



Diocese of Norwich
St Benet's
Multi Academy Trust



School Brochure 2023/24





Our School Vision:

We are proud of our Church of England heritage and this inspires and underpins our vision and all that we do at Alburgh with Denton C of E Primary Academy.

Our Vision is:

- That our school will give each person a chance to grow like a mustard seed. Our knowledge and skills will be rooted in Christian values as we grow and flourish from tiny seeds to big strong trees. Like the tree, we will provide help and support to others.
- A school where children are happy, confident and excited by the dynamic and inspirational learning opportunities that are offered
- A school where children are safe to grow and learn together to become achieving, aspirational and responsible individuals
- A school that is at the very heart of the community, which promotes and encourages life-long learning opportunities for children, staff, parents and all members of the community.

Our school values have been developed in consultation with staff, pupils, parents, Governors and members of our local community. Our values are visually represented through the school emblem of an Oak tree and are consistent with our school motto: *'Mighty Oaks from Tiny Acorns Grow'*



Alburgh with Denton C of E Primary Academy



School Road, Alburgh,
Harleston, Norfolk IP20 0BW
Headteacher: Mrs Leigh Goodhew

☎ 01986 788678

✉ Office@alburgh-denton.stbenets.org

🌐 www.alburghwithdentonprimaryschool.co.uk

Dear Parents/Carers,

Welcome to Alburgh with Denton C of E Primary Academy. We are sure that you will find the school and its staff friendly and inviting.

Our brochure has been produced to provide you with information that we feel will be useful to you, whether you have a child at this school or may have a child starting their primary education in the near future.

Our school aims to provide a primary education from which the children can grow, learn and develop their skills in order to cope with an ever-increasingly demanding world.

It is with great pleasure that we introduce you to our school community.

Leigh Goodhew
Headteacher

Beth Barrett
Chair of Governors

Contents

Introducing our School	Page 1
Our School Staff	Page 2
The Governing Body	Page 3
Our Governors and FADS	Page 4
Our Wrap-around care	Page 5
The School Day and Newsletters	Page 6
Our Links with the Church and Collective Worship	Page 7
School Meals	Page 8
Getting to School and School Uniform	Page 9
PE and Swimming Kit and Outdoor Weather Clothing	Page 10
Caring for Your Child and Starting School	Page 11
Parent Forums/shared learning	Page 12
The Curriculum: English, Phonics and Reading, Mathematics, Science, Geography and History, Languages, Art, PE, DT, RE, Music, PSHE, Early Years, Forest School	Page 13-18
Enrichment Activities and Homework	Page 19
Special Educational Needs, Personal Property, Home-School Agreement, and Community Links	Page 20
Attendance	Page 21
Leave of Absence in Term Time and Requesting Leave of Absence	Page 22
School Policies and Our Website	Page 23
Appendix 1: School Admissions Policy	Page 24
Appendix 2: Collecting Children at the End of the Day	Page 25

Introducing Our School

‘Mighty Oaks from Tiny Acorns Grow’

The school is run by our headteacher, Mrs L Goodhew. Mrs Goodhew is supported by two senior teachers, Mrs S Hicks and Mr L Richardson. The school has a team of five teachers and five teaching assistants, three of which, are HLTA's. With this level of staffing we are able to provide a high degree of individual care and teaching.

We attach great importance to a positive and caring approach in meeting the individual educational needs of each child. Emphasis is also placed on creating a co-operative environment where everyone in school is treated with respect.

We have 4 classes which are named after the growth cycle of an Oak tree which is our school emblem:

- Reception children are in the **Acorns** class
- Year 1 and 2 children are in the **Seedlings** class
- Year 3 and 4 children are in the **Saplings** class
- Year 5 and 6 children are in the **Oaks** class

We have found that a close association between home and school always acts as a stimulus to a child's education and we encourage this. We pride ourselves on providing a caring, family environment in school where children enjoy learning. By the end of their time at Alburgh with Denton C of E Primary Academy, we hope our pupils will have achieved much of their potential and also enjoyed their years at our school.

