, certificates, dojo points, letters or achievement postcards sent home, 'Hot Chocolate Friday' and texts home. Unacceptable behaviour has consequences too. These include a warning, moving to another seat, reflection time at break-time or lunch time with a member of staff, being sent to the Behaviour Team, Head Teacher or Deputy Head Teacher, a letter or telephone call home, time in the Reflection classroom or in extreme cases, an after school detention or a fixed term exclusion may be deemed necessary. Parents/carers will be informed by a text if their child spends time with the Behaviour Team.

Very serious or persistent unacceptable behaviour can result in fixed term exclusion. However where this does occur we will work hard with children and families to ensure a successful reintegration.

Our aim is to keep parents informed if their child's behaviour is a concern. We hope the triangle of pupil, parent and school can work together to solve any problems.

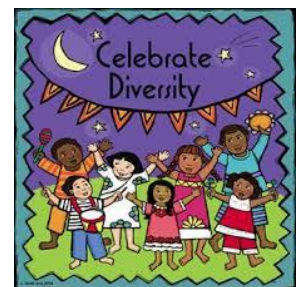
Please speak to Mrs Steward or Mrs Marriott if you have any concerns with bullying or behaviour; Mrs Hazell if you have any concerns with attendance.

By signing your child up to our school we expect parents to support staff with managing behaviour.

Racist incidents

The school does not tolerate racism. Incidents perceived to be of a racial nature usually carry a consequence of a period of time spent with the behaviour team.

All such incidents must be reported to Norfolk County Council (children are not named). Severe cases may also be reported to the Police. Parents/carers of victims and perpetrators of racial incidents are notified by telephone and by post



Damage To Property

If property or equipment is damaged deliberately or as a result of thoughtless behaviour, it is the policy of the Governing Body that parents will be expected to meet the cost incurred.

"The behaviour of pupils is good".

Pupils support one another and work well together. This was particularly evident during break times and lunchtimes".

"The school's new approach to behaviour has resulted in pupils' behaviour on the corridors being of the same standard expected in the classroom".

Ofsted March 2019



Achievements

We believe that it is important to celebrate children's achievements in and out of school in a variety of ways – through praise – Dojo points – certificates – displays of work and recognition in assembly.

Every child in years 1 to 6 are given Dojo Points in recognition of hard work, a caring attitude, working with others etc. Children are presented with metal badges for 25, 50, 75, 100 and multiples of a hundred Dojo Points.

We value pupil feedback and this is regularly included as part of our whole school monitoring.

On Fridays we have our Hot Chocolate Fridays where a child from every class is nominated for being a star in class during the week. Nominees join the head teacher for a hot chocolate and a cake

Oscars Award Evenings

In July we hold our Oscar's evening for children with outstanding behaviour.

The nominated children and their parents/carers are invited to a special award presentation evening, where the children receive a certificate and trophy.

A photographer is present to capture the moment and take some family photos (provided free). The evening is rounded off with an informal buffet, where staff and families can chat about how wonderful the children are.

(Meeting with pupils)

The confidence, articulation and evident role they have in the daily life of the school is a huge strength.

SIAM's Review March 2023



Oscar winner for year 4 in 2022



Uniform



Yellow



Black – knee length



Black or tailored shorts



Jumper or cardigans



White or black tights



Black

+ Black school shoes or ALL Black trainers
(No coloured logo, No coloured markings, No flashing lights)

PE kit



Black



Plain black joggers for winter months



Or yellow polo shirt



Black football socks

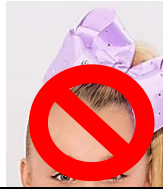
+ Training shoes



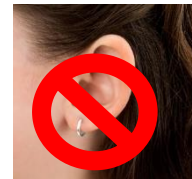
We Do NOT Allow



No boots to be worn in school – children can change into shoes once in school



No large coloured hair accessories only small black or yellow bows



No hooped or dangling earrings



No Pinafore or dungaree dresses



No leggings



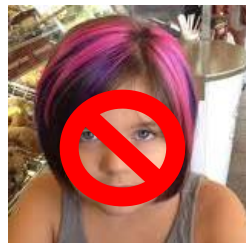
No black jeans or cargo pants



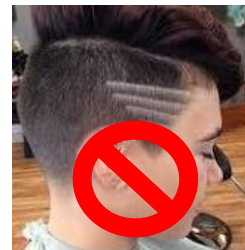
No gingham dresses



No mohawk hair styles



No unnatural hair colours



No shaved patterns

Shopping for Uniform

At our school we are very aware of the cost of uniform which is available from local supermarkets. Uniform with the school logo on is also acceptable but not essential. This is available at Harrison's School wear, Southtown Road. We do have a few exemptions regarding uniform e.g. No jeans, leggings, hoodies etc. (see above)

We do ask for clothes to be from the school range, these are generally very affordably priced and available in multi packs too. This also applies to PE kit.

Please contact the school office if you have any concerns.



Jewellery

It is not necessary for children to wear jewellery in school. If your child has pierced ears, in the interest of hygiene and safety, plain studs should be worn. It is Norfolk County Council's policy that for health and safety reasons the child must take off all jewellery, including all types of earrings during dance, drama, PE, games and swimming lessons. If they are wearing earrings they will need to be covered with medical tape. Please do not allow your child to have his/her ears pierced during the school year as the six week healing process before the earrings can be removed can mean children miss their PE and swimming lessons.



