
School Prospectus 2011/2012

**BLOFIELD PRIMARY SCHOOL
NORTH STREET
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NR13 4RH**

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Blofield Primary School

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Norwich
NR13 4RH



Telephone 01603 713386
Fax 01603 716294
e-mail: head@blofield.norfolk.sch.uk

Headteacher: Mr O Burwood

July 2011

Dear Parent

We would like to welcome you and your child to Blofield Primary School.

This brochure is intended to give you information about our school. We are an outstanding Primary School and we aim to provide a primary education from which all children can grow, learn and develop their skills in order to cope with an increasingly demanding world.

You are of course, very welcome to visit our school. Please contact us to arrange a mutually convenient time.

Yours sincerely

Mr O Burwood
Headteacher

"The school provides an outstanding standard of education for its pupils."

(Ofsted Report May 2011)

GOVERNORS

Mr K D’Rosario (Chair)	Community
Mr J Atkins (Vice-Chair)	Community
Mr K Sandall	Community
Mrs H Taylor	LEA
Mr A Proctor	LEA
Mrs K Loveday	LEA
Mr S Mitchell	Parent
Mrs L Evans	Parent
Mrs S London	Parent
Reverend P Cubitt	Parent
Mrs J Saja	Parent
Mr O Burwood	Headteacher
Mr A Cotter	Teacher
Mrs J Ramm	Non-teaching staff member
<hr/>	
Mrs W Gitsham	Clerk

THE STAFF TEAM

Headteacher:	Mr O Burwood
Teaching Staff:	
Reception	Miss H Baker(Foundation/KS1Leader)
Class 1	Mrs C Farrow
Class 2	Mr A Cotter (Data Analysis Co-ordinator)
Class 3	Mrs H Kirby (Maternity cover for Mrs E Slater)
Class 4	Mr D Middleton
Class 5	Mrs D Kellett (Assistant Headteacher/KS2 Leader)
Class 6	Mrs S Barber/Mrs D Guest
P.E. Leader	Mr P Keating
Music Leader	Mrs A Laws
Modern Foreign Language	Mrs A Pandit
Swimming Teacher	Mrs D Stocker
Non-Teaching Staff:	
Teacher Assistant	Mrs P Dean
Teacher Assistant/Mid-day Supervisor	Mrs D Jeary
Teacher Assistant	Mrs S D’Rosario
Teacher Assistant/Sen Mid-day Supervisor	Mrs K Tomlinson
Teacher Assistant/Mid-day Supervisor	Mrs J Elsegood
Teacher Assistant/Mid-day Supervisor	Mrs V Payne
Teacher Assistant/Mid-day Supervisor	Mrs L Guymer
Teacher Assistant/Mid-day Supervisor	Mrs S Buck
Teacher Assistant/Mid-day Supervisor	Mrs Y Mack
Teacher Assistant/Mid-day Supervisor	Mrs S Fulcher
Learning Support Asst/Mid-day Supervisor	Mrs S Peters
Learning Support Assistant	Mrs S Darnell
Learning Support Assistant	Miss E Hollis
Learning Support Asst/Mid-day Supervisor	Mrs A Holmes
Learning Support Asst/Mid-day Supervisor	Mrs D Patterson
Learning Support Assistant	Mrs J Ramm
Play Leader	Mrs S D’Rosario
Secretary/Finance Officer	Mrs W Gitsham
Office Assistant	Mrs S D’Rosario
Pianist	Mr V Brooks
Caretaker/Cleaner	Mr J Brand
Cleaner	Ms T Brown
Kitchen staff:	
Cook	Mrs E Look
Kitchen Assistant	Mrs C Featherstone
Kitchen Assistant	Mrs S Page
Kitchen Assistant	Mrs T Markwell

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Welcome to Blofield Primary School. Our school is situated in the heart of a friendly village with easy access to the historical city of Norwich, the Norfolk coastline and close to the Broads National Park.

The original building dates from 1877 and has since been remodeled, extended and equipped to a very high standard. We have seven class bases, a hall with extensive drama and gymnastic equipment, a computer suite, a well stocked reference library, a music/drama room, maths/science resource area, and a Design Technology resource area with newly fitted kitchen.

We are very fortunate to have our own outdoor heating swimming pool, a large sports field and a full sized netball court. The Reception children have a separate outdoor classroom area and adventure play equipment is also available for all pupils on the school field.