Our School Staff

Headteacher	Mrs Leigh Goodhew (DSL)
Deputy Headteacher	Mrs Sophie Hicks (DSL)
Reception Teacher	Mrs Sophie Hicks/Mrs Ellie Varela
Year 1/2 Teacher	Mr Jonathan Tozer/Mrs Sophie Hicks
Year 3/4 Teacher	Mr Lee Richardson (DSL) Senior Teacher
Year 5/6 Teacher, SENCO	Mr Dominic Johnson (SENCO)
Forest School Leader and Higher Level Teaching Assistant	Miss Kelly Francis
Higher Level Teaching Assistant and PE lead	Mrs Nicky Wright
Higher Level Teaching Assistant and MFL/Computing lead	Mrs Michelle Bentley
Teaching Assistants	Miss Julie Ransom Mrs Chantelle Keeble
School Business Manager	Mrs Kate Byer
Breakfast Club staff	Mrs Jo Western Mrs Sarah Fearnley
Midday Supervisory Assistants	Miss Claire Staff Mrs Susan Way Mrs Jo Weston Miss Kim Cattermole
Cleaning and Caretaking	Mr Robert Goldsmith
Lunch Server	Miss Kim Cattermole

The Governing Body

The Governing Body is a group of people from different walks of life, areas of expertise, and experience who all share the same aim of assisting the head teacher and staff to deliver the best primary education for your child/ren within statutory requirements. We do this strategically, establishing high expectations in standards of achievement and promoting effective teaching and learning so that all pupils achieve their maximum potential.

Working closely with the Headteacher, we develop the long-term vision for the school, ensure the effective and efficient use of resources and help to set and keep under review the policies that provide a broad framework within which the Headteacher and staff should run the school.

In detail, the function of a governing body is to:

- oversee the general conduct and safety of the school
- to work with the school on planning, developing policies and keeping them under review
- the appointment of staff
- oversee the availability of information to parents
- to help the school respond to needs of parents and the community
- oversee school expenditure and accountability of such to the public
- draw up a charging policy
- ensure that the school follows a broad and balanced curriculum
- ensure that the school follows statutory requirements relating to the National Curriculum and assessment
- decide on the provision of sex education
- ensure that the law on religious education and collective worship is followed
- act as a critical friend to the school offering constructive criticism, support and advice

The governors **do not** manage the day to day running of the school.

We have 11 Governor positions at this school made up of parents, staff, and people from the local community and Local Authority. The period of office lasts four years and all parents are eligible to stand and vote in parent governor elections. All governors act honestly and without ulterior motive within the law and regulations. All governors carry out their roles voluntarily. The governing body works in a committee format matching individual skills with requirements enabling them to work effectively and efficiently.

Our School Governors

Chair of Governors	Mrs Beth Barratt
Parent Governors	Mrs Chantelle Davis Mrs Sarah Giles
Trust Appointed Governors	Mr Ben Witchell Mr Chris Brown Rev. Chris Hutton
Safeguarding Governor	Mr Adam Lascelles (Vice Chair)
SEND Governor	Mrs Jan Bird
Staff Governors	Mrs Leigh Goodhew Mrs Sophie Hicks
Clerk	Mrs Margaret Smith

FADS

The Friends of Alburgh with Denton School are an active group of parents who support the school by raising funds and strengthen the school's sense of community through social events. They organise many different events throughout the year and are thus able to provide financial assistance for both curricular and non-curricular items and activities. In previous years they have raised over £3000, a phenomenal amount for a relatively small school.

FADS meet informally at least once each half term, dates are posted on the school notice board, and everyone is always welcome to come along and contribute their ideas and time.



Our Wrap- around care (7.45am-5pm)

Breakfast Club

Our school Breakfast Club runs from 7.45am until 8:45am in the school hall and is open every day from Monday to Friday. The Club is run by two qualified members of staff. Children are provided with a breakfast of cereal, toast, yoghurt, fruit and much more. They have the opportunity to play games, read, complete homework or engage in creative activities until 8:45am when they head on to the playground ready to start the day.

Breakfast Club increases the children's independence and confidence as well as providing a settled start to the day, and of course, is great fun!

Our Breakfast Club is flexible and convenient - there is no need to sign up or book a place. We charge a nominal fee of **£3.50** per day to cover the cost of food, and parents are able to use the club as and when they wish. For pupil premium children the cost is £1.50.



After School Club

Here at Alburgh with Denton C of E Primary Academy, we are pleased to be able to offer all children a daily after-school club. A club where you can book for the week, term, or just the odd session.

After school club is available Monday-Thursday from 3.30pm until 4.30pm or 5pm. The cost is £4 for 3.30pm- 4.30pm or £6 for 3.30pm-5pm. For Pupil premium children the cost is £2 or £4. Our After school club is flexible and convenient, with parents being able to book sessions online via Parentmail up to the day before, or by phoning the school office to enquire about booking on the day. Our club is run by dedicated and qualified members of school staff. Children are provided with a snack and a drink at the start of each session. This includes, biscuits, crackers, fruit and toast.

Children participate in exciting extra-curricular activities ranging from arts and crafts, cooking, sports, games and much more.

If you would like to book a session for your child, please do so via our Parentmail system.

The School Day

School Starts:	8:50 am.
Assembly/Collective Worship	9:00am
Playtime:	10:15 - 10:40 a.m.
Lunch:	12:00 - 1:00 p.m.
Playtime:	This is at a convenient time in the afternoon. EYFS and KS1 have 15 minutes and KS2 have 5 minutes.
End of school:	3:30 p.m.

Parents are welcome to bring their child into the playground or drop them off at the gate in the mornings from 8.30am onwards. Teachers are available to talk to if needed on the playground from 8.45am until the bell rings at 8.50am. At this time the children line up in their classes and the teacher then leads each class into school to begin the day. The gate is locked at 9am so any late arrivals must come to the school office to register and be let in. The gate is unlocked at 3.20pm to allow parents/carers to wait on the bottom playground where the children will be brought out at 3.30pm.

On rare occasions, the school may have to shut for the day due to bad weather or other exceptional circumstances. If there is an unexpected closure, for example, a boiler breakdown, each parent will be contacted via Parentmail. If we have had heavy snow and the school is closed, you would also receive a Parentmail notification. You could also listen to Radio Norfolk or Heart East Anglia for school closure listings and check our website and the Norfolk County Council website for a list of closed schools at the following address:

<http://www.schoolclosures.norfolk.gov.uk/>

Newsletters

In order to inform parents about all the exciting things that happen in our school, we send home, via Parentmail, an A4 coloured news sheet every Friday which tells you a little bit about what each class has learnt that week. The children sometimes help to write them and we hope you find them interesting to read. We can send home paper copies if you cannot access Parentmail.

The Headteacher also sends out a weekly bulletin every Friday for the upcoming week. This reminds you of any events and keeps you up to date with messages so that you do not receive endless parentmails.

Each term we send out a general newsletter with lots of relevant information, news and dates on.

Daily information is also provided on the Parents' Notice Board, which is situated at the entrance to the playground.

Our Links with the Church

Alburgh with Denton C of E Primary Academy is proud to be a Church school and as such we have very strong links with the Diocese of Norwich and the parish churches of Alburgh and Denton.

We use both churches for our school Harvest Festival, Easter Service, Pentecost Service, Carol Service and our end of year Leavers' Service, as well as visiting them as part of our RE curriculum. We also support church services, such as the Christingle service, by encouraging parents to attend.

We always welcome members of the Church community in to school to share their experience and expertise with the children.



Collective Worship

As a Church school, collective worship plays a central part in the life of the school. Through collective worship we aim to:

- Provide an experience of worship that will allow participants to respond to the presence, power and peace of God
- Introduce children to Christian language and symbolism and the cycle of the church year
- Explore a variety of ways of praying and introduce children to some well-known Christian prayers, e.g. Lord's Prayer
- Strengthen and support the school community, giving expression to and reaffirming the Christian values of the school
- Celebrate the gifts that each person brings to the school community, recognising the uniqueness of each individual made in the image of God
- Encourage reflection on the puzzling questions that life poses and response to the wonder and mystery of the world around us
- Foster a concern for others within the school and the wider world
- Foster an appreciation of the created world and an awareness of our responsibility for it

Our daily act of collective worship is as follows:

Monday	'Open the Book' – Bible stories led by the children and members of the Church community
Tuesday	Courageous Advocacy/Global Christianity
Wednesday	Collective worship led by the Rev. Chris Hutton, Caroline Hutton, Gill Hipwell or Barry and Sue Cramp
Thursday	'What's in the News'- links to British Values
Friday	'Celebration' assembly led by a different class. Parents and the community are warmly invited to attend. Children will also take part in reflection time collective worship within their classes at the end of each week

Legal Framework

There must be a daily act of Collective Worship for all pupils which takes account of their age and aptitude (Education Reform Act 1988). Parents have the right to withdraw children from Collective Worship and suitable arrangements should be made to accommodate these children. Since this is a Church school, however, worship is central to its life and work and is regarded as a very important part of children's education.

School Meals

We have a strong commitment to healthy eating at school and we offer a carefully planned menu to provide a varied, healthy and appealing school lunch.

The meals are cooked at Pulham Primary School and are served in our school hall. They are prepared to strict nutritional guidelines. There is always a vegetarian option and it is also possible to purchase a packed lunch or jacket potato.

There is currently no charge for school meals to KS1 children (Reception & Years 1/2).

The cost to KS2 (Years 3/4/5/6) is £2.30 per day.