Mobile Phones



**Please
Switch Off
Mobile
Phones**

Children bringing mobile phones into school should be reminded that phones should be switched **off** before coming onto the school premises. Phones are not permitted in the classroom and should be kept in the child's school bag or coat. Children are not allowed to access their phones during the school day.

All phones are the

responsibility of the child and brought into school at their own risk. The school cannot be responsible for any damage or theft of mobile phones.



Attendance and Lateness



It is a legal requirement that parents make sure their child attends school every day. The target for your child's attendance should be +96%. Schools record absence as being either authorised or unauthorised in the school registers. It is important that you contact the school on the first day of absence explaining the reason why your child is away. If you don't contact us a phone call will be made by school to you or if you don't answer we will ring the other contacts on the form or may visit your home.

Pupils are expected to be in school for 8:40am for **all** pupils. A member of staff is on duty in the playground from 8.40am when the gates open. If a pupil in arrives after 8:50am, they have to enter the school through the back gate (loading bay) A member of staff will arrive from 8.55am to 9.20am to safely collect your child.



Arrival after 9.05am are recorded as late. Pupils may be expected to catch up on early learning work missed at break time.

As you are aware it is a legal requirement to publish the attendance rate. The attendance figures for 2022 - 2023 were as follows –

91.8% attendance

5.7 % authorised absence

2.4% unauthorised absence

Unauthorised absences include –

- lateness
- holidays
- absences unsupported by parents

It is essential that your child is in school and on time every day. We do have an attendance officer in school who is available to speak to parents/carers where there are concerns and will follow up on any attendance issues. Figures show that time lost in school can significantly lower attainment. Attendance below 90% is considered 'persistent absence.'

Certificates are awarded to those children achieving 96% attendance or above each term during assembly and a reward system is in place for excellent class attendance.



Registers close at 9.05am; lateness is recorded as an unauthorised absence after this time and will affect attendance figures and you might receive a letter as a result.

Holidays during term time

The school does not authorise holidays during the school term. Unauthorised it may result in a fixed penalty fine.

Appointments during the school day

Sometimes children have appointments with the doctor or dentist, etc., during school time. Pupils must be met at the school. Children will NOT be let out of school unaccompanied during the school day. Children should only be off school for the duration of the appointment and should return to school as soon as possible. The office will need to see proof of appointments e.g. text appointment message or hospital/doctors letter.



Pupils taken ill at school

Sometimes a pupil is or feels ill at school and parents are asked to take their child home. It is essential the school has a contact telephone number which will be answered during school hours. Parents/carers will be asked to update their contact information each half term.

In the event of an emergency or serious accident or injury which may require hospital treatment, an ambulance will be called and the child may be taken to hospital by ambulance. Parents will be contacted and arrangements made to meet either at school or hospital.



Around the school

Pupils are encouraged to:

- ✓ Follow our school rules of Ready Respectful and Safe
- ✓ Walk on the left using 'Wonderful Walking' (walking quietly with hands behind back)
- ✓ Line up quietly in the playground at the end of break and lunch using Legendary Line Ups (alphabetical order, straight line, hands behind backs) to wait for their teacher who will escort them inside

"Pupils show high levels of enthusiasm for their work and have good levels of resilience when solving problems. They are proud of their work. Pupils learn to talk about and manage their feelings well. They can articulate their thoughts clearly and work collaboratively with each other using the structure of 'thinking aloud'".

Ofsted March 2019

"Throughout the school, pupils are polite, courteous, friendly and welcoming. They show high levels of respect, opening doors for one another and for adults. They have embraced the school's new mantra 'ready, respectful, safe' and its subsequent components 'wonderful walking' and 'legendary line up'. They have a clear understanding of right and wrong".

Ofsted March 2019

In Lessons

Pupils are encouraged to:

- ✓ Organise themselves and their equipment
- ✓ Listen carefully to adults and each other
- ✓ Be proud of their work , reflect upon it and give feedback to the teacher
- ✓ Work well with others
- ✓ Keep the classroom tidy
- ✓ Make good choices about where they work and the challenge of the activity they do
- ✓ Produce work that is their best



The School Curriculum

At St. Nicholas Priory we endeavour to provide an in-depth exciting learning experience for all children, across all key stages.

We do this through providing an enriched meaningful and challenging curriculum.

At St Nicholas Priory we want our children to become knowledgeable and considerate members of the community. Our Christian values are at the core of what we do and believe in. Through our Cusp curriculum blocks, we embed our values by teaching children about the world and global issues. Our young leaders make links across our community supporting care home residents and raising money for charities that are important to them.

"The curriculum, including additional activities, provides pupils with a broad range of learning experiences that enable them to enjoy school. This prepares them well for life in 21st century modern Britain and for the next stage in their education".

Ofsted March 2019



We aim to deliver a broad, balanced and differentiated curriculum where children are interested and in turn develop into interesting young learners.

Children have the opportunity to be recognised for specific talents across all areas of the curriculum. For example in PE, children who show a specific talent for end a county wide athletics tournament to showcase these specific skills.



Being a cost aware school

St Nicholas Priory is committed to ensuring that we recognise and support any financial challenges our community is facing and to work together to address these in a positive way.

One of the ways in which we are doing this is to consider every policy and practice in terms of its cost impact on families, particularly those on low incomes. In fact to try to 'Poverty Proof' the school day.

