St Nicholas Priory C of E VA Primary School and Nursery

2026/2027



Deputy Head teacher – Mrs L. Dyble

Deputy Head teacher – Mr D. Rust

Assistant Head Teacher – Mrs A. Richardson

Chairman of Governors – Dr. H. Taylor

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

Director of

Contact Information

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www.st-nicholaspriory.norfolk.org.uk

www.facebook.com/stnicholasgy

@stnicholasgy

Welcome to Our School

I feel incredibly blessed to be the head teacher of [redacted]s are key to ensuring that every child is secure, happy and able to learn and that parents and carers feel welcome and enabled to support learning in whichever way they can.

At our school, we take an active interest in the unique and special characteristics of each child, getting to know them, encouraging them to be brave and able to utilise all of their gifts and talents. I believe that children should have agency and a strong voice to express ideas and beliefs, understanding how to relate to each other and make good choices. I also believe that children need to be able to access as many opportunities as possible so that they can visualise their place in the world. For this reason we offer many experiences and responsibilities both within school and through our community partnerships.

All of our staff are driven by strong values to enable success in others, they are committed to the children and families in our care and are celebratory about achievement however small. It is my ambition to be a school that serves the needs of all of our community.

I very much look forward to working with you to achieve the best possible outcomes, pastorally, emotionally and academically for your child.

Maria Grimmer

Head Teacher

Education is a shared responsibility –

it is a partnership

Ofsted Inspection - March 2019

Overall effectiveness - Good

Effectiveness of leadership and management - Good

Quality of teaching, learning and assessment - Good

Personal development, behaviour and welfare - Good

Outcomes for pupils - Good

Early years provision - Good

Pupils benefit from the school's mission 'to learn, love and serve' because it is truly demonstrated by all.

Leaders and staff go above and beyond to ensure that they meet all pupils' needs.

Ofsted July 2024

We are here to help



Mrs Grimmer

Head Teacher

Alternate Designated Safeguarding Lead



Mrs Dyble

Deputy Head Teacher

Teaching and Learning Lead

Designated Safeguarding P



Mr Rust

Deputy Head Teacher

KS2 SENDco

Designated Safeguarding Professional



Mrs Richardson

Assistant Head Teacher, Head of Standards in KS2

Assessment Lead

Designated Safeguarding Professional



Mrs Allibone

Designated Safeguarding Professional



Mrs Hazell

Operational Designated Safeguarding Lead

Attendance and Family Support Lead

Attendance officer





Mrs Marriott and Mrs Steward

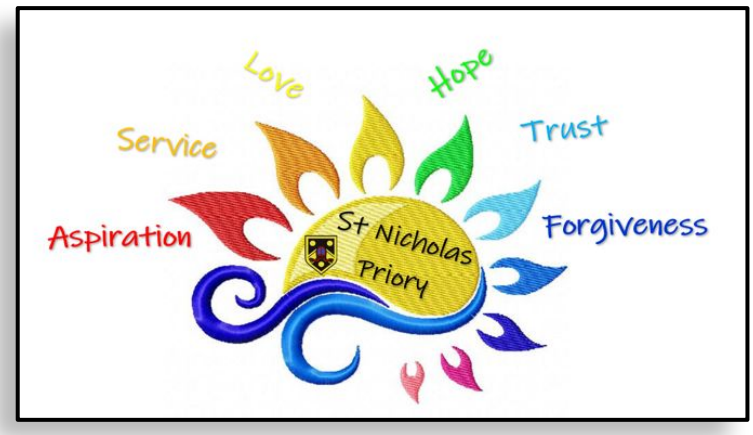
Behaviour Team

Aims and Values of Our School

At our school, we are committed to building a supportive learning community where every child is valued, safe, and empowered to reach their full potential. We believe in educating the whole child, nurturing their growth as individuals and active citizens who can make a positive impact on the world.

Our dedicated team of educators leads by example, inspiring a love of learning and motivating students to achieve their dreams. By removing barriers to success and fostering an environment of inclusivity and equality, we create opportunities for all children to thrive. Together, we shape a diverse and compassionate community where lifelong learning and personal growth are at the heart of everything we do.

Join us on this journey as we empower students to take charge of their futures, contribute to a better world, and grow into confident, fulfilled individuals.



