

SCHOOL BROCHURE

2015/2016





HORNING COMMUNITY PRIMARY SCHOOL

Lower Street, Horning, Norwich, Norfolk, NR12 8PX

Te/Faxl: 01692 630470

Interim Headteacher:

Jan Pierson

Office Manager:

Pam Carver

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www.horningprimaryschool.uk.org

Dear Parents/Carers

Reading this Brochure you will be looking for specific facts and information.

We do, of course, hope that this is included – but there will be other important questions parents/carers will be asking: What kind of school is it really like? Will my child like it? Will he or she get on well at Horning?

We therefore hope that our Brochure will answer some of these questions.

We also hope that you would like to visit us and discover for yourselves our warm and caring atmosphere; we look forward to welcoming you.

Yours sincerely

Chris Aitkin
Interim Headteacher

Our aims:

- To value your child as a unique person
- To work towards developing his/her full potential
- To provide a stimulating learning environment
- To make learning an enjoyable and fulfilling process
- To provide a broad, balanced and cohesive curriculum which is relevant to your child's learning in our modern society
- To facilitate the acquisition of skills, concepts and knowledge
- To promote self confidence whilst instilling respect for, and tolerance of, others
- To bring about an appreciation of our environment past and present and an awareness of our human relationship with it and impact on it

Our Shared Vision: Children, Staff, Parents and Governors

- A team of dedicated staff committed to providing high standards
- A community who share the same vision; a commitment to life long learning
- A fun, nurturing, happy atmosphere embracing, respecting and valuing all
- A wealth of resources that offer equal opportunities to motivate and enhance learning
- A rich, creative and diverse curriculum providing opportunities for all
- Happy, fulfilled children who want to learn and reach their full potential
- Creating a stimulating, challenging, well maintained outside learning environment
- A purpose built school which is colourful, safe and welcoming

About Horning Primary School

Horning Primary School stands on the outskirts of Horning Village, surrounded by agricultural land. The brick building, opened in 1876 is set in attractive and peaceful grounds including an outside teaching pavilion, playground wall, floor and table games and a secure outside play area for the Early Years. There is a large playing field with football pitch and outdoor play equipment including a recently installed climbing wall, an enclosed allotment type garden and greenhouse which is maintained by a well established after school Green Club.

The school's nearest neighbour is St Benedict's Church. Originally a church controlled school, it once provided for the education of children aged 5 to 14 years of age. It later came under Local Education control, and became a County First School in 1976; catering for children from 4+ to 8 years of age. In September 2007 the school reverted back to its previous status as a Primary School.

The typically Victorian building retains much of its original character but has been extended and modernised to provide secure and comfortable accommodation.

The school has 3 classes; 1 - Early Years and KS1; 2 - Lower KS2 and 3 - Upper KS2. Our extended service, Big Fun One is open for breakfast 5 days per week from 8am and after school club on Fridays until 6pm. Horning Hedgehogs Pre-school is housed within a mobile on the school ground offering quality early years education to children aged 2 to school age, led and managed by the school. Times of opening vary, full details of which are available on request. We liaise closely with them to ensure that children make the transition into school as smoothly as possible and arrangements are made for them to visit the reception class in the Spring and Summer Term each year.

The school has successfully worked in partnership with Cantley Primary School since April 2012; the Governing Bodies of both schools are now working towards a permanent federation which we hope will be in place from September 2015.

Serving primarily the parish of Horning we also welcome children from further afield.