It is part of the core values of our school to ensure that all children can access and participate in the full range of school experiences in order to receive a broad and rounded education. In order to do this we carefully consider the amount and frequency of financial contributions asked from parents at different points across the school year.



We feel that the most important factor is that all children have a chance to participate and therefore will not be asking parents to buy costumes for such events as 'World Book Day' in order to reduce the financial burden on families

Senior Leadership Team will constantly examine the financial impact on the school day through the following headings; Uniform, Travel, Learning, Friendship and Community, School trips, Eating, Clubs and Home learning.

In response to consultation with parents/carers we now have a more affordable school uniform.

We do hope that our parents and wider community understand our good intentions in possibly doing things a little differently and welcome suggestions from parents to develop these ideas.

Thank you as always for your continued support.



Cashless Pay System

So that we can reduce the amount of cash and cheques that enter the school premise and provide parents with greater convenience for school payments, we use a secure e-payments solution called Pupil Asset/ Horizons/Stripe. This allows payments to be made online. This is the system the school uses to pay for school meals, music lessons, trips, swimming hats and any payable events.

Getting Started:

1. You will automatically sent an activation e-mail from the school
2. Follow the link and guidance in this email to set up your account.
3. Please note you **do not need** to add any money to the account to set it up, only when you need to pay for something.

If you have any issues setting up your account, office staff can help you with this.



Intervention sessions for Read Write Inc.

Children in KS1 will have access to additional phonics support in small groups with the teacher of teaching assistance. Please speak to the teacher if you would like more information of how to help your child with early phonics, reading or writing. For those children still needing support in lower KS2 the school offers additional phonics provision.



Parent, Child and Teacher Evenings



During the year we arrange parents' evenings when parents can meet teachers to discuss work and progress. These evenings are of great importance and we really hope you will come. Your child's teacher will ring you during the first two weeks in September to tell you how they have settled. There will be parents' evenings in October and March. School reports will be sent to parents in early July.



"Leaders engage well with parents and carers. For example, parents and pupils are invited to attend mathematics and reading cafes. Parents spoken to during the inspection spoke really highly about the school and its leadership. A typical comment was: 'Brilliant, I can't praise them enough.'

Ofsted March 2019



Extra-Curricular Activities

Members of staff organise extra-curricular activities such as:-

Football	Dodgeball	Drama
Dance	Gymnastics	Boxing



After school clubs are allocated to pupils at the start of the academic year as follows:

Parents are requested to complete an application form, stating their child's first, second etc. choice of clubs. Application forms are accepted by the office staff on a 'first come, first served' order. Depending on the amount of places in a particular club, the first number of forms handed in stating that club for their first choice will be allocated a place. Other children further down the list will be offered their second choice and so on should the demand exceed the number of places available. We follow this process in order to be fair and to give as many children as possible the opportunity to take part in at least one after school club.

High standards of behaviour are expected when taking part in these activities. Incidents of poor behaviour may result in a temporary ban from the club. Children are expected to be collected on time.

"Extra-curricular and enrichment activities are a strength of the school. There is a wide range of clubs that pupils can attend".

Ofsted March 2019

School Meals

Our school prepares and cooks its own school meals and the kitchen staff are a key part of the Priory

Team. Mrs. Ball, our excellent cook, works hard to provide healthy meals and the quality of the food is superb. We use locally produced meat, fruit and vegetables whenever possible. Please encourage your children to eat more healthily whether they use the cafeteria or bring a packed lunch. Pupils are not allowed to bring any food to school except for packed mid-day lunches.

A two course meal with a drink is currently £2.30 for children in KS2. We ask parents to pay promptly for meals via PupilAsset/Horizons/Stripe. Reception, Year 1 & Year 2 children all receive a free meal at the present time but



this may be subject to change in the future. If your child doesn't want a school meal, he/she should bring a packed lunch.

Packed Lunches

Packed lunches must be sent in a secure, hygienic container clearly labelled with the child's name and the contents are to be eaten in the dining room at the appropriate time



No cans, glass bottles of drink, carbonated drinks or flavoured water are allowed.

Pupils staying for lunch are not allowed to leave school during the lunch hour.

Please note it is very important that you claim for free school meals if you are eligible to do so. Please complete an application form available from the school office and return as

soon as possible. The school receives additional funding (pupil premium funding) for families in receipt of free school meals. This funding is used to help your child/children achieve their full potential by providing extra resources and additional educational opportunities.



Pupils are encouraged to:

- ✓ Eat their lunch quietly in the dining room or outside under the canopy on the small playground
- ✓ Put any rubbish or unwanted food in the correct containers
- ✓ Stay in their classroom and use the games and activities in the wet play box during wet lunchtimes
- ✓ Make effective choices during the lunchtime period by joining in with one of the many lunchtime activities

We have a wide range of clubs available to children at lunchtimes.

Breakfast Club

Breakfast Club starts at 7.30am every day. The children are provided with breakfast cereals, toast, fruit, a drink and sometimes a hot snack.

Children to arrive via the gate to the small playground on St Nicholas road, promptly at 7.30am.

Breakfast club is free to all with no need to book. For further information parents can contact Mrs Hazell.





Song School

Song School is held in school Tuesday to Friday from 7.30am. Children enjoy breakfast and then learn to sing with a professional music teacher - Ruth Harrison – and Mr Dunne. This is a fantastic opportunity for all children to develop their musical skills and to participate in singing events across the County including the Norfolk show.

