

SHEFFIELD CITY COUNCIL CHILDREN AND YOUNG PEOPLE'S DIRECTORATE NORFOLK COMMUNITY PRIMARY SCHOOL

A newly built state of the art primary school

The new school is located on Guildford Avenue, next to the Heritage Park. It will play a key role in the regeneration of the Norfolk Park and Arbourthorne area as it grows and develops in the future.



Design Features and Innovation

- Classrooms designed for maximum natural light and ventilation. Good acoustics and drinking water in classrooms.
- Use of "Green" planted roof to overcome problems of noise from rain/hail and help cool the building. The specially selected sedum plants help to improve the humidity around the building, provide support for birds and insects and collect rainwater for flushing toilets.
- Use of natural materials where possible.
- Reduced energy use and lower costs by using efficient lighting and heating.
- The school has been designed to be fully accessible to wheel chair users.



SCHOOL VISION

Norfolk Community Primary School is a learning community with a culture of continuous improvement. Our purpose is learning for both pupils and staff. Through the continuous learning of our staff and governors the school improves and develops, bringing ever greater benefits for our children.

We recognise the potential and value the contribution of every individual.

The school will aim to ensure that all children achieve their full potential and become active citizens who are able to contribute to the economic and social well being of their community. Our school community values and promotes the qualities of curiosity, independence, perseverance and respect.

All children will...

- be highly motivated learners striving to achieve higher personal targets.
- have a broad knowledge and understanding of the world and have a variety of interests.
- have the skills and perseverance to solve a variety of problems.
- be able to think and work both independently and collaboratively.
- be confident and effective communicators.
- be able to make informed decisions and take responsibility for their actions.
- have high self-esteem, self-belief and the confidence to extend themselves.
- be empathetic and respect the values and beliefs of others.



SCHOOL ORGANISATION

The school is a Local Authority school, catering for girls and boys aged 3-11 years. The admission number is 60 per year group. There are approximately 440 children on roll, including Nursery. The children are organised into 14 classes and 2 Nursery classes (morning and afternoon). The Nursery also offers childcare places.

The Governing Body consists of elected parents, council representatives, teachers and members of the local community. We have a steering group, which look at the details of Curriculum, Assessment, Special Needs, Finance, and Resource issues for the school. This group meets as required by the work to be done.

The School Day

The school doors open at 8.40 a.m. Parents are welcome to come into school with their children.

8.50 a.m. Start of school day

3.05 p.m. End of school day

Please note that children in Nursery and Infants come straight into their classroom from the yard. Junior children use the doors at either end of the yard. Parents are respectfully asked not to drive into the school grounds or block the main gates, or park illegally. Pupils must be collected promptly by an adult known to the school (person over 16 years of age).

Organisation of Classes

We have 14 classes with up to 30 children and 2 Nursery classes, each accommodating 39 children. There are two classes for each year group. The nursery also offers a payable extended day for up to 20 children.

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|------------------|-------|-------|
| Nursery | 3-4 | years |
| Reception | 4-5 | years |
| Year 1 | 5-6 | years |
| Year 2 | 6-7 | years |
| Year 3 | 7-8 | years |
| Year 4 | 8-9 | years |
| Year 5 | 9-10 | years |
| Year 6 | 10-11 | years |



School Uniform

The Board of Governors for Norfolk Community Primary School has decided that the wearing of School uniform will be compulsory. The colour of the uniform is a Royal Blue Sweatshirt and Yellow Polo Shirt with dark coloured trousers, skirt or tracksuit bottoms. Denim will not be allowed (no jeans or denim skirts).

We encourage all parents to support the wearing of our school uniform. Children also need pumps to wear in school. These items can be purchased from the school.



SCHOOL ORGANISATION

P.E. Kit

All children are required to have a P.E. kit consisting of a T-shirt and shorts. Pump bags can be bought at school for storage of your child's P.E. kit. Tracksuits may be worn in cold weather but parents should be aware that leg coverings may present a safety hazard on apparatus.

Jewellery

Stud earrings may be worn but must be removed for all P.E. and swimming lessons. No other jewellery or body piercing can be worn in school.

Personal Belongings

The school and governors cannot accept any responsibility for the loss or theft of personal items. We ask that children do not bring personal items to school. Mobile phones must not be brought into school.

Lost Property

Lost property is stored in the school. Lost valuables are in the main office, (please do not send your child to school with valuables). Lost property is displayed at the end of each term, before being disposed of.