Our staff:

Interim Headteacher	Mr C Aitkin
Office Manager/Bursar	Mrs P Carver
Senior Teacher	Mrs D Solomka
Class Teacher	Mrs S Bloomfield
Class Teacher	Mr G Fowkes
HLTA/TA/MSA	Mrs J Hubbard
TA/MSA	Mrs R Boldero
TA/MSA/Playworker	Mrs V Young
TA	Mrs G Montgomery
Playworker	Mrs P Cook
Pre-school Assistant/MSA	Ms Evans
Pre-school Supervisor/Playworker	Mrs J Dixon
ICT Technician	Mr M Sutherland
Cleaner in Charge	Mrs D Oakley
Cleaner/MSA	Ms M Daynes

Our Governing Body until September 2015

Chairman	Mr J Nickerson
Community Governor	Vacancy
Parent Governor	Ms H Fhlor
Parent Governor	Mrs L Street
Parent Governor	Vacancy
Community Governor	Dr B Ridley
Staff Governor	Mrs D Solomka
Staff Governor	Mrs P Carver
Health & Safety Co-opted Governor	Mr J Riches
Clerk to Governors	Vacancy

Following Federation in September 2015 the Governing Bodies of Horning and Cantley Primary Schools will merge to form a single Federated Governing Body.

Admission to Horning Primary School:

The Headteacher is always glad to show children and their parents around the school; please telephone the school for an appointment.

As a Community School we follow the Norfolk County Council policy for first admission to school. By law children must start statutory education full time at the beginning of the term following their 5th birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year. If you would like to apply for a place at Horning Community Primary School please contact

Admissions

Room 7

County Hall

Martineau Lane

Norwich

NR1 2DH Telephone: 0344 800 8001

Fax: 01603 223722

Email: admissions@norfolk.gov.uk

by 31 December. You will hear directly from the LEA whether your child has a place at the school by the end of the following April.

Parental visits and support:

Regular parent evenings and information sessions are held throughout the year which provides an opportunity to discuss children's progress and see how they learn. Mid Term and End of Year Reports are issued which celebrate and record children's' achievements. Staff are always happy to see parents after school or by appointment, believing that good relationships between home and school are in the best interests of the child.

Parents are welcome in school, to participate in classroom activities (please talk to class teachers). There is a notice board for parents in the reception area and on the playground. The school issues a regular Newsletter giving detail of the school activities and teaching and learning programmes; we also have a Facebook page signing upcoming events.

As well as reading their classroom books, our children take home books which are shared with parents. We also include a Reading Record Book so that you and the class teacher can keep in touch about your child's reading progress. We ask that all comments written in the book should be encouraging and positive and that if you have any queries or concerns you will talk to your child's teacher.

School Term Dates: Year 2015/2016

Autumn Term

Thursday 3 September to Wednesday 21 October

Monday 2 November to Friday 18 December

(1/2 September and 22/23 October are Staff Development Days)

Spring Term

Tuesday 5 January 2016 to Friday 12 February

Monday 22 February to Thursday 24 March

(Monday 4 January 2015 is a Staff Development Day)

Summer Term

Monday 11 April to Friday 27 May (May Day is Monday 2 May)

Monday 6 June to Wednesday 20 July

(21 July is a Staff Development Day)

The school day:

The pattern of our school day is as follows:

8.00am	Breakfast Club
8.45 am	Arrival and greeting time
8.55 am – 12.00	Registration and teaching time
1.00 pm–3.15pm	KS2 Teaching time
1.15-3.15 pm	KS1 Teaching time

Absences:

Please notify us on the first day if a child is unexpectedly absent, either in writing or by telephone. We are required by law to record the reason for each absence and those unaccounted for must be recorded as unauthorised absences. Registers are regularly audited and all unauthorised absence and unsatisfactory attendance is reported to Local Education Authority. Children who arrive after registration has closed will have their absence classified as unauthorised absence.

We also appreciate prior notice of appointments with either doctor or dentist to be attended during school hours, whenever possible appointments should be made over the lunch period.

Leave of Absence forms are available from the office for parental holidays during term time. Please discuss with the school any request for holiday prior to making a booking. It is the parent/carers responsibility to ensure you receive

confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.

Our figure for the school year 2013/2014 was 6.1% absence.

School Closure:

In the event of an emergency closure details will be posted on the Norfolk website www.schclosures.norfolk.gov.uk, the school website and announced on local radio stations. We will also endeavour to post to the school's Facebook page.