Break time Snacks and Drinks

We know that pupils need to eat well and drink enough water to maximise their learning and we will continue to do all we can to make this possible in school. Children in KS1 are offered a selection of fruit for their mid-morning snack. Children in KS2 can bring in fruit from home to eat at breaktime. However, children must not bring any other food or drink into school except what is consumed as part of a packed lunch. Pupils are encouraged to bring in a bottle of water to have with them all day and they can refill it at school if they need to.



Inclusion and Equal Opportunities

The school is committed to the following principles of **inclusion** and **equal opportunities** these principles are included in the school vision statement, aims and values.

We aim to meet the needs of all our pupils, regardless of physical impairment including those who may be missing out, are difficult to engage with or are feeling in some way apart from what the school seeks to provide. The school has a lift, stair lifts, and suitable access toilets.

Inclusion is the responsibility of every member of staff and is at the heart of everything we do.

Staff, children and their parents are entitled to be treated fairly with respect to important educational decisions which affect their lives, especially concerning admission, attendance, behaviour, exclusion and assessment for any special needs. Procedures will be applied in accordance with DfE, Ofsted and LA guidance.

We have a school accessibility plan which details how we intend to continue to improve accessibility for our special needs pupils. You can view this on our website.

"The school's culture is focused on making St Nicholas Priory Primary School a safe place to be. Pupils say that they feel safe and are listened to. They know who they can talk to if they have a problem".
Ofsted March 2019

Safeguarding

St Nicholas Priory Primary School is committed to safeguarding and promoting the welfare of our children. To achieve our commitment we will ensure continuous development and improvements of our robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff, volunteers and visitors who work with our children at the school. We also support the Government's Prevent Strategy, which is designed to prevent and counter the threat of radicalisation and extremism with our children.

All adults who work in the school have a responsibility to read, understand and implement **ALL** safeguarding policies including our own Child Protection Policy and Guidance from the Government: Keeping Children Safe in Education and Working Together to Safeguard Children. **ALL** staff receive annual training and regular updates in issues relating to safeguarding and child protection.

Information sharing is vital to safeguarding and promoting the welfare of our children. Sometimes we will need to share information and work in partnership with our agencies when there are concerns about a child's welfare. We will ensure that our concerns are shared with the child's parents/carers first **UNLESS WE HAVE REASON TO BELIEVE THAT SUCH A MOVE WOULD BE DAMAGING TO THE CHILD'S WELFARE.**



Our Designated Operational Safeguarding Lead is **Mrs R. Hazell**

Our Designated Safeguarding Lead is **Mrs M Grimmer**

Our Deputy Safeguarding Leads are **Mr D. Rust. Ms L. Dyble** and **Mrs A. Richardson**

Our Safeguarding Governor is **Mr M. Ward**

SEND - Link

Parents, carers & professionals can use The Local Offer's Provider Search Feature to find services in their area. They can access free Information, Advice and Guidance and connect with The Local Offer's social media platforms on Facebook, Twitter, LinkedIn and Instagram. www.norfolk.gov.uk/.../send-local-offer



Looked After Children

Mr D. Rust is the named person for ensuring that children who are looked after receive the support to which they are entitled

School Policies

Copies of our policies are available on the school website or you can ask for a copy at any time.

GDPR - Link (General Data Protection Regulations) came into effect in 2018, replacing the Data Protection Act 1998. <https://www.norfolk.gov.uk/article/39390/Childrens-Services-Education-privacy-notice>

Pastoral Care



Safeguarding Policy.

All members of staff are responsible for the pastoral care of pupils. St. Nicholas Priory Church of England Voluntary Aided Primary is a very caring school and all staff are available to support children with any issues. Norfolk has a Safeguarding Children Policy that our school uses. This procedure protects both the interests of the child and staff involved in what could be a traumatic time. If any member of staff has a concern about any child in his/her care; the designated safeguarding lead will follow the

Keeping Children Safe in Education - Link

In this guidance, there's very much emphasis on thinking about children with SEN and disabilities, those who are care givers, and those children who were previously looked after. This links provides guidance for designated teachers for looked after children and previously looked after children. The new guidance is also very clear about peer-on-peer abuse, and indeed on sexual violence and sexual harassment.

www.gov.uk/government/publications/keeping...

Helpful links

School: 01493 843552

Children's Services: 0344 8008020

Childline: 08001111



Special Educational Needs

Some children have Special Educational Needs and Disability (SEND) and need extra help with their education. Teachers are required to set targets for pupils with special needs. Targets are discussed with the child and parent/carer regularly and are overseen by our Special Educational Needs and Disability Co-ordinator.

There is a well-organised system for supporting these children in our school e.g. small group work or working with a teaching assistant. We are also able to access support from a team of SEND experts. **Mrs Powley** and **Mr Rust** are the SENDCo's (Special Educational Needs and Disability Co-ordinator) for our school. Our SEND governor is **Mr M Ward**

You are welcome to make an appointment to see the SENDCo to discuss your child. You are also welcome to visit school. If we think your child needs extra help we will contact you, we will also tell you what we will do to help your child and how you can support this at home. Please read the Special Educational needs or Disability booklet in this information pack.