School Dinners and Packed Lunch

Dinner money must be sent each Monday morning. Application forms for free school meals are available from the benefits office. Please note this must be reapplied for on a yearly basis. Please apply for free meals well before your child starts school. Children who do not wish to have a school meal may bring a packed lunch. This should be in a sealed container and labelled with your child's name and class. Our school has a healthy eating policy, which is reflected in the meals provided. In line with this policy we do not allow chocolate bars and sweets as part of their packed lunch. We ask that children do not bring drinks with their packed lunches because water is provided for all children (to drink with their dinners/packed lunches).



Milk

Children under 5 years and children in receipt of free school dinners are allowed free milk. Children over 5 years can buy milk each day.

Breakfast Club

We run a breakfast club between the hours of **8.10 a.m. and 8.40 a.m.** The Breakfast Club offers a range of breakfast foods to ensure that children get a nutritious start to the day.



Foundation 1 (Nursery)

Places are allocated on the basis of age. Children are admitted to Foundation 1 twice a year, in September and January. Occasionally exceptions are made if a referral is made by the Health Visitor or Social Services. Children are usually admitted soon after their 3rd birthday. All prospective families are contacted by telephone and letter. All children and parents are invited to visit prior to their official start date. Some parents attend regularly with their child for a short session during the term before they are admitted, (a brochure containing further information about the Foundation Stage can be obtained from the school). Each Nursery session is 3 hours.



Foundation 2 (Reception)

The children are admitted to Foundation 2 twice a year, in September and January.

- Children who have their fifth birthday between 1st September and 28th/29th February will attend school full time in September.
- Children who have their fifth birthday between 1st March and 31st August will attend school full time in January.

The maximum number admitted in any one year is 60 children. The criteria when allocating places are: -

First - Children who have brothers or sisters on roll on the date of admission.

Second - Children living within a defined catchment area, selected by the local authority.

Third - Children living outside the catchment area. If parents receive notice that a place has not been offered to their child they may, if they wish, appeal to the local authority.

Each year all parents of children starting school are invited to a meeting where all relevant information about our school is shared.

Visiting the School

Parents wishing their child to attend school and/or Foundation 1 are welcome to make a visit by prior appointment with the Head teacher.



Regular attendance is most important in order for your child to progress! Failure in learning is often attributed to poor/irregular attendance.

Lateness

Children must arrive on time. Children are marked late if they arrive after 8.50 a.m. and absent if they arrive after 9.15 a.m. Please note that the school doors close at 9.00 a.m. Children arriving after the doors are closed must report to the main office to register their arrival and book a school dinner if necessary. Dinners must be booked by 9.30 a.m.

Absences

You must inform school on the first day of absence. For the safety of your children we operate a policy of first day absence calling. Our registers are checked on a daily basis, any unexplained absence will be followed up with a telephone call. We ask that every absence from school is explained by letter, telephone call or message from an adult. Currently legislation allows for certain "Authorised" absences. These can only be authorised by the Head teacher or Deputy Head teacher.

- Up to 2 weeks holiday in one academic year (10 school days). Application forms can be obtained from the School Office. These weeks are not to be taken in the first two weeks of September or during National Assessment Tests in May.
- A child's illness, which requires absence from school due to the degree/nature of the infection.
- Attendance at the Doctor, Clinic, Dentist or Hospital. A pass can be obtained from the School Office (proof of an appointment must be shown e.g. hospital appointment letter or card).
- Attendance at a special Religious Observance.
- Special family circumstances.

We carefully monitor attendance and record this on your child's records and annual report. All children who are regularly missing school are referred to the Educational Welfare Officer.

For all pupils who are of compulsory school age, we produce an annual "Absence Return".

We are given targets for attendance.

Please be aware that if leave taken exceeds 4 weeks you may lose your child's place at Norfolk Community Primary School.



THE CURRICULUM

The national curriculum for children of primary age in all state schools in England and Wales consists of 11 subjects that all children must study at school. English, mathematics, science, information and communication technology (ICT), history, geography, design and technology, art, physical education, music, personal social health education (PSHE). We also teach religious education according to the locally agreed guidelines.

In the foundation stage we plan using the Early Learning Goals. We use the National Literacy Framework for English and the National Numeracy Strategy Framework for Mathematics. For the foundation subjects we use the National Curriculum and Quality and Curriculum Authority (QCA) guidelines.

At Norfolk Community Primary School we are concerned with the development of the whole child. Appropriate provision is made for the social, moral, spiritual, emotional, physical and intellectual development of each child.