Safeguarding Children:

The school is committed to promoting the health and welfare of all pupils and has a Child protection policy which is reviewed annually. We are required by law to follow procedures laid down by the Norfolk Area Child Protection Committee if we see signs which suggest that one of our pupils may have been the victim of abuse. Use of procedures in this way is an obligation placed on the school by legislation and in no way infers that any parent or carer is being accused of wrong doing. The school follows the safer recruitment guidelines when making appointments within the school. The designated Safeguarding Children professional is Chris Aitkin. All children are in the charge of a year group teacher who has day to day responsibility for their well-being. Where particular problems or difficulties occur, other welfare agencies may be called upon to offer additional support to the family.

Please alert the school immediately if any adult has been denied access to your child.

Curriculum Statement

Introduction

'The interesting curriculum is taught effectively to include many first-hand experiences which contribute well to pupils' spiritual, moral, social and cultural development.' Ofsted 2012

At Horning Community Primary School we believe that our curriculum should be broad, balanced and relevant and meet the needs of all children whatever their ability. The taught curriculum is comprised of The National Curriculum (2014) and the wider curriculum. We ensure the children have a range of learning experiences that challenge, stimulate and promote thinking and learning with and beyond the NC. The curriculum meets statutory requirements.

Aims

The aims of the curriculum are to:

- Promote high standards in reading, writing and maths;
- Allow children to develop a knowledge of themselves in time and space;
- Enable children to acquire knowledge and skills in science;
- Enable children to be confident in the use of computing and ICT;
- Promote spiritual, moral, social and cultural development;
- Promote physical and mental development and an awareness of the importance of a healthy lifestyle;
- Enable children to be aware of the importance of and participate in the arts and related cultural themes;
- Enable pupils to develop moral sensibility through carefully taught values
- Develop the personal and social skills of each child;
- Provide equality of access and the opportunity for all pupils to make progress;
- Prepare pupils for the opportunities, responsibilities and experience of adult life.

The curriculum is planned effectively, providing continuity and progression. It promotes an enjoyment of learning and a commitment to learning and achieving.

Through the provision of rich and varied activities, we aim to:

- Encourage the best possible progress and the highest attainment for all pupils;
- Enable pupils to make connections across different areas of learning;
- Help pupils to think creatively and solve problems;
- Develop pupils' capacity to learn and work independently and collaboratively;
- Enable pupils to respond positively to opportunities, challenge and responsibility;
- Enable pupils to acquire and develop a broad range of knowledge, skills and understanding.

The Organisation of the Curriculum:

- The curriculum is taught through discrete subjects teaching of English Maths, P.E., P.S.H.E. and R.E. along with a creative curriculum that embraces all other subject areas;
- The curriculum is taught indoors and outdoors;
- A two-year rolling programme indicates the broad topic themes and spider grams indicate the links between subjects:

Y1: Light Fantastic/Mind your own business/The Great Outdoors

Y2: Time Team/Planet Earth/Healthy mind, healthy body

- Units of work are planned, usually over half a term's duration. These are recorded as MEDIUM TERM PLANS and contain the detail of the work to be covered with a progression of learning objectives;
- It is transferred to SHORT TERM PLANNING (weekly planning) which details all work to be covered; the learning objectives, the differentiated and what the pupil outcomes will be;
- The children are taught with their year groups with some children being withdrawn for small group support;
- Grouping (ability, friendship, male/female or mixed age) takes place for numeracy and literacy. This enables the teaching to focus on a particular age range or level of ability;
- Units of work are planned using the framework of the National Curriculum; the P.E , P.S.H.E and RE follow relevant schemes of work
- The taught curriculum is delivered via a daily 'drip' of essential, core English and Mathematics skills, e.g. phonics, times tables and followed by cross curricular active learning.