"Disadvantaged pupils are well supported and achieve well across the school".
Ofsted March 2019



"Teachers and teaching assistants have a good understanding of the needs of pupils with SEND. They set appropriate targets and provide high-quality support to ensure that these pupils make good progress".
Ofsted March 2019

More Able Learners

Each child should have their needs met by our school and this includes our greater depth children.

Within each classroom a wide range of enrichment and extension activities are used to challenge and stretch more able learners. There are also a range of stimulating extra-curricular activities which take place during the year. Activities in which the school has taken part in the past have included workshops with a published author and an 'Able Writers' Day.'



School Parliament

At St. Nicholas Priory, we believe in encouraging our children to be advocates of change and recognise that everyone can contribute to society locally, nationally and internationally.

Priory Parliament is the perfect platform to allow children to learn, understand and participate in future decisions that will affect them. It's so important for children to learn how the country is run, why decisions are made and how they are then enforced.

Priory Parliament also have an annual trip to The House of Parliament in London.



Community Heroes

The Community Heroes are a group of year 6 children who are chosen to represent the school and assist the local community. Over the past few years, the children have helped by collecting shoe boxes and packing them for Operation Child, run by the Samaritan's Purse. They have also been into the local community to assist our local Beat Officers identify problem areas where children have felt vulnerable. They also run a regular Cozy Cafe at school which is free to anyone within the local community where the children have learnt budgeting, communication and a wide variety of social skills by organising this. They have recently raised an incredible £840 by completing a sponsored walk to enable families in need, within our school community, have a special day out with their loved ones.

Community

One of the aims of the school is to make pupils aware of the community and to care for others. It is important for the school to be at the heart of the community. We work closely with the local Church (Great Yarmouth Minster), local shops, and voluntary groups. We also make use of local resources whenever possible.



Reception Unit Statement

**"In the early years, children make a good start with their early development of reading because of effective teaching and an encouraging environment. The teaching of phonics in the early years is strong, with more pupils developing at an appropriate level".
*Ofsted March 2019***

The Early Years Foundation Stage Framework (EYFS) sets out the learning and development stages for children as they grow from birth to five years. For those working in the early years - whether in a nursery, pre-school, a childminder or in a reception class in school - the EYFS outlines what they need to do to support your child. There are several key things to remember:



- Children learn and develop through playing, exploring, being active, creative and being asked questions to help their thinking.
- Children develop more rapidly during the first five years of their lives than at any other time.
- Every child is different and children do not grow and develop at the same rate.
- Communication and language and literacy are VITAL areas for you to enjoy supporting your child with. It is important that your child grows up to be a good communicator and a keen reader and this will be supported by having stories read to them and lots of conversations at home.

As you know, being a parent is very special and amazing as you watch your child grow up. It can also have challenges and so we, at St Nicholas Priory, want to be available to chat with you whenever you would appreciate talking things through.

<https://foundationyears.org.uk/files/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf>



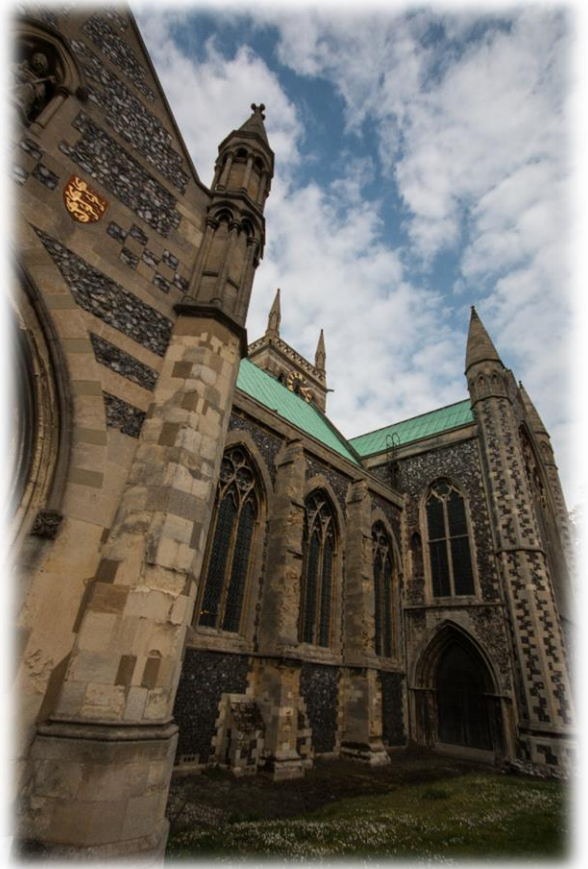
Religious Education

The teaching of Religious Education in our school follows the Norfolk Agreed Syllabus and is part of the curriculum for all pupils.

The head teacher has great confidence and pride in her capable staff and this is clearly seen in the work and preparation undertaken to gain Religious Education Quality Mark (silver) SIAMS Review 2023

An act of collective Christian worship/assembly takes place every day. If you as a parent or carer don't want your child to do Religious Education or take part in assembly please see the Head Teacher. Strong links exist between the School and Great Yarmouth Minster. Someone from the Minster regularly takes the worship. They also help

support the teaching of Religious Education Curriculum and the Parish Minster is used as a focus for history, art and religious education projects and also as a venue for some events such as a Christmas Service. Throughout the year we hold special religious celebrations at the Minster such as Harvest, Christmas and Easter to which parents and carers are invited.