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."

The School Ethos

Learn, Love, Serve

'I did not come to be served, but to serve.'

Matthew 20.28

At St. Nicholas Priory Church of England Voluntary Aided Primary and Nursery School, our Christian values are at the heart of everything we do. We believe in serving not just our children, but the entire school and local community, with a curriculum that inspires courage, advocacy, and an outward-looking Christian approach to the world.

Our ethos is built on 'faith in action,' embracing Christian values such as Aspiration, Hope, Service, Forgiveness, Trust, and Kindness in all aspects of school life. We strive to meet the spiritual, moral, social, and cultural needs of every child, helping them grow into motivated, self-disciplined individuals with a strong sense of right and wrong, and a genuine concern for others.

As an inclusive school, we welcome children of all faiths, believing that their presence enriches the diverse cultural tapestry of our Christian community. In September 2025, we will have up to 430 pupils on roll, supported by a dedicated teaching staff of 21, including the Head Teacher, along with a high ratio of qualified teaching assistants.

We are committed to providing a nurturing, inclusive environment where every child can flourish academically, socially, and spiritually.

School Organisation

At St. Nicholas Priory, our school is organized into year groups from Nursery to Year 6. There are two classes per year from Reception to Year 6 and we also offer a 26 place nursery. We also offer The Pod, a specialist provision for children with SEND, ensuring that every child receives the support they require.

Teachers within each year group work closely together to deliver a consistent and well-planned curriculum, with strong links between year groups to ensure smooth transitions. We maintain excellent relationships with local nurseries, supporting a seamless transition into school life.

In line with national requirements, Reception children are assessed on entry and again in June, tracking their development before progressing to Year 1. Year 1 children complete the National Phonics Screening Check in June. Year 4 children complete the National Times Tables Check and Year 6 students complete SATs in May to assess their progress in English and Maths and the end of Key Stage 2.

We are committed to helping all pupils achieve their best, valuing effort and progress alongside academic achievement. Teachers monitor each child's progress daily, and we encourage regular communication to discuss your child's development, beyond just parents' evenings. Additional support is provided within classes or through small group sessions for targeted help.

Pupils and their families are supported well by the school when there are concerns. Pupils are safe and secure in this inclusive and welcoming school.

Pupils' behaviour is exemplary. They are happy and eager to learn. The school is calm and purposeful. Pupils blossom in the school's rewarding atmosphere.

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Term Dates

Term	School opens on:	School closes on:
Autumn	Thursday 3rd September 2026	Friday 18th December 2026
Spring	Tuesday 5th January 2026	Thursday 25th March 2027
Summer	Tuesday 13th April 2027	Wednesday 21st July 2027

Half Term Holidays

School will be closed:

Autumn	Monday 26th October 2026	Friday 30th October 2026
Spring	Monday 15th February 2027	Friday 19th February 2027
Summer	Monday 31st May 2027	Friday 4th June 2027

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

Wednesday 2nd September 2026
Friday 11th December 2026
Monday 4th January 2027
Monday 12th April 2027
Thursday 22nd July 2027



Behaviour

At St. Nicholas Priory, we follow three simple rules: be ready, be respectful, and be safe. Our **Behaviour for Learning** policy encourages students to make positive choices, helping them understand that every action has an impact.

We celebrate good behaviour through rewards such as praise, certificates, Dojo points, achievement postcards, 'Hot Chocolate Friday,' and positive texts home.

If behaviour falls short of expectations, we offer constructive support, which may include a gentle reminder, moving seats, reflection time with a staff member, or working with the Behaviour Team or leadership. In some cases, time in the Reflection Room with the behaviour team may be helpful. Parents will be informed if their child spends time with the Behaviour Team.

For recurring or more significant issues, we collaborate closely with families to ensure a smooth reintegration into school life. We are committed to keeping parents informed and working together to address any concerns.

St. Nicholas Priory is committed to promoting respect and inclusivity. Any incidents of racial nature will be addressed with a period of reflection with the Behaviour Team. These incidents are reported to Norfolk County Council (without identifying students) and, in rare cases, may involve the Police. Parents of all involved will be contacted.

If any school property or equipment is damaged, parents may be asked to help cover the cost of repair or replacement.