Curriculum Policy 2014: Children with Special Needs, including Able, Gifted and Talented

- The curriculum in our school is designed to provide access and opportunity for all children who attend the school, as stated in our SEND policy. We always provide additional resources and support for children with special needs.
- If a child has a special need, our school does all it can to meet these individual needs. We comply with the requirements set out in the SEND 0-25 Code of Practice in providing for children with special needs. If staff or parents or carers raise a concern about a child, his/her teacher will make an assessment under advice from the SENCo. In most instances the teacher is able to provide resources and educational opportunities which meet the child's needs within the normal class organisation. Support staff or specialist teachers may be used to assist the child.

The Early Years Foundation Stage

- The curriculum that we teach in the Early Years class meets the requirements set out in the Early Years Foundation Stage (2012). Our

curriculum planning focuses on developing children's skills and experiences, as set out in this document.

- Our school fully supports the principle that young children learn through play, and by engaging in well-planned structured activities. Teaching in the Early Years class builds on the experiences of the children in their pre-school learning. We have a positive partnership with our on-site, school managed pre-school
- We have a robust transition (pre-school- YR) programme
- During the Foundation Stage, the teacher makes continual observations to record the children's progress. These assessments form an important part of the future curriculum planning for each child and are shared with staff, parents and carers and the Governing Body.
- We are well aware that all children need the support of parents and carers and teachers to make good progress in school. We strive to build positive links with the families of each child by keeping them informed about their child's progress through the Learning Journey.

Home/School Agreement

We have developed a Home/School Agreement. You will be asked to sign this agreement when your child is admitted into school.

Assessment and achievement

Continuous teacher assessment is an integral element of our curriculum. We celebrate our children's achievements, teachers keep selected pieces of work in "records of achievement" files to inform and record their assessments. Y6 children undertake national tests in the early part of the Summer Term. Parents will receive the results with the annual report detailing what National Curriculum levels your child has reached in the test and teacher assessments.

Results of KS2 National Curriculum Tests 2014:

Percentage of pupils who achieved level 4 or above in:-

Reading 87.5%

Writing 87.5%

Maths 100% - giving a combined result of 91%

Percentage of pupils who have improved by 2 or more levels in reading, writing and maths between key stages 1 (KS1) and KS2 is:

Reading 100% 2 levels 101.2 APS

Writing 100% 2 levels 100.33APS

Maths 100% 2 levels 100 APS

Percentage of pupils who achieved level 5 or above in:-

Reading 12.5%

Writing 0%

Maths 25%

Religious Education

Religious education and daily worship of a broadly Christian character is given in accordance with the Norfolk Agreed Syllabus and the requirements of the Education Reform Act 1988. Schemes of Work provided by the Qualifications and Curriculum Authority (QCA) are also used. A copy of the Norfolk Agreed Syllabus may be viewed at the school on request. Children participate each day in a group or school assembly in which songs are sung and a quiet time for reflection or prayers is set aside.

Parents wishing to withdraw their child from Religious Education or daily worship are invited to discuss the matter with the Headteacher.

Sex education

Sex education is covered through our general thematic approach, which includes health education and National Curriculum science. A more formal teaching programme for Sex education is delivered in KS2.

Children's questions are answered honestly and discussions conducted appropriate to their early years.

We believe in promoting caring family relationships and maintain close liaison with parents.

Homework

All parents, teachers, children and Governors at Horning Community Primary School have signed an agreement to work in partnership. This includes helping children with any homework by providing the appropriate time and space to work together. We aim to encourage children to work at home to:

- Foster an enjoyment of independent study
- Practise skills learned in school
- Extend work begun in school
- Develop self-discipline

Homework will be set at the discretion of the teacher bearing in mind the child's level of development and understanding. In order to fulfil the aims outlined above the emphasis should be on regular, short, quality tasks. Homework projects may well be set every half term. In the past this has included designing and creating an environmentally friendly house, investigating a famous person etc. These projects are given 6 weeks to complete.

Homework should not be burdensome as children who have worked all day in school are in need of rest and recreation rather than further directed tasks.

Younger children especially will need help with reading tasks while older ones may need someone to hear spellings or tables. Any written or number homework should be completed by the child **unaided**.