Learners demonstrate the breadth and depth of their knowledge and understanding, recognising the influence that religious and non-religious worldviews have had on human development and cultures. SIAMS Review March 2023



Sex Education

The Governors have agreed that sex education be included in the curriculum. We have also consulted with parents. It forms part of the PHSE programme. Copies of the PHSE and Sex and Relationship Education Policy are available on request.

Home Learning

"Teachers set appropriate homework, which helps pupils improve their mathematics skills, research and independent writing. Information on the school's website and the school's 'learning packs' encourage parents to support their child at home with their learning".

Ofsted March 2019

By completing work at home, children can embed skills they have learned in class and make better progress. They also benefit from parent / carer involvement in their learning.

Reception & Key Stage 1

Reading - we provide a wide range of age appropriate reading books. It is recommended that parents or carers listen to their child(ren) read, once a day, for a minimum of ten minutes. Read stories together as often as possible. In this way children learn to enjoy reading and learn new vocabulary.

RWI (Read, Write Inc.) sounds – we provide the children with 'sound' sheets for the sounds that the children have been learning each week; it is recommended parents/carers practice five sounds at least once a week with their child(ren). Please speak to teaching staff if you have any queries.

Words – In Reception, children are given bookmarks, each containing ten high frequency words. Parents/carers are asked

to use the bookmarks to support their children in learning to recognise and write these words. Once the children are confident with these words, they are given the next bookmark with different words to learn.

Key Stage 2

Daily reading – we provide a wide range of age appropriate reading books. It is recommended that parents or carers listen to their child(ren) read for around 15 minutes a day but we do appreciate that with busy lives this is not always possible, so parents and carers should aim for a minimum of a few minutes, three times a week. Even if you can't listen to your child, encouraging them to read is still valuable.



It is important for your child's comprehension, to ask questions about the story they have read to you. Check they understand difficult words. Help them use a dictionary or the internet to look up words that they don't understand. This will help to extend their vocabulary. Children should write a short summary of what they have read in their reading journals. This could include what they liked about the book, for example one of the main characters or events, or any new words they have discovered.

Weekly spellings – Your child will be given a weekly list of 10 spellings to learn. These will generally be linked to the National Curriculum, or to their particular project. Spellings will be tested weekly.



Weekly times tables – To help your child's understanding of maths, we are also introducing a weekly opportunity for times table learning. Children are able to login to 'Times Table Rockstars' to practise their times tables at home to further their understanding at school.

In addition to times tables, spellings and reading, KS2 class teachers will be providing children with a range of workbooks to practise and embed the learning taking place in class. This is a voluntary opportunity for children to extend their skills and knowledge independently.

We hope that this will provide parents with an opportunity to gain a real understanding of the curriculum and how your child is performing. It also gives the children a chance of some independent learning and assessment, both of which have been proved to raise attainment.

"Teachers accurately assess pupils' knowledge and understanding and use this information to plan a wide range of learning activities that are accurately pitched for pupils' needs".

Ofsted March 2019

Children in KS2 may have 'unfinished' class work sent home. This should be completed and returned the next day

If you have any questions or would like additional information or support, please do not hesitate to speak to your child's class teacher.

Parent/carers volunteers

We would welcome parents and carers who could help us at school with a variety of activities inside and outside the classroom. If you are available to do this even for a short time each week – please contact us at school.



Music

Music is an important part of our curriculum.



We have music teachers who give instruction in keyboard, recorder, violin and woodwind instruments. Our school orchestra meets on a Tuesday lunchtime. Pupils who partake of music lessons must be dedicated as we loan pupils an instrument which is included in the cost of tuition which is £35 per term, from September 2023, per instrument. (Children entitled to free school meals may apply for funding by completing a form which is available from the school office).

Children must practice each day at home and attend each lesson. If children do not practice, this opportunity will be given to another child.

Educational Visits



Parents/carers are asked for voluntary contributions towards the cost of educational visits. These visits are arranged to support and enhance the children's learning.

It is vital that staff can keep all the children safe off the school premises, therefore children who are deemed a risk may not be allowed to go on a trip or may need additional support from an adult in the child's family. The school will always discuss these cases in advance of any trip.



Medicines At School

Children must not carry any medication with them while they are in school (except a prescribed inhaler). Due to a change in County insurance regulations, staff are no longer able to administer medication for long term conditions such as ADHD, allergies etc in school unless an approved healthcare plan and appropriate staff training is in place. The healthcare plan has to then be agreed by our insurers.



This does not include asthma however as we have a separate policy and procedure for this.

If the above applies to your child, please complete a medication form which is available from the school office in order that the appropriate documentation and staff training can be arranged. We will not be able to administer any such medication until such a time as this and any required staff training has been completed.

School staff can however, continue to administer short term prescribed medication such as a short course of antibiotics in school time if they are required to be administered more than 3 times a day or are 'time specific' as detailed by the pharmacist on the label.

If medicine is required to be given in school within the above criteria, please note the following: –

- (a) the medicine should be brought to school by the parent/carer only (not the child) and should be delivered personally to the office staff
- (b) medicines must be clearly labelled with the original pharmacy label detailing the contents, recipient's name, dosage and should be in the original box or container supplied with the medicine. The school reserves the right to refuse medication that does not meet the above criteria. Medicines must be kept in a locked cupboard (away from the children) in the medical room
- (c) whilst the Head Teacher continues to exercise the responsibility in 'loco parentis' any responsibility for medication must be accepted by the parent
- (d) medicines should be self-administered under the supervision of a designated adult

The School Nurse sees pupils at various times during their Primary school years.