We value the support of parents in maintaining a positive and respectful learning environment. If you have concerns regarding behaviour or bullying, please reach out to Mrs. Steward or Mrs. Marriott, and for attendance matters, please contact Mrs. Hazell. By enrolling your child, we look forward to partnering with you in fostering a positive learning experience for all.

Achievements

At St. Nicholas Priory, we believe in celebrating the achievements of our children both in and outside of the classroom. We recognise and reward hard work, a caring attitude, teamwork, and sporting endeavour in a variety of ways. Students are praised through **Dojo Points**, certificates, displays of work, and recognition in collective worship. Every child from Years 1 to 6 earns Dojo Points, with metal badges awarded for reaching different milestones.

"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



To further highlight outstanding efforts, we hold **Hot Chocolate Fridays**, where a child from each class is nominated as the star of the week. These nominees join the Head Teacher for a special hot chocolate and cake session.

One of the most special events of the year is our **Oscars Award Evening** in the Summer term. This event honours children with exceptional behaviour and nominated students and their families are invited to a formal award presentation evening at the Minster. The children receive a certificate and trophy, with a photographer capturing these memorable moments for families (complimentary photos are given to the families of each award winner). The evening concludes with an informal buffet, giving staff and families the opportunity to celebrate the children's achievements together.

We believe that recognising and celebrating each child's achievements helps to build confidence, promote positive behaviour, and encourage a love for learning.



Uniform













+ 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	No large coloured hair accessories only small black or yellow	No hooped or dangling earrings	No mohawk hair styles and no shaved patterns	No unnatural hair colours	No Pinafore or dungaree dresses	No leggings, black jeans or cargo pants	No gingham dresses

Shopping for Uniform

At St. Nicholas Priory, we are very aware of the cost of school uniform, which is why we ensure that uniform clothing suitable for our school is available from local supermarkets at affordable prices. Uniform with the school logo is also acceptable but not essential. For those who prefer branded items, these are available from Harrison's Schoolwear, located on Scubintown Road. However, we want to make it clear that purchasing branded items is not a requirement, and any clothing that meets the school's uniform guidelines is perfectly acceptable. We aim to make sure that all families can access school uniform options that are both practical and affordable.

"Pupils study a well-designed curriculum that inspires them. There are many opportunities to extend pupils' personal and social skills. The morning breakfast clubs, including the popular 'song school' get pupils, including pupils with special educational needs and/or disabilities (SEND), off to a joyous start every day.

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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.

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.

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.

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.

Cashless Pay System

We use a secure e-payments solution called Arbor. This allows payments to be made online. This is the system the school uses to pay for school meals, music lessons, trips, and any payable events. Cash is not accepted in school.

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.

Extra-Curricular Activities

Our school offers a wide variety of extra-curricular activities that encourage pupils to explore new interests, develop skills, and build confidence beyond the classroom. These engaging opportunities promote creativity, teamwork, and physical well-being.

We expect all pupils to demonstrate high standards of behaviour while attending clubs. Poor behaviour may result in a temporary exclusion from the activity. To support the smooth running of our programme, children must also be collected promptly at the end of each session.

Pupils' behaviour is exemplary. They are happy and eager to learn. The school is calm and purposeful. Pupils blossom in the school's rewarding atmosphere.
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Jewellery

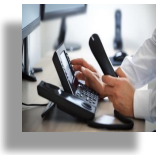
Children are not required to wear jewellery at school. For those with pierced ears, in the interest of hygiene and safety, only plain stud earrings should be worn.

In line with Norfolk County Council's health and safety policy, all jewellery, including earrings, must be removed for dance, drama, PE, games, and swimming lessons. If a child cannot remove earrings, they will need to be covered with medical tape during these activities.

We kindly ask that you avoid having your child's ears pierced during the school year, as the six-week healing process can result in missed PE and swimming lessons while the earrings cannot be removed.



Mobile Phones



For safeguarding reasons, parents are asked not to use mobile phones on the premises. Please finish calls and put phones away before coming onto the school site. In addition, we encourage children not to bring mobile phones to school however, we understand that in some instances this may be necessary. Children who bring mobile phones to school should ensure that their phones are switched off before entering the school premises. Phones are not permitted in the classroom and should be kept safely in the child's school bag or coat during the school day. Children are not allowed to access their phones during school hours. Please note that mobile phones are brought to school at the child's own risk. The school cannot be held responsible for any damage, loss, 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.