We also have a wildlife garden, initiated by our Year 6 Class Council.



ADMISSION POLICY

Our aim is to settle the children in the school environment as quickly and happily as possible and to enable staff to plan for the smooth running of the whole class throughout the year.

Children are admitted in the September prior to their fifth birthday, full-time or part-time for a minimum of five sessions. This policy is reviewed annually.

"Children's outstanding performance in the Early Years Foundation Stage is due to dedicated and gifted teaching, coupled with close working relationships with parents and carers." (Ofsted Report May 2011).

ARRANGEMENTS FOR PARENTS TO VISIT THE SCHOOL

If you are considering enrolling your child at Blofield Primary, we would encourage you to view the school by appointment at a mutually convenient time. All new parents are invited to attend a meeting with the Headteacher and key staff at the end of the summer term. Parents who already have children at the school are very welcome to see teachers after school hours or the Headteacher during school hours. An appointment should be made with the school secretary.

SUPPORT FOR PARENTS

During the year, we encourage parents to take up the opportunities listed below to liaise with the class teachers and discuss their child's progress:

- 'Meet the New Teacher' - an opportunity for all parents to meet their children's new teacher and introduce themselves.
- Meetings are held with a curricular bias as the need arises e.g. assessment, forthcoming field trips etc.
- Consultation afternoon/evening - spring term to discuss progress, concerns and plans for the future.
- Consultation/Open Evening - during summer term at appointed times to discuss annual reports and report SAT results (Y2 & Y6). The whole school is on view to parents.
- Written reports are made on all pupils at the end of each school year prior to parent consultations.

"Parents and carers are overwhelmingly supportive of the school." (Ofsted Report May 2011).

ORGANISATION OF EDUCATION WITHIN THE SCHOOL

There are three stages of education at Blofield School.

- a) Foundation Stage (Reception class).
- b) Key Stage 1 (Years 1 and 2).
- c) Key Stage 2 (Years 3,4 5 and 6).

Our mixed ability pupils are aged between 4 and 11 years and are organised in one class per year group. At the end of Key Stage 2 pupils transfer to a high school of their choice. We recognise that each child is an individual and therefore has individual needs. Teachers plan work that is individually or group matched to children's ability and children progress at their own pace and are encouraged to fulfill their potential.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Our teachers are experienced in supporting pupils who are gifted and talented, 'looked after' and those with special needs. Where necessary the Headteacher is consulted and special arrangements are made internally or, following discussion with the child's parents, with the specialist services provided by the Local Authority. Children who have special needs are given extra help under direction of the Special Educational Needs Co-ordinator working alongside the class teacher and the Learning Support Services. The SEN policy is available from the office.

GOVERNORS' AIMS POLICY

The Governors have formally accepted the Norfolk Statement for the Curriculum 5-16, which acts as the basis of philosophy and practice on which Blofield School's curriculum rests. Copies of this are available for inspection from the secretary.

AIMS OF THE SCHOOL

The broad aim of our school is to create and sustain a happy, caring, attractive and stimulating environment in which each child grows in knowledge, understanding, tolerance, respect for others and self-esteem enabling them to become valuable members of society.

This will include aiming to:

- Treat each child equally
- Foster the all-round development of each child; moral, spiritual, cultural, physical and mental
- Pursue academic excellence for all children, particularly in the building blocks of learning; English and mathematics
- Inspire learning for all children through a relevant, challenging and engaging curriculum which allows all children to reach their potential.

“Standards continue to rise and the school is one of the highest achieving schools in the county”. (Ofsted Report May 2011).

CURRICULUM AIMS

- ✓ To read fluently and accurately, with understanding, feeling and discrimination.
- ✓ To develop a legible style of handwriting and satisfactory standards of spelling, syntax, punctuation and usage.
- ✓ To communicate clearly and confidently in speech and writing.
- ✓ To listen attentively and with understanding.
- ✓ To learn how to acquire information from various sources.
- ✓ To apply numeracy skills with speed and accuracy.
- ✓ To understand the applications of mathematical ideas in various situations.
- ✓ To observe living and inanimate things and to recognise characteristics such as pattern and order.
- ✓ To master basic scientific ideas, investigate solutions and interpret evidence.
- ✓ To gain confidence in the use and application of Information and Communication Technology.

- ✓ To develop awareness of self and sensitivity to others, acquire a set of moral values, the confidence to make and hold moral judgements and develop habits of self-discipline.
- ✓ To introduce the use of a modern foreign language to enable pupils to communicate with people abroad.
- ✓ To be aware of the historical, geographical and social aspects of the environment.
- ✓ To acquire sufficient control of self or of tools, equipment and instruments to be able to use music, drama, art and design technology as a means of expression.
- ✓ To develop agility and physical co-ordination, confidence in and through physical activity and the ability to express feeling through movement.
- ✓ To help pupils develop lively, enquiring minds, the ability to question and argue rationally and to apply themselves to task and physical skills.
- ✓ To develop a greater awareness of ecological issues and care for the environment.

THE CURRICULUM

The curriculum is the entire range of activities and learning which take place in our school for the benefit of the pupils. We plan lessons that are individually or group matched to each child's ability, taking account of their personal needs and ensuring that the best possible progress is made. From September 2011 pupils in Key Stage 1 and Key Stage 2 will be learning through a subject based topic curriculum which will cover as many areas of the curriculum as appropriate. English and mathematics will continue to be taught separately, with links being made to the topic if appropriate. Core subjects are English, Mathematics and Science, I.C.T. and R.E. The other subjects are History, Geography, Art, Design Technology, Music, Modern Foreign Language and Physical Education and Personal, Social and Health Education.

"An innovative and interesting curriculum helps pupils to make connections between subjects."

(Ofsted Report May 2011).

"Pupils make rapid progress because they are excited by learning." *(Ofsted Report May 2011)*



Literacy

High priority is attached to communication - speaking and listening; reading and writing. A wide range of experiences provide opportunities to develop and extend skills in reading and writing. Reading takes a variety of forms e.g. shared and group reading as part of English lessons, as well as some individual scheme based reading which may be brought home to share with parents.

Numeracy

The Numeracy programme is designed to develop understanding, confidence and accuracy in mathematical situations. All classes have a daily Mathematics lesson involving whole class, group and individual activities. Teachers plan work to provide a well differentiated and balanced approach to Mathematics throughout the school.

"In a Key Stage 1 maths lesson, pupils who were grouped by ability made good progress because the work matched their individual needs, and they were confidently engaged with the learning." (Ofsted Report May 2011)

Science

Children are encouraged to observe their world with a scientific approach. They plan, experiment, observe, record and consider evidence through a wide range of stimulating practical activities. Visits are arranged to scientific centres, e.g. The Inspire Centre and John Innes Institute to enhance these studies.

Humanities

In Key Stage 2 History and Geography topics will be taught throughout the year. Themed days, school visits and residential trips are planned to enhance this work, e.g. Year 5 residential trip to How Hill to study environmental issues.

Creativity

Art, Design Technology and Music play a significant part in the curriculum. All pupils have the opportunity to work with a range of different materials and develop a wide range of skills in these areas. We believe that children's work should be highly valued and display forms an important tool to develop self-esteem. Each class has the opportunity to work on large scale art pieces during 'big art week' at the start of each new subject based topic. Music is taught throughout the school and forms a vital ingredient in the curriculum. KS2 pupils have the opportunity to join the School Choir, which has been highly praised and has performed at Norwich Cathedral and alongside the Broadland Youth Choir in the national touring productions of 'Joseph and His Amazing Technicolour

Dreamcoat' at The Regent Theatre, Ipswich, The Marina Theatre, Lowestoft and the Theatre Royal, Norwich.

"Subject specialists in music and physical education make major contributions to the quality of learning and pupils' personal development." (Ofsted Report May 2011)

INFORMATION AND COMMUNICATION TECHNOLOGY

Teachers plan ICT opportunities across the curriculum to enhance learning. All pupils have weekly lessons to develop ICT skills and in the upper part of the school children are confident in delivering a wide range of presentations using computer skills, e.g. Powerpoint, photographs and film making.

MODERN FOREIGN LANGUAGES

Modern Foreign Language is taught by a specialist teacher to all pupils in Key Stage 2. German is taught in Years 3 and 4 and French in Years 5 and 6.

PHYSICAL EDUCATION

We believe that children should lead a healthy lifestyle and place great priority in developing physical educational skills. Children participate in a wide range of sporting activities - cross-country, football, rugby, netball and hockey.