Parents and teachers communicate about reading using the Reading contact book; this in turn helps to strengthen the home/school partnership.

Weekly homework is as follows:

Year Group	Reading	Literacy/Numeracy Work	Other Subjects and Assignments
R	5-10 minutes per day	Key word recognition Worksheet	Termly Topic Assignment
1	5-10 minutes per day	Key word recognition Worksheet	
2	10-15 minutes reading per day	20 minutes Numeracy	
3/4	10-15 minutes reading per day	30 minutes - 1 hour per week	
5/6	30 minutes per day with continued emphasis on Literacy/Numeracy but also ranging widely over the curriculum		

Pastoral Care

School meals

The school supports healthy eating and so the children are encouraged to have a hot school meal or you can provide a home packed lunch. You also have the option of taking your child home for their midday meal.

School Lunches are available at a cost of £2.10 per day cooked in our own kitchen. Following Government guidance, School Meals will be free for all children in Reception and KS1. There is a four week rolling menu changed termly and wherever possible every effort is made to accommodate any special dietary requirements. School lunch money is payable in cash or by cheque on the first day of the school week; please send money in a named purse or envelope.

Packed Lunches - should be sent in a named bag or lunch box and include an ice pack. Please do not include sweets or chocolate bars in your child's packed lunch and do not send in drinks in breakable flasks or glass bottles. Cartons are acceptable or include a plastic beaker or mug as water is freely available throughout the meal. Any cutlery which will be required, e.g. spoon for yoghurt, should also be included.

Milk - Milk is available at lunch time at a cost of 20p per day ordered and invoiced ½-termly in advance; changes to milk orders can only be made at the end of each ½ term.

Free School Meals - If you think you may qualify for free school meals, application forms are available from the school office or from Catering Section, County Hall, Martineau Lane, Norwich, Norfolk, NR1 2DL – telephone 01603 222331. Any enquiry will of course be treated in the strictest confidence.

Water - The children are provided with their own water bottle available to them throughout the day; this should be filled daily from home. Replacement water bottles are available from the school office at a cost of £1.75 each or 35p per cap.

Snacks - In order to encourage healthy eating, Horning School participates in the Governments 'School Fruit and Vegetable Scheme'. This scheme ensures that all children within the Foundation Stage and Key Stage 1 receive a portion of fresh fruit or vegetables each school day. Children in KS2 can bring a snack item in daily of a piece of fruit/vegetable or a cereal bar only.

Medical

Please ensure any details of current and recurring medical difficulties are included on the school admission form; the school office should be notified of any changes as they occur.

Medication in School

Medication will only be administered to children in school following completion of schools medical form and with the written consent of the child's parent/carer; all tablets, inhalers or medicines should be handed into the office, clearly labelled with the child's name and dosage. Antibiotics which need to be given 3-times daily do not need to be given at school. All classroom support staff are first aid trained.

Illness

If your child is taken ill at school you will be contacted by telephone to collect them, please ensure any changes in contact details are given to the school office promptly. To protect children and staff it is essential that children who have experienced bouts of sickness and/or diarrhoea are kept at home for a full 48 hours after the last bout.

First Aid

Bruises, bumps and grazes will be dealt with by staff who are qualified in first aid; you will be asked to sign an accident form at the end of the school day. In addition any children who receive a bump to the head will be given an information letter.

School Uniform: We have a compulsory school uniform which consists of

School sweatshirt/cardigan – red with logo
White/red polo shirt
Grey trousers, skirt, pinafore or culottes
Red checked summer dress
White or grey socks
Sensible school shoes for indoor wear (not boots, trainers or open toed sandals)



All children should have warm coats, hats, gloves and scarves for the cold weather (our site is very exposed and windy). In the summer please ensure your child has sun cream applied prior to coming into school and has a hat available at all times.