As you are aware it is a legal requirement to publish the attendance rate. The attendance figures for 2024 - 2025 were as follows -

95% attendance

2.89% authorised absence

2.11% 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' and is a concern.

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.

Holidays during term time

The school does not authorise holidays during the school term. Unauthorised absence 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/doctor's letter.



Pupils taken ill at school

In certain instances, a pupil may become unwell during the school day, and parents will be requested to collect their child. **It is, essential the school has at least two 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.

Pupils achieve well at this school. Many pupils join the school with considerable barriers to learning. The school, without delay, identifies pupils' needs precisely and provides exactly the right support. As pupils' learning needs are met consistently, they do well

Developing pupils' learning behaviour starts right from the beginning of Reception. Staff have high expectations and manage pupils' behaviour expertly. Pupils respond well to adults' consistent and fair approach.

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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 to wait for their teacher who will escort them inside

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 their activity
- 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, we embed our values by teaching children about the world and global issues. Our young leaders make links across our community through events such as supporting care home residents and raising money for charities that are important to them.

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

Leaders have developed a well-crafted curriculum that sets out exactly what pupils should learn and when.

Teachers have deep subject knowledge and boundless enthusiasm due to their expert training.

As a result, teaching across the school is highly effective.

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Parent, Child and Teacher Evenings



We believe that strong partnerships between home and school are key to every child's progress. Throughout the year, we host Parents' Evenings, providing an important opportunity for you to meet with teachers and discuss your child's work and development. These take place in October and March, and we warmly encourage all parents to attend.

At the start of the academic year, your child's teacher will contact you within the first two weeks of September to share how they are settling in. In addition, a detailed school report will be sent home in early July to keep you fully informed of your child's achievements and next steps.



School Meals

At Priory, we are proud to prepare and cook our own school meals on site. Our dedicated kitchen team are a valued part of the school community and work hard to ensure meals are both nutritious and of excellent quality. Whenever possible, we use fresh, locally sourced meat, fruit, and vegetables to provide pupils with balanced, healthy meals each day.

We encourage all families to support healthy eating, whether children choose a school meal or bring a healthy packed lunch.

A two-course meal, including a drink, is currently priced at £2.50 for children in Key Stage 2. Payments should be made in advance via Arbor. Children in Reception, Year 1, and Year 2 currently receive a free school meal under the Universal Infant Free School Meals scheme; however, this provision may be subject to change.

If your child does not wish to have a school meal, they are welcome to bring a healthy packed lunch instead. Please note it is very important that you claim for free school meals if you are eligible to do so even if your child is in Reception, Year 1 or Year 2. 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.

Packed Lunches

Packed lunches must be sent in a secure, hygienic container clearly labelled with the child's name. No cans, glass bottles of drink, carbonated drinks, flavoured water or sweets are allowed. We request that no nuts are included in home packed lunches.

Pupils staying for lunch are not permitted to leave school during the lunch hour. We have a wide range of clubs and activities that the children can take part in during their lunch break.



Break time Snacks and Drinks

To support healthy eating habits, children in Reception and Key Stage 1 are provided with a selection of fruit and vegetables for their mid-morning snack. Children in Key Stage 2 are welcome to bring in their own healthy snack from home to enjoy at breaktime.

We also encourage all pupils to bring a bottle of water to school each day, which they can keep with them and refill as needed throughout the day.

Breakfast Club

Our Breakfast Club is free of charge and opens every day at 7:30 am, providing children with a healthy start to the day. We offer a variety of breakfast options, including cereals, toast, fruit, drinks, and occasionally a hot snack.

Children should arrive promptly at 7:30 am via the gate to the small playground on St Nicholas Road.
Currently, Breakfast Club is available free of charge, with no need to pre-book. For more information, parents are welcome to contact Mrs. Hazell.