The school follows the Norfolk Asthma Policy. Details available on request.



School Admission Policy

The Education Act 1980 allows parents to express a preference and requires most admission authorities to comply with that preference unless a school is full.

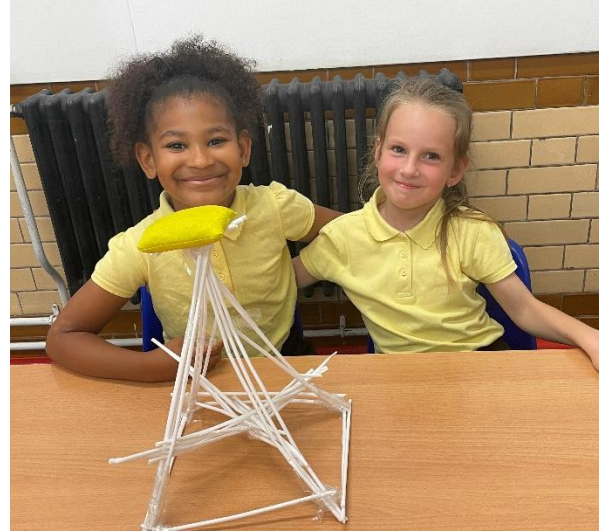
All pupils will be accepted if space is available and the school can meet their needs.

The Governors of St. Nicholas Priory Church of England Voluntary Aided Primary School support the Authority's admission criteria in event of over subscription as follows: -

- ✓ Children for whom their Statement of Special Education Needs names this school

Children who reside within this school's designated catchment area and:

- ✓ Are in public care
- ✓ Have a sibling attending the school at the time of admission
- ✓ Have no sibling connection with this school



Children who reside outside the designated catchment area and:

- ✓ Have a sibling attending the school at the time of their admission
- ✓ Attend a feeder school at the opening date of the admission round
- ✓ Have no sibling or feeder school connection with this school

In the event of oversubscription in any of these criteria then those living closest to the school will be given priority.

Our admission limit is 60 for YR, Y1 & Y2; 64 for Y3, Y4, Y5 & Y6.



Governors

The Governing Body is a group of up to 15 people with diverse backgrounds. They are appointed by either Great Yarmouth Minster and the Diocese of Norwich (who own the school and land), the staff, the parents, or Norfolk County Council and some are co-opted to provide specific skills. They are unpaid. They are responsible for appointing the Head Teacher, employ all the staff, agree the policies, and set the budget.

They meet several times each term. Each serves for a term of 4 years. The Governing Body agrees aims for the Head Teacher and makes sure that the school is teaching the children in a way that enables them to maximise their potential.

As a church school it ensures Christian values are expressed in the daily life of the school and that every child is valued, included and learns.



Safeguarding, Looked after Children and Attendance
Governor - Mr Mike Ward

The Governing Body is not responsible for the day to day management of the school nor decisions made about individual children. Complaints need to be addressed to the school who have the ability to resolve difficulties.

From time to time Governors will ask to meet groups of children. This gives Governors the chance to find out for themselves how children are progressing and what they feel about their learning and the school. The Governors feel this contact with the purpose of the school is important.

The aim of the Governing Body is to have a school that provides an education that is above the national average within a Christian ethos



Chair of Governors Dr Harry Taylor with Pupil
Premium Governor - Arthur Hollis at the
Oscars Evening for Outstanding Behaviour at
the Minster