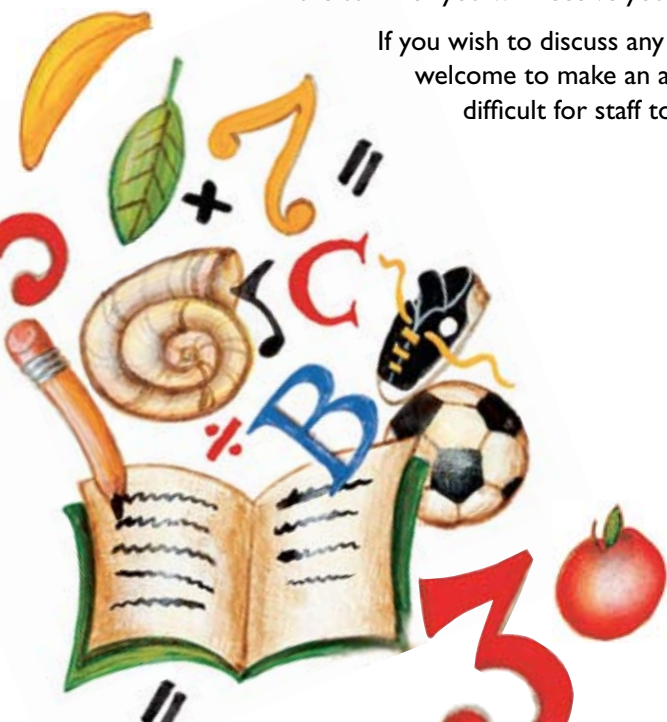
Assessment and Reporting to the Parents

When your child first starts school we carry out a baseline assessment to find out what your child knows and can do. We then continue to assess your child's progress in order to provide relevant learning experiences. Results are passed on to their next teacher.

At the end of year 2 and year 6, all children carry out standard assessment tests (SATs). These are tasks and tests carried out by all year 2 and year 6 children throughout the country. We use optional Quality Curriculum Authority (QCA) tests in years 3 to 5. We use the results of these tests to help us plan work for your child.

We hold parents evening twice a year, one in the autumn term and the second in the spring term. These evenings provide you with an opportunity to talk individually with your child's teacher to discuss the progress made. In the summer you will receive your child's annual written report.

If you wish to discuss any aspect of your child's progress throughout the year you are welcome to make an appointment with either the class teacher or the Head teacher. It is difficult for staff to talk at length to parents at the beginning of a school day.



THE CURRICULUM

How to Support Your Child's Learning

We value the involvement of families. We believe that close co-operation between home and school is essential. Children give of their best when they know that parents and teachers are working together.

Educational Visits

All educational visits at Norfolk Community Primary are seen as an important part of our work in the National Curriculum. Under the education reform act we therefore have the following policy. No child will be excluded on financial grounds, but it will be necessary to have enough parental contributions for the visit to take place. Please make cheques payable to Norfolk Community Primary School with the child's class and name on the reverse. We also provide activities in school such as speakers, entertainers etc. for which voluntary contributions may be requested.



Religious Education/Collective Worship

The school follows the Sheffield Syllabus for religious education, as laid down in the Education Reform Act. We aim to make children aware of the variety of beliefs represented in Sheffield, so that children will develop respect and understanding for the beliefs and customs of others. We hold an act of collective worship every day. It is a focal point for meeting together. Parents have the right to withdraw their child from collective worship. Please speak to the Head teacher if you have any concerns.

Homework

Your support and encouragement for children carrying out homework is greatly appreciated. At various times children will be asked to do tasks at home. Throughout the school children are encouraged to bring home a book to read and share.



THE CURRICULUM

Healthy School

Norfolk Community Primary School was awarded Healthy School status 2005 in recognition of the way we actively promote a healthy lifestyle for our pupils. We teach the importance of exercise and a balanced diet through our science and PSHE lessons. We provide age appropriate, up to date, information on drugs and sex through a carefully planned programme of PSHE.

Healthy Eating

The school actively encourages healthy eating with the distribution of free fruit every morning for nursery and KS1 children. KS2 children can purchase fruit at the morning break. Milk is on sale every day. Free milk is provided for those children on free school meals. Water is provided all day from classrooms and the dining room. The amount of tooth decay among our children has fallen dramatically in recent years following the introduction of this policy.

Curriculum Complaints

If you have a complaint regarding the school curriculum, please contact us as soon as possible. The governors have a policy for dealing with curriculum complaints. Please see the Head teacher for a copy of these procedures.