Song School

Song School takes place at the school from Monday to Friday, starting at 7:30 a.m.
Children begin the morning with breakfast, followed by singing lessons led by professional music teacher Ruth Harrison and supported by Mr. Dunne. This is a wonderful opportunity for all students to develop their musical abilities and take part in singing events throughout the county, including the prestigious Norfolk Show.

Inclusion and Equal Opportunities

At Priory, we are committed to fostering an inclusive environment where all pupils are valued and supported. These principles of inclusion and equal opportunities are embedded in our school vision, aims, and values.

We strive to meet the diverse needs of every pupil, regardless of physical impairment or any challenges they may face in engaging with the school community. This includes those who may feel disconnected or face barriers to participation. To assist with accessibility, our school is equipped with a lift, stair lifts, and accessible toilets.

Inclusion is the responsibility of every member of staff, and it lies at the heart of everything we do. We are dedicated to ensuring that all children, staff, and parents are treated fairly and with respect, especially in relation to key educational decisions such as admission, attendance, behaviour, exclusion, and the assessment of special needs. Our procedures align with DfE, Ofsted, and local authority guidance.

We also have a comprehensive school accessibility plan, outlining our commitment to improving accessibility for pupils with special needs. This plan is available for parents to view on our website.

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

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

Our Safeguarding Professionals are **Mr D. Rust. Mrs 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

The school teaches pupils to understand and be tolerant of others. The school is a very harmonious community. Pupils support others because of the school's strong commitment to service.

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All members of staff are responsible for the pastoral care of pupils. St. Nicholas Priory Church of England Voluntary Aided Primary and Nursery School 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 Safeguarding Policy.

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. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Helpful phone numbers

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 have Special Educational Needs and Disability Co-ordinator.

There is a well-organised system for supporting those 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 Pooley** 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.

Pupils with SEND access the curriculum successfully. For some pupils with SEND who have specific needs, there is intensive support in the school's specialist provision, 'The Pod', where they thrive.

Ofsted July 2024

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 or fridge 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

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

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





Reception Unit Statement





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

The school prioritises and promotes reading. Highly skilled teaching in Reception ensures that children develop their early reading skills securely. Staff ensure that pupils learn strategies to become independent readers

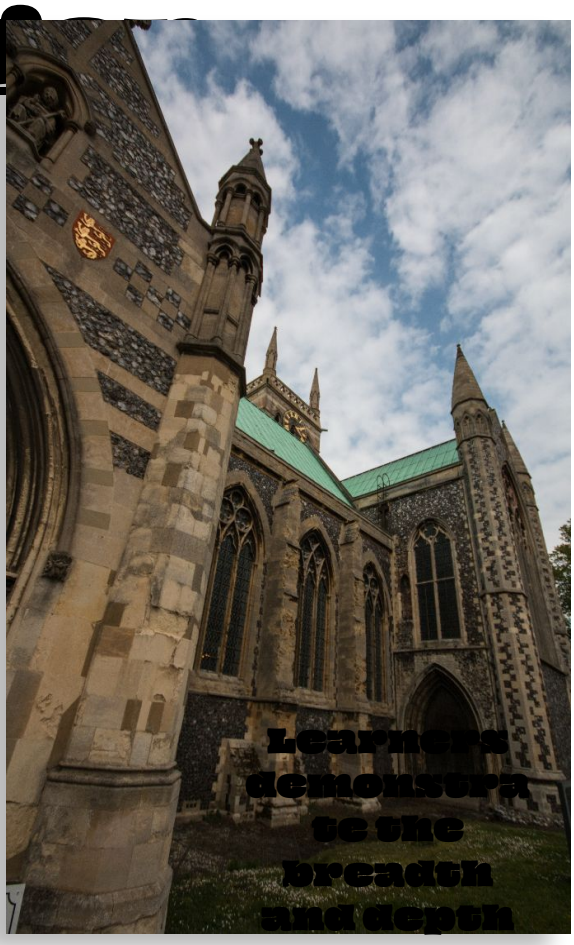
If a pupil falls behind, or they have difficulties because they speak English as an additional language, they get the help they need to catch up quickly. During their time at the school, pupils become confident and fluent readers. .

Ofsted July 2024

Religious Education

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

Throughout their time at Priory, children may have the opportunity to visit a range of places of worship representing different faiths and beliefs. These visits are designed to support learning about the diverse communities and traditions that make up modern society, helping pupils to develop understanding, respect and curiosity about the world around them. We believe that experiences such as these contribute positively to children's personal development and help them grow into informed, thoughtful and well-rounded members of the community.