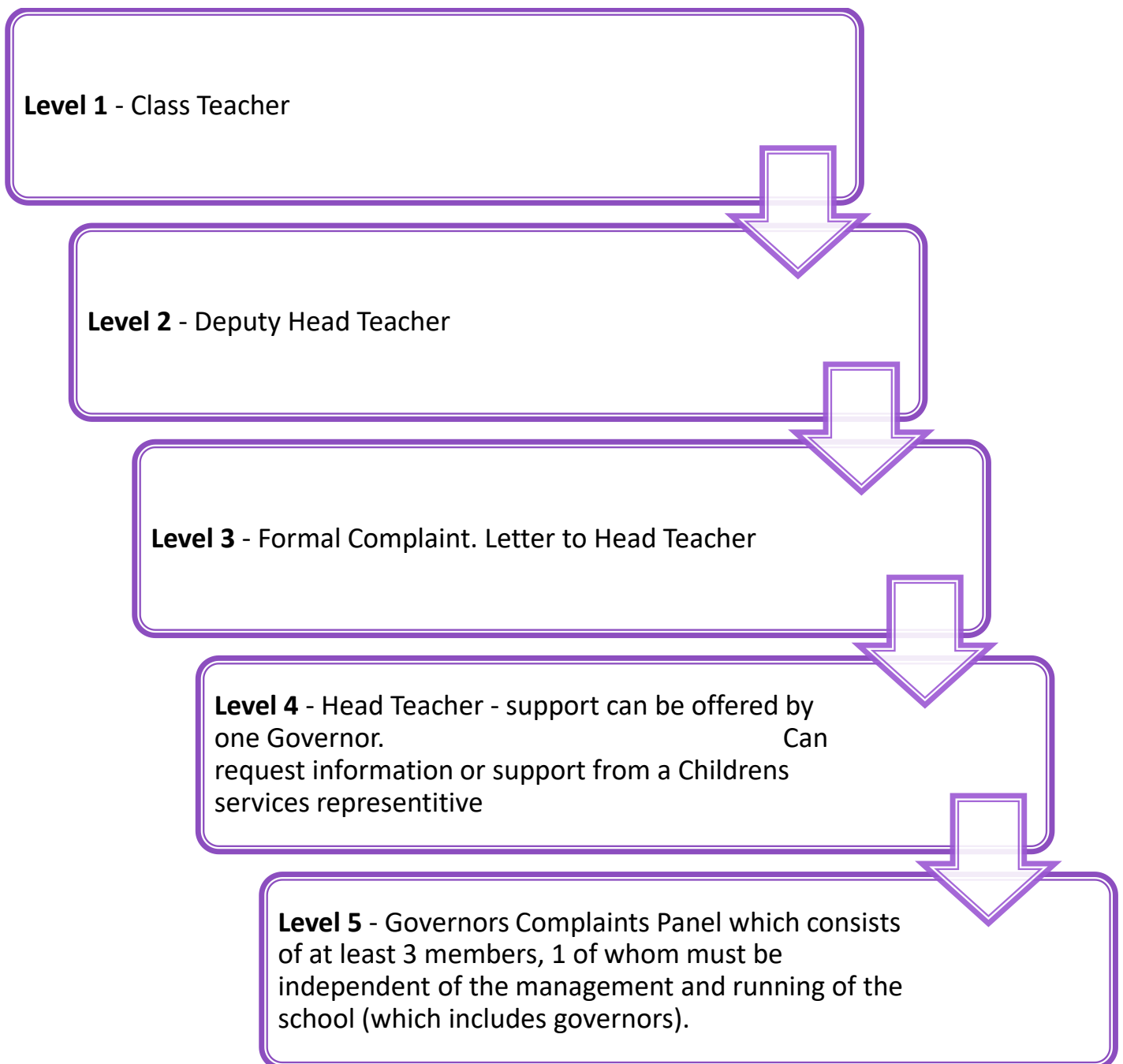


Complaints Procedure

If you want to make a complaint about anything to do with our school or your child's education the first thing you need to do is talk to your child's class teacher or phase leader. Most parents find that if an issue arises this first step will resolve the matter quickly. However, if you are still concerned and want to take the matter further please make an appointment to see the Deputy Head Teacher and then the Head Teacher.

If after discussion with the Head Teacher the matter is still not sorted to your satisfaction you have the right to make a formal complaint.

The school office will be able to provide you with a copy of the Complaints Procedure and the name of the Clerk to the Governors.



Charges for After School Activities

The Governors are required under the Education Reform Act, 1988, to produce a charging policy statement for school activities.

All education activity which takes place during school hours (as defined by the Governing Body and excluding the mid-day break) should be free to all pupils regardless of their parents' ability to pay and no charges of any description (including transport) can be levied by the L.A. However, where genuine "optional extras" are being provided for school pupils outside school hours, charges not exceeding the cost of the provision of the optional extras can be made, provided that the parent(s) have agreed in advance. These "genuine" optional extras cannot be required as part of a syllabus for a prescribed public examination nor to fulfil statutory duties relating to the National Curriculum or Religious Education.

The Governors have therefore formulated the following charging policy: -

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The school's charging policy must be described in its brochure, which can be obtained from the school.

If your son or daughter's school governors follow the County Council's charging policy, these are the activities and materials for which you will be charged:

- ◆ Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils. The cost at this school is currently £35, per instrument, per term. Payable before the lessons begin. This includes the loan of the instrument. Parents are expected to meet the cost of any repairs.
- ◆ Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- ◆ Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- ◆ Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Policy Statement on Smoking

The Governors of St. Nicholas Priory Primary School endorse the L.A. policy statement on smoking; this includes the use of e-cigarettes. The Governing Body recognises the need to provide a healthy working environment for staff and pupils. They also believe that adults are the best role model to children regarding smoking related matters within and beyond the formal curriculum.

Having sought the views of those employed at the school it was agreed to work towards making the school a smoke free zone.

Acknowledging the concerns about passive smoking and the example adults can give pupils, the policy of the school is that smoking (including the use of e-cigarettes) –

- Should not take place anywhere on the school site
- Should not take place during off-site activities
- Should not take place on school transport



This policy extends to all who enter the site. It is the responsibility of all to point out the school's policy on smoking to visitors and if necessary to ask them to extinguish their cigarettes. This policy should also be upheld during school holidays.

The policy will be referred to in recruitment literature and induction programmes. It will be referred to in the school prospectus and any other publicity literature about the school.

The school will support the local community in striving for a healthy environment and looks to the community to support the school's efforts.

The Head Teacher is asked to report formally to the Governing Body annually as part of its review of this policy.

Activities Outside School Hours

A voluntary charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges – only parents who are in receipt of Universal credit with an annual, not earned income of no more than £7,400, Income Support, Income Based Job Seeker's Allowance, an income-related employment and support allowance (this benefit was introduced on 27 October 2008); Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 or the Guarantee Element of the State Pension Credit are eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head Teacher, who can use her discretion to vary the charges.

Dr H. Taylor

Chairman of Governors





The booklet was produced as a guide to life at St Nicholas Priory
Please feel free to contact the school for more information or to arrange a visit

Special thanks to the photographer Tommy Grimmer