Parents are asked to order and pay online via parentmail by the Sunday for the following week.

Children may choose to bring a packed lunch. A lunch box should be provided and a plastic screw top container for drinks.

The children in Reception, Year 1 and Year 2 are provided with a piece of fruit each morning at playtime. This is arranged by the local authority and children under the age of 5 are also offered free milk at morning break if they wish to have some. Children in other year groups may also have milk at morning break but this has to be paid for and ordered by parents, information is available from the school office. Children in KS2 are also allowed to bring in a healthy snack for playtime.

Getting to School

There is very limited space outside the school, and so we ask parents to park considerately and take special care around the school building. There are also yellow and white lines outside the school which must not be parked on. There is also an unofficial one-way system- cars driving past the school with it on your right.

Parents are requested to wait on the bottom playground for their children after school.

The car park is for staff and official visitors only. Please ensure the gateway is kept clear at all times to allow emergency access.

In our effort to promote health and fitness, as well as an awareness of environmental issues we encourage children to cycle to and from school – and must wear a cycle helmet.

We have a bike shelter where bikes can be left during the day. Bicycles are left on site at the owner's risk and should be locked.

Children may also wish to walk to school. If your child is cycling or walking to school on their own, a consent form must be completed by parents/guardians first.



School Uniform

We ask that children wear school uniform as we believe it fosters a sense of belonging to the school.

Boys:

- Charcoal grey or black shorts or trousers
- Pale blue polo shirt
- School jumper with school logo
- Plain black or grey, matching socks

Girls:

- Charcoal grey or black skirt, shorts or trousers
- Pale blue polo shirt (or blue checked dress in Summer)
- School jumper/school cardigan with school logo
- White socks, plain black or grey matching socks, or plain black or grey tights in winter (no leggings).

Shoes:

Sensible flat, plain, black shoes or ankle boots in the winter. If children come to school in long boots or wellies these must be changed out of once in school.

Sandals are not permitted.

Our school uniform is available to order through a local company called Retro Alley. Their web address is www.retroalley.co.uk

All clothing must be clearly named. School jumpers and cardigans must have the school logo.

A second-hand uniform sale is held once a term also.

Jewellery is **not** allowed in school, with the exception of stud earrings - although they must be removed by the child for PE and swimming (staff are unable to do this for the children). We also ask that shoulder length hair is tied back and that hair bands are of a sensible size and school colour.

P.E. and Swimming Kit

Children in KS2 will have the opportunity to swim during the year. We travel by minibus/bus to Harleston Sancroft Academy (secondary phase). Children need to take swimwear, a hat, a towel and waterproof bag.

All children should have a soft, named PE bag containing;

- trainers
- school PE t-shirt or a plain white t-shirt
- black shorts
- dark coloured track suit for outdoor sports (KS1 and 2 only)

Outdoor all-weather clothing

We encourage all children to have a spare pair of wellies/trainers in school which they are happy to get wet and dirty! This then enables them to use the outdoor area, and especially the field, at lunchtimes. We are very lucky to also have some fantastic all-weather clothing for the children to fit over their uniforms. This means whole classes can use the outdoor area in any weather and for any lesson without getting cold, wet and dirty.

Caring for Your Child

The class teacher assumes responsibility for the well-being and behaviour of your child in school, and the Headteacher is kept informed of any problems. If there are any particular changes in home circumstances that may affect your son or daughter, please let the school know. All private matters will be treated with professional confidentiality, but it is often helpful to be aware of any concerns.

The school has a safeguarding policy that ensures every child who is a registered pupil is safe and protected from harm. This means we will always work to: protect our children from maltreatment, prevent impairment of our children's health or development, ensure our children grow up in circumstances consistent with the provision of safe and effective care, undertake a role to enable our children to have optimum life chances and to enter adulthood successfully. Our policy gives clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

The school's behaviour policy places an emphasis on the need for clear guidelines regarding behaviour to ensure that everyone in school - children and adults, can feel safe and be treated with respect.

The school values and relies upon the support of parents in encouraging a high standard of behaviour.

It is important that the school has two emergency contacts per child, with up to date telephone numbers, so that we can contact parents if a child is taken ill during the day, or if there is an emergency. In all cases of emergency, the Headteacher will endeavour to contact the parents concerned, but if this is not possible we will act on the advice of the Medical Officer consulted.

Staff are able to administer prescribed medicines only during the school day if necessary. Parents must complete a permission form which is available from the school office.

Starting School

The school works closely with the on-site pre-school to ensure a smooth transition for children into the Reception year. Children from the pre-school regularly visit our school and join in with the Reception year activities throughout the