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 culture.

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. Members of the Minster team help support the teaching of the Religious Education curriculum and the Parish Minster is used as a focus for history, art and religious education projects. Throughout the year we hold special celebrations at the Minster such as Harvest, Christmas and Easter.



The Head Teacher has great confidence and pride in her capable staff, and this is clearly seen in the work and preparation undertook to gain Religious Education Quality Mark (silver)

SIAMS Review 2023

SIAMS Review March 2023

Music



Music is a valued and vibrant part of our curriculum, offering pupils the opportunity to develop their creativity, confidence, and musical skills. In addition to classroom music lessons, we offer instrumental tuition in keyboard, recorder, violin, and woodwind.

Our school orchestra meets weekly and is open to pupils who are learning an instrument. We encourage commitment and enthusiasm from all pupils taking part in music lessons, as regular practice is essential for progress.

Instrumental tuition is available at a cost of £40 per term, per instrument (from September 2026), which includes the loan of an instrument. Children eligible for free school meals may apply for financial support—application forms are available from the school office.

To make the most of this opportunity, pupils are expected to practise daily at home and attend all scheduled lessons. If a pupil is unable to meet these commitments, their place may be offered to another child on the waiting list.

Parent/carers volunteers

We have a strong volunteer programme at school and 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.

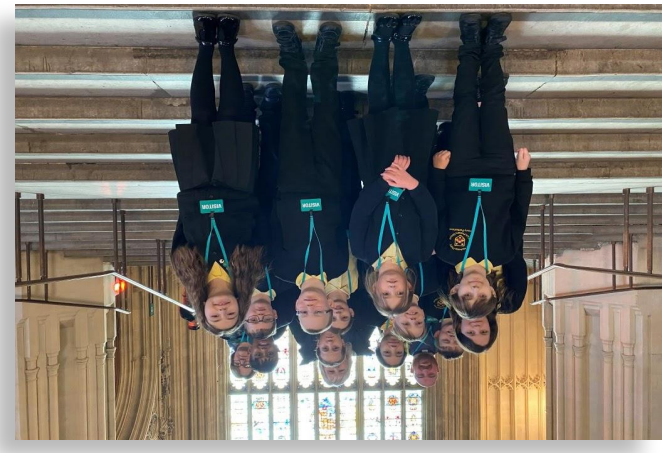
Teachers know their pupils very well. Staff set no ceiling to pupils' achievement. They assess pupils' understanding through effective questioning and other checks. Teachers and other adults share views on pupils' learning regularly. They plan pupils' next steps in learning well.

Ofsted July 2024

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 PSHE programme. Copies of the PSHE and Sex and Relationship Education Policy are available on request.

Priory 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.

Eco Crew

At St Nicholas Priory, we're proud of our **Eco Crew** —a passionate group of students dedicated to making our school a greener, more sustainable place to learn and grow.

Working closely with staff and pupils, the Eco Crew leads a variety of eco-friendly initiatives aimed at reducing our environmental impact and creating a more nature-friendly school community. From recycling projects to biodiversity efforts, they are at the heart of our sustainability journey.

Now, the Eco Crew is looking beyond the school gates. They've begun partnering with local organisations to help make **Great Yarmouth** a cleaner, greener place for everyone. Through collaboration and community spirit, they're turning small actions into big changes.

RE Leaders

Our RE Leaders are essential to promoting and supporting Christian Ethos across the school. This role enables children from year 2 to year 6 to hold a position of responsibility which includes preparing and leading aspects of Collective Worship, speaking to visitors, being a part of external projects including links with the Diocese of Norwich and promoting Christian values, spirituality and courageous advocacy across the school.

Educational Visits

Parents/carers are asked for 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 when off the school premises on visits, 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.



Home Learning



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.

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 times tables – To help your child's understanding of maths, we are also introducing a weekly opportunity for times table learning. Children are able 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 proven to raise attainment. Each term curriculum guidance information will be made available to parents of children in Years 1-6 so that they are aware of what their child is learning. It contains ideas for supporting learning at home.