EQUAL OPPORTUNITIES FOR ALL

We operate an open and inclusive approach in order to...

- ensure that all children, regardless of gender, race, culture, ability, social and/or economic circumstances are given the opportunity to develop to their maximum potential.
- ensure that our processes and practices are fair, and free of discrimination, treating all members of the school community with dignity and respect.

Special Needs

Children's progress is monitored carefully in school. If a child is not doing as well as others of a similar age we will look at reasons why, and ways to help. We will discuss this with parents, and may decide to put the child on our "special educational needs register". We will monitor more closely, plan additional or different work in class and meet parents to talk about progress at special review meetings. We aim to work very closely with parents whose children are on the SEN register to look at ways to get a clearer picture of a child's needs. Sometimes parents and school will decide to make a referral to one of our specialist support services:

Learning support

Pastoral and behaviour support

Educational psychologists

These people can give advice about the best ways to help children with a range of learning and behaviour difficulties. They may also carry out detailed assessments. The SEN policy is reviewed by the governing body. Provision is reported to the governors by the SENCO three times a year.



Disability Provision

The school is fully accessible to wheelchair users. There are accessible toilets on each floor and a lift between floors. There are ramps and easy opening doors at entrances to the building.



Children come to school to learn, and their behaviour must allow them and others to learn. We expect high standards of behaviour and attitudes of mutual respect. We reward good behaviour with praise and encouragement. Inappropriate behaviour is dealt with via a range of sanctions. We aim for fairness and consistency in our behaviour management strategies.

We expect everyone to...

- be polite and considerate with fellow pupils, teachers and other adults at school and in the community.
- have respect for other people's property, the facilities at school, the building and the local environment.
- acknowledge that everyone has a part to play and to listen with care to the views and opinions of one another so that each person's talents will be enjoyed and valued.
- recognise and celebrate positive behaviour in order to promote self-esteem and self-discipline.

Our Golden Rules

- Always do your best, we come to school to learn.
- Be ready to listen well.
- Treat everyone, including yourself, with respect.
- Walk around school and use quiet voices.
- Take care of property and the school environment.



Racism and Bullying

Racism and bullying will not be tolerated. All incidents that are reported to staff will be fully investigated. The school acts within government guidelines and records and reports all racist incidents to governors and the local authority.

School Council

We have a school council made up of representatives of children from years 3-6. This body of children are involved in some of the decision making processes regarding behaviour, rules and school policy. The school council gives and receives information to and from each class council. Younger children in the school are represented by identified key stage 2 children.



We are responsible for the safety of your child. No child is to leave the school premises within school hours without his/her parent or carer. Entry to the office is by the main entrance. These rules are designed to keep your child safe. There is no smoking allowed anywhere in the grounds.

Road Safety

We are very concerned about children's safety on the roads. Young children must be escorted to school by an adult, wherever possible. Parents/carers are respectfully asked not to drive into the school grounds or block the drive way in the mornings or the afternoons. This is not only dangerous for children, but this entrance is used for delivery vehicles, and emergency access.

Accidents

We have qualified first aiders to advise other members of staff as well as deal with minor injuries. In the case of a more serious accident, medical treatment will be arranged without delay. It is for this reason that parents are asked to keep school informed of changes of address, telephone numbers and places of work. If a child receives a head injury a standard note will be sent home to parents providing no further action is needed during school time.

Emergency Contact Numbers

When you fill in the admission form for school you will be asked to give an emergency contact number. If your number changes please let the school know immediately. Hospitals are unwilling to administer treatment without a parent being present. All serious medical conditions must be reported to the school office. If a child becomes ill at school parents will be contacted by telephone and asked to collect them.

Medicines

It is the policy of the school not to accept responsibility for the administration of medicines. Medicines to be given three times a day can be easily taken at home, even though a child attends school.

Sometimes children have to take medicines during the school day e.g. asthma treatment. We are willing to discuss this if the following guideline is followed.

- Parents write down the illness, the medication and the dosage, sign the letter and an appointment with school is made.

Attendance at the Clinic, Doctors, Hospital, Dentist

Please inform the school office and collect an authorised absence pass beforehand (proof of your child's appointment will have to be shown). All children should be collected by adults reporting to the main office on arrival.



SCHOOL GROUNDS



Please Note

The information in this document was correct at the time of publication, changes may occur before and/or during the coming year.

If you need any further information about Norfolk Community Primary School please do not hesitate to contact us on telephone **0114 2502760**.