In the summer term children enjoy cricket, rounders, athletics and swimming in our own outdoor heated pool. Throughout the year indoor P.E. lessons cover gymnastics and dance. We have a very strong link with Thorpe St. Andrew School, which has Sports College status and



extra coaching is offered through them in a range of sports, e.g. tennis.

We also participate actively in local area sports events and tournaments. The range of after school sporting clubs is varied and most children participate in at least one club per week.

"Their (the children's) engagement with sporting activities is excellent." (Ofsted report May 2011)

RELIGIOUS EDUCATION

Daily assemblies, in accordance with the Norfolk Agreed Syllabus, are held to enhance pupils' understanding of themselves and their relationship with others. In Religious Education lessons we introduce Christianity as the 'heritage religion' of the country and the one that most influences school and community life. We also build on religions represented among the pupils, e.g. different Christian denominations or the major world religions, so the experiences and interests of children can be used as starting points for learning and teaching. Pupils also sample major world religions, outside their experience, in order to extend their knowledge and understanding. Parents may exercise their right to withdraw their child for RE/collective worship but we would urge you to discuss any decision to do so with the Headteacher.

PERSONAL SOCIAL AND HEALTH EDUCATION

All pupils take part in PSHE lessons and Circle Time, when emphasis is placed upon relationships and moral attitudes as well as issues of citizenship. Class and School Councils are established and involved in decision-making processes with regard to the school's future development. A current thrust of this subject is the need to develop eco-friendly practices, e.g. Healthy Eating, the 'Steppers' programme - to encourage walking to school. *"Pupils throughout the school are extremely articulate, confident and socially aware. They take great care of each other, and huge delight in their learning.."* (Ofsted Report May 2011).

SEX EDUCATION

Sex Education is taught throughout the school as part of Personal, Social and Health Education, but is specifically linked to Science teaching in Years 4 & 6. Based largely on the ITV series "Living and Growing", work is developed during Y6 when the school nurse, in partnership with the class teacher, undertakes various Health Education Projects, covering personal hygiene and development, reproduction, menstruation, contraception, drugs awareness, healthy eating etc. Parents may exercise their right of withdrawal from this programme.

SCHOOL POLICIES

Copies of all school policies are available on request from the school office.

HOMEWORK

This is given at the discretion of the class teacher and usually consists of reading, spelling and tables etc. plus research work in preparation for a forthcoming topic or area of study. It is also used as a support to a particularly weak area where extra help could be of value. Formal homework for older children may be set on a regular basis. We value the support of parents in seeing that this work is completed. A Homework Policy outlines the purposes and recommended time allocation and is available to parents on request.

ASSESSMENT AND RECORDING

We continuously monitor and assess pupils' development and understanding.

- In the Foundation Stage assessment forms part of the Foundation Stage Profile.
- Formal teacher assessments informed by SATs style tests are undertaken in Literacy and Numeracy at the end of Year 2, with results collected and compared nationally and locally.
- Standard Assessment Tests (SATS) are undertaken in Literacy and Numeracy and Science assessment is undertaken through Teacher Assessment at the end of Year 6.
- QCA tests are taken by Years 3, 4 and 5 annually to measure progress in Literacy and Numeracy.
- Test results are set alongside teacher assessments to give an overall clear picture of achievement during the school year and are used to inform future planning for individual pupils and targets set accordingly.

DISCIPLINE

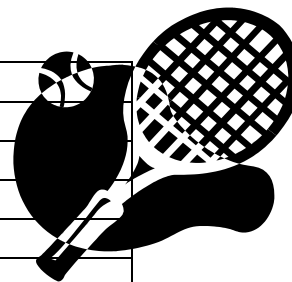
Discipline is an important aspect of our school. We aim to develop the character of every child to respect his/her own person and belongings and to respect other people and their property too. We therefore place much emphasis on encouraging the development of self discipline. Guidelines of behaviour exist in the school and children are made aware of these. A Behaviour Policy gives details and a summary booklet is issued to new parents annually.

"Pupils' achievement is outstanding because their behaviour and attendance are exemplary, they are well taught, and parents' and carers' contributions are exceptional." (Ofsted Report May 2011).

EXTRA CURRICULAR ACTIVITIES

Children who wish to participate in club activities after school require written permission from their parents and will need to be collected from school at the appropriate time as indicated in the club details.

Art	After school - spring
Football	Winter/Autumn/Spring
Netball	Winter/Autumn/Spring
Recorder	Lunchtimes
Swimming	After school - summer
Rounders	After school - summer
Choir	After school
Drums and Guitar	Tuesday lunchtimes
Flute, Clarinet, Saxophone	Wednesday lunchtimes/after school
Tennis	After school - summer
Cross Country	Winter/Autumn/Spring
Athletics	Summer
Golf	Summer
Multi-skills	Summer
Gardening	Lunchtime all year
Cooking	Lunch time - Autumn



FUN TIME CLUB AFTER SCHOOL CLUB

Fun Time Club provides safe play and childcare with experienced staff for children aged 4 - 11 years (3.20 - 6.00 p.m. daily.) Children are offered a healthy meal during the session and participate in a wide range of fun activities. Each session costs £8.00 per session with a 10% sibling discount. There is an annual registration fee of £15 per family. Where parents are eligible to claim Working Tax Credits (WTC), they will be able to reclaim a percentage of the cost. Registration/booking forms are available in the school entrance foyer. Parents are welcome to 'pop in' to the Club to view the facilities any afternoon after 3 p.m..

TEAM HOUSES

On admission to school all children are allocated to a house team - Churchill (Yellow), Cavell (Blue), Nelson (Red) or Nightingale (Green). Competitions in athletics and swimming are organised on a house basis. Two of the highlights of the school year are sports day and the swimming gala, when winning teams are presented with house trophies and shields.

REWARD SYSTEM

At Blofield Primary our pupils are often praised for their excellent behaviour. We strive to encourage this through a system of rewards and sanctions. For a good piece of work or an example of correct behaviour/manners etc. Key Stage 2 children are rewarded with merit points. Points are collected weekly and are totalled at the end of each term, when the winning team is awarded with a shield. In the Early Years children are given stickers or stars as a reward. For disappointing work or behaviour a child may lose a merit point. Grounding at lunchtime is used to discourage poor behaviour or a disappointing attitude to work. However, we aim to work closely with parents to resolve any persistent issues. In extreme cases exclusion, temporary or permanent may be necessary. A lunchtime award system has also been implemented which praises positive behaviour. Good work assemblies are held regularly when excellence is applauded and pupils' individual achievements are shared with the whole school.

Special letters of commendation are sent home to parents of children who have achieved outstanding successes at the end of the school year.

GOVERNORS' RESPONSIBILITIES

The school governors' responsibilities include:

- The general conduct of the school.
- Making information available to parents.
- School expenditure.
- Offering the Headteacher general principles to follow in determining policy.
- Appointment of staff.
- Ensuring the school follows a broad and balanced curriculum.
- Ensuring the school follows statutory requirements relating to the National Curriculum monitoring and assessment.
- Meeting the legal requirements of the Sex Discrimination Act 1995.
- Drawing up a Charging Policy.
- Ensuring that the law on religious education and collective worship is followed.

The Governing Body is made up of parents, staff, people from the local community and local government. All parents are eligible to stand for election as parent governors and to vote in these elections. The period of office lasts for four years.

PRACTICAL DETAILS:

The School Day:

Morning session	8.55 - 12.30 p.m. (KS2) 8.55 - 12.00 Reception, 12.15 p.m. for KS1
Morning break	10.25 - 10.40 a.m.
Lunch break	12.00 - 1.30 p.m. Reception 12.15 - 1.30 p.m. KS1 12.30 - 1.30 p.m. KS2
Afternoon session	1.30 - 3.20 p.m.

The teaching day is four hours forty five minutes for Key Stage 2 pupils and four hours thirty minutes for Foundation Stage and Key Stage 1 pupils (excluding morning break and assembly). Lunchtime is supervised by six mid-day supervisory assistants with the Head or Assistant Head always on site.

MID-DAY MEALS

Healthy meals with fresh ingredients are prepared in the school kitchen. Children may purchase a mid-day meal/drink (£2.10 per day) or a healthy packed lunch.

- Meals consist of main course, dessert and drink.
- School packed lunches consist of a sandwich or roll, yoghurt/fruit, a healthy biscuit, salad/vegetable sticks and a drink.



Children must bring cash for meals

daily in a named purse. Menus are sent home to parents weekly. Alternatively, pupils may bring a packed lunch to school, or go home for lunch.

Packed lunches brought in from home:

These need to be in a suitable lidded container and are eaten in the dining hall. Fizzy drinks and glass containers are not allowed. Supervision is as school meals.

DRINKS AND SNACKS

Pupils are encouraged to bring a bottle of plain water to school for drinking in class. A chilled water fountain is available for refilling bottles. Children in Years R, 1 and 2 receive a free piece of fruit or vegetable each school day for their morning snack. Key stage 2 children may bring fruit or vegetables (sliced carrot etc). or a cereal bar, in line with our Healthy Eating programme.

CYCLES

Children may cycle to school if accompanied by an adult - a small cycle shed is available. An extensive on-road cycle training course is available to Key Stage 2 pupils.



PARKING

Parking facilities are limited in the immediate vicinity of the school so parents should avoid bringing cars to school as far as possible. Walking to school on a regular basis is encouraged and the school participates in the 'Stepper' programme. The police advise parents not to park in Laburnum Drive or on the yellow lines around the school as congestion causes great difficulties for the residents. **Parking is recommended at the shoppers' car park adjacent to The King's Head or at The Margaret Harker Hall.**

Parents should not park on the Carpet shop forecourt opposite the school. Pedestrian access to school grounds is **only** available through entrance on North Street. When visiting the school during the school day it is essential that all visitors use the main entrance and report to the school secretary.

COLLECTING CHILDREN AT THE END OF A SCHOOL DAY

- Please inform a member of staff if your child is to be collected by anyone else.
- Please remind your child that they must wait in the entrance foyer if you are late to collect them at the end of the school day.
- If you are late to collect your child and a message has not been received, the child will be kept at school until we can contact either yourself or one of your emergency numbers on your child's school record. The emergency numbers are very important and we should be grateful if you could let us know of any changes through the year.

- The school operates a texting service to parents. This is used for emergency school closures, cancelled after-school activities etc. In the event that your child is ill during the school day, we will contact you by telephone.

SCHOOL UNIFORM



The school has a uniform which the children are encouraged to wear:

WINTER	
BOYS	GIRLS
Navy-blue crewneck sweatshirt with pale blue/gold logo. Dark grey trousers. White polo shirt with pale blue/gold logo. Grey socks. Black shoes	Navy-blue crewneck sweatshirt with pale blue/gold logo OR Navy-blue cardigan with pale blue/gold logo. Navy-blue skirt OR Navy-blue pinafore dress OR Navy-blue trousers. White polo shirt with pale blue/gold logo. Navy-blue tights or navy-blue socks. Black shoes
SUMMER	
BOYS	GIRLS
Navy-blue crewneck sweatshirt with pale blue/gold logo. Dark grey trousers OR Dark grey shorts. White polo shirt with pale blue/gold logo. Grey socks. Black shoes	Navy-blue crewneck sweatshirt with pale blue/gold logo OR Navy-blue cardigan with pale blue/gold logo. Navy-blue skirt OR Navy-blue pinafore dress. White polo shirt with pale blue/gold logo OR Pale blue gingham or striped woven dress OR Navy-blue Polo shirt dress with pale blue/gold logo. White socks. (No trousers). Black shoes
<u>ALL ITEMS MUST BE NAMED</u>	

All items of school uniform may be purchased from the Schoolwear Shop in Ber Street, Norwich. (On the left-hand side as you approach John Lewis car-park). Sun hats with the school logo can be purchased at any time from the school office.

- **Reception age children** should have 2 washable aprons (old adult shirts are ideal) for painting and cooking activities. Large holdalls and similar sized bags should be avoided, as cloakroom space is restricted. School book bags are issued to all Reception children. Thereafter they are available for purchase. See page 15 for sports kit.
- We would encourage you to purchase garments from the Schoolwear Shop (or from our used school uniform sales) in order that the school logo is evident! Thank you.

PHYSICAL EDUCATION EQUIPMENT

P.E, games and gymnastics form a vital part of each child's educational programme. All children are expected to change into suitable kit for lessons. Well fitting clothing is essential for efficient and safe activities. P.E. kits consisting of navy-blue shorts, navy-blue socks and a polo shirt in the child's team colour (with the school logo) are available for purchase from the Schoolwear Centre, Norwich. Fleece jackets in the child's team colour (or navy-blue) with the school logo are also available.

Foundation Stage/Key Stage 1

Shorts
Polo shirt in house colour
Drawstring P.E. bag

Valuable items such as expensive wrist watches or jewellery should not be brought to school. For all P.E. and swimming activities earrings including studs, have to be removed.

Key Stage 2

Boys:

Shorts
Polo shirt in house colour
Trainers (Essential)
Football boots
Football socks
Shinpads
Tracksuit/jogging suit

Key Stage 2

Girls:

Shorts
Polo shirt in house colour
Trainers (Essential)
P.E. socks
Tracksuit/jogging suit

Swimming - all children - Summer Term

Towel
Swim hat (in team colour - available from school office).
Trunks/swimsuit
Flip-flops, Handkerchief, Waterproof bag.

Bare feet are encouraged for movement and educational gymnastic lessons.

ALL CLOTHING AND EQUIPMENT MUST BE CLEARLY NAMED

LOST PROPERTY

Although we encourage children to look after their belongings, many items are lost.

All clothing, books and other property must therefore be clearly marked with the owner's name. All reasonable efforts are made to recover lost property but neither the school nor staff can accept responsibility for pupils' belongings. Pupils should never bring valuable items to school. Children are not allowed to bring mobile telephones to school.

SCHOOL FUND

School fund exists to pay for activities and items which cannot be provided from County funds. It is used to:

- subsidise in-school entertainment and school trips
- insurance for all excursions
- visiting theatre groups
- hire of drama equipment
- breakages
- refreshments at evening meetings and sports fixtures, etc.

To raise money for school funds, we ask parents to purchase a book of vouchers in the autumn term which provide discounts at major retail outlets and restaurants.

CHARGING FOR SCHOOL ACTIVITIES

To enhance and extend the curriculum, children are taken on educational visits and usually two residential field study courses during their life at Blofield School. Voluntary contributions are requested in order to cover costs. Unless the majority of parents agree to support these ventures they will not function and the school may need to cancel a visit if not enough contributions are received. Parents on Family Income Support may be assisted financially.

The school has adopted the Norfolk County Council Charging Policy, copies of which are available from the school office on request. Parents experiencing financial hardship may

apply for a grant through the Activities for All scheme to assist with payment of school visits, after school activities etc.

COMPLAINTS

If you are unhappy about any aspect of your child's education or experience at school, you should make an appointment to see the class teacher. We would hope that discussing the matter with the teacher should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further, you should make an appointment to see the Headteacher. If after discussion with the Headteacher, the matter remains unresolved, you should tell the Headteacher that you wish to make a formal complaint. The Headteacher will give you a copy of the complaints procedure, the name and address of the Clerk to the Governors of the school and the name of the person to write to in Children's Services at County Hall. This procedure is also accessible to staff.

PASTORAL CARE

All children are in the charge of a class teacher who has the responsibility for their well-being. Lunchtime supervision is provided by six meal time supervisors plus one teacher in charge. Supervision is provided 10 minutes before school and children should not arrive on the school premises before **8.45 am**. After school activities are directly supervised by the teacher in charge. On those rare occasions when staff are concerned about child abuse (suspected or actual) we follow the Norfolk Child Protection procedures to the letter.

"Excellent care, support and guidance, and good safeguarding procedures, ensure that pupils feel very safe at all times and parents and carers strongly agree" (Ofsted Report May 2011).

Our school is committed to promoting the health and welfare of all pupils. We have a Child Protection Policy and a designated Child Protection teacher who will follow procedures laid down by the Norfolk Local Safeguarding Children's Board if we see signs which suggest that one of our pupils may have been a victim of abuse.

PUPIL ABSENCES DURING THE YEAR 2010/11

Total number of registered pupils of compulsory school age on roll for at least one session – 186.

- Total authorised absences: 3.1%
- Total unauthorised absences: 0.1%

You will appreciate that for your child to benefit fully from the educational opportunities available there must be close co-operation between home and school particularly on questions

of regular attendance and any mental or physical ailment. If, for any reason, your child cannot attend school, County policy requires a signed letter or alternatively a message may be telephoned to the secretary during **the first morning of an absence**.

In the case of family holidays/outings during term time, application for leave of absence **must** be made beforehand. Application forms for this purpose are available from the school office. Authorisation is at the discretion of the school. *Please note that holidays in term time should not be undertaken lightly as children's progress can be adversely affected.*

Lateness

We regard punctuality as very important. Morning registration takes place at 8.55 a.m. Afternoon registration takes place at 1.30 p.m. The registers remain open for ten minutes. Any pupil arriving after these times will be marked as late which constitutes an unauthorised absence and parents will be asked to sign in a 'Late Arrival Log'. If for any reason a child is expected to arrive late it is helpful if parents telephone the school.

ACCIDENTS

Minor accidents are dealt with by staff qualified in first aid, and a fully stocked first aid kit is always maintained on the premises. More serious casualties are referred to the child's doctor and parents are notified immediately wherever possible. It is **essential** therefore that parents ensure the school have up-to-date contact numbers.

SCHOOL HEALTH SERVICE

The school nurse visits school during Reception year to undertake hearing and vision tests. Additional help and testing is sought if a parent or teacher is worried about a child's health in school. The school nurse can be contacted through the school or at Thorpe Health Centre (Norwich 439411). Parents are responsible for checking their children regularly for any signs of Head lice and for treatment. The current recommended method of treatment is wet combing hair with conditioner.

MEDICINES

Children who need to use asthmatic inhalers on a regular basis should keep these in school and they will be administered as necessary. All inhalers should be handed to the school secretary for recording and passing on to the class teacher for safe-keeping. In the interests of safety, children are not allowed to keep their own inhalers, with the exception

of KS2 pupils who are responsible for taking their inhalers to games sessions. An Asthma Policy and an Administration of Medicine Policy are available to parents on request. It is not possible for schools to administer medicine on a long-term basis but arrangements can be made for short treatments. Parents are asked to complete a form before medicine can be given to a child.

HEALTH AND SAFETY

Regular fire drills are carried out to ensure that in the event of an accident the children are capable of leaving the building quickly and without panic. There is also a representative member of the staff responsible for keeping a check on equipment and apparatus under The Health and Safety at Work Act. Various safety issues, eg: safety in the home, road safety, beware of strangers etc. are dealt with as the children progress through the school. A Health and Safety Policy exists and is available for inspection.

DISABILITY DISCRIMINATION ACT 1995

The school meets the requirements of the Disability Discrimination Act 1995. See policy document for further information.

PARTNERSHIP

Parents and children can expect from the school:

- Children valued as individuals.
- A stable and structured learning environment.
- A range of teaching programmes and strategies.
- Information regarding progress or any difficulties.
- An awareness and consideration of home issues.
- Regular information about all aspects of school life.

The School expects:

- Acceptance of the school's aims and values.
- Support for the school's code of conduct and discipline.
- Regular and punctual attendance.
- Positive support for the teacher's role.
- Support for school events.
- Any complaints to be directed firstly to the class teacher, then the Headteacher and if not resolved, to the Governing Body.
- Parents should be cautious when writing comments about school on social networking sites, e.g. Facebook.

FREEDOM OF INFORMATION ACT 2000

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we have produced a publication scheme setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Details can be obtained from the school office.

PARENT TEACHER ASSOCIATION (PTA)

A flourishing Parent Teacher Association exists and all new parents are automatically members. The aims of the Association are:

- to form a bond between home and school
- to consider together subjects of mutual interest
- to promote and support projects considered of benefit to the school.

A general meeting is held annually, to which new parents are especially welcome, and a committee is appointed bi-annually to organise events. The PTA fund raising efforts have always been very successful and as a result have provided funds for the many facilities available to the children, eg. heated swimming pool, refurbished changing rooms, colour televisions, interactive whiteboards, books, trim track, computers and printers. Blofield School sets out to foster close relationships between home and school by involving parents in all sorts of ways, small as well as large. Parents regularly come into school to hear children read, to take cookery groups and to assist the younger children with changing and supervision after swimming. We welcome parental help in the day-to-day teaching and to assist on trips and school visits. All parental helpers must be CRB checked through the school. If you have

a particular skill or are prepared to help with hearing children read or just wish to help in any way, then please make contact with your child's teacher.

LIAISON

We have strong links with the Blofield Playgroup and Blofield Nursery School, which facilitates smooth transition into the Reception class. The Reception class teacher visits playgroups/nurseries and in the summer term pre-school children have arranged visits to the Reception class. The school also has very close links with the local primary schools and Thorpe St Andrew High School. We work together as a cluster of schools providing extended schools activities, Parent Support Advisors etc. Visits from and to Thorpe St Andrew School are a regular feature of our school year, e.g. sporting events, Maths workshops, etc. and ensure continuity of education for your child.

The details in this brochure are as accurate as we can achieve at the time of writing. (July 2011).

If changes occur then these will be notified to parents as soon as possible.