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.

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.

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



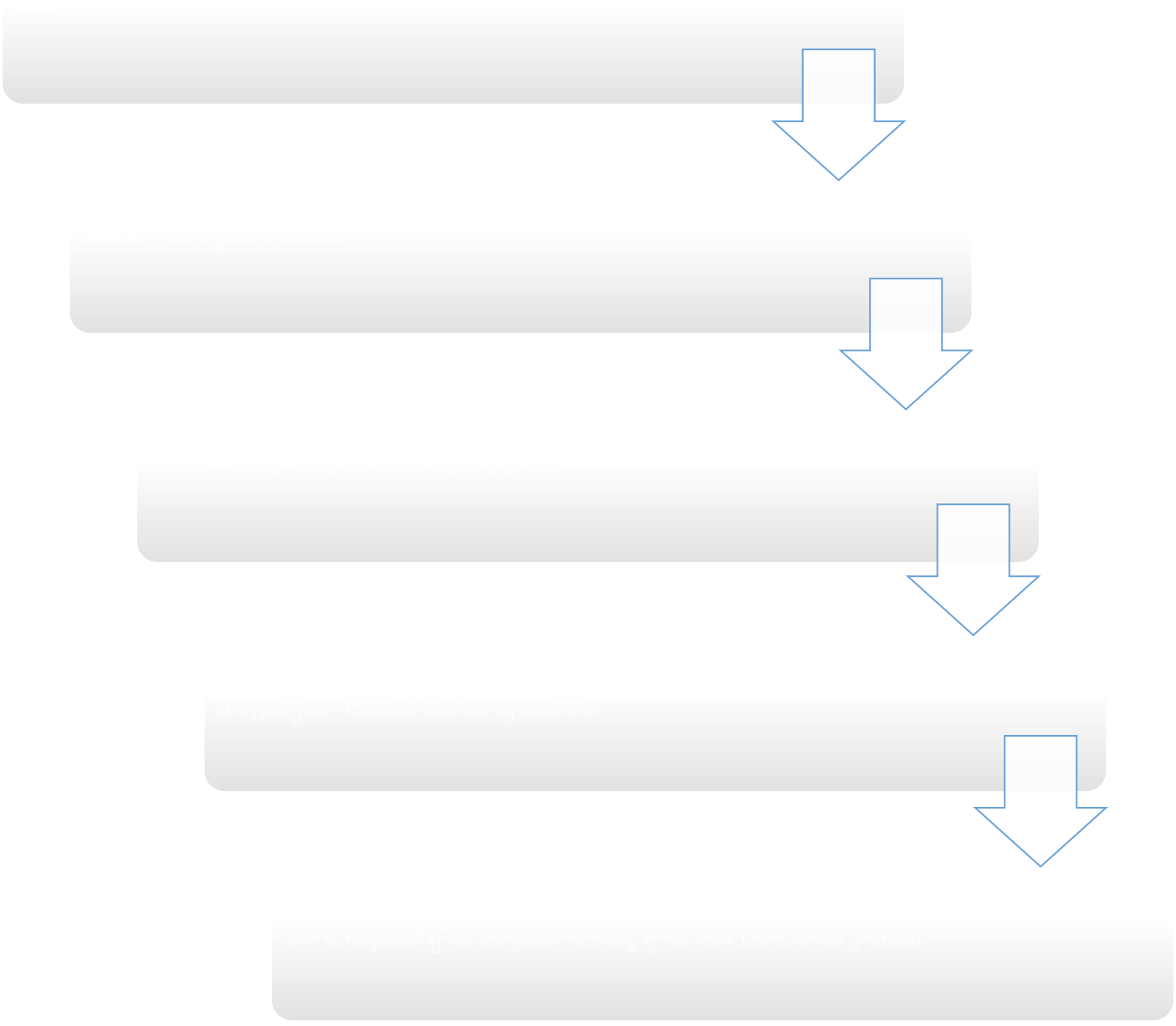
Safeguarding, Looked after Children and Attendance Governor - Mr Mike Ward



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 discussions 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 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, net 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 CE VA Primary School and Nursery

Please feel free to contact the school for more information or to arrange a visit

Special thanks to the photographer Tommy Grimmer