PE: A full PE should be available in school at all times and should consist of:

White t-shirt and Black Shorts
Track suit and Trainers
Trainers for outdoor PE
Baseball cap/Beanie hat

Outdoor Learning: There are times when the children will be working outdoors and may get dirty, to protect their school clothing we would ask that a spare set of scruffy clothes is available in school at all times. We also use our field as much as possible pair of named Wellington boots are essential.

The following embroidered items are available to order from school:

Sweatshirts 24"-34"	£8.50
Sweatshirts 36"	£9.50
Cardigans	£9.50
Polo shirts	£7.25
Book Bags	£6.25
Baseball/Legionnaires caps	£4.00
Beanie Sunhats	£4.00

We strongly advise that all items of clothing, especially sweatshirts, are clearly marked with your child's name including shoes, trainers and Wellington boots. If clothes are not labelled we cannot return them to their rightful owners!

Behaviour:

We encourage good behaviour through the standards we set, and in the relationships we form in school. We expect children to behave in a responsible and sensible manner. Our aim is that they should develop self-discipline and show respect and care for others. Our simple day-to-day rules reflect this, they are mainly concerned with the well-being and safety of the children who are reminded of them from time to time as the need arises.

Where behaviour is unacceptable, a simple loss of privilege may be applied. Where persistent or serious misbehaviour occurs, parents will be asked to support and assist us. In the unlikely event of exclusion being necessary, Governors and the County Council will carry this out in accordance with policy as agreed.

Charging Policy:

The school follows Norfolk County Council charging policy which allows the school to charge for certain activities and materials which take place both inside and outside school hours (full details available on request). Refunds of charges made will only be offered in exceptional circumstances. Parents who may experience difficulty in meeting any charges should discuss the matter, in confidence, with the Headteacher or School Bursar.

Community Cohesion:

We have strong links with our local community through our School Café, church services, Christmas productions and fund raising activities. Children take part in various cluster and county sporting initiatives and tournaments. We have linked up with a school in South Africa

The pupils in our school engage in various activities in order to develop their local, national and global perspective.

Complaints:

If you have cause to complain please speak to your child's teacher in the first instance. If the problem is not resolved please make an appointment to see the Headteacher. In the unlikely event that the problem remains unresolved please contact the Chair of Governors through the school office. Our full complaints policy is available to view on the school website.

Educational Visits:

Educational visits may be planned to link with thematic work. In order that these visits can take place it may be necessary to seek voluntary contributions from parents towards the costs however if we are unable to cover the costs of these visits from School Funds they regrettably may not go ahead.

Extra-Curricular Activities:

A range of extra-curricular activities are offered on a half termly basis; these have included Recorder, Art, Dance, Games, Chess, Green, Sailing and Cookery Clubs and Athletics coaching. We have also brought in outside coaches for football and multi-skills; these sessions are charged at the rate prevailing at the time

Photography and the Safe Use of Images:

We believe positive publicity benefits the school but we take great care over the use of film or photographs by the local media. Children will not be named unless there is a particular reason to do so (e.g. they have won a prize) and home addresses are never given. You will be asked to sign a form on entry to the school stating whether or not you consent to pictures being taken and used. If parental consent is withheld please can you explain to your child that they may not be able to be part of a particular photograph during some activities.

If circumstances change and you wish to change this, especially if you wish to withdraw a consent previously given, it is essential you inform the Head Teacher immediately.

Single Equality Scheme:

The governors and staff of Cantley Primary School have developed a Single Equality Scheme (available on our website) which brings together the school's approach for promoting equality in our policies and procedures and, most importantly, in our day-to-day practices and interactions with the whole school community.

School Policies:

We regularly update our policies in line with legislation and best practice. Full details of all the schools policies are available from the office.

Voice of the Child:

We have an established School Council with an elected member from each year group; meetings are held monthly, minutes taken and displayed and any suggestions and ideas for consideration taken to staff meetings. There is also an elected Eco-committee whose members have specific responsibilities in and around school. The School is an accredited Eco Bronze school working hard towards Silver status.

IMPORTANT: The information contained in this brochure is accurate at the time of publication; we reserve the right to amend at any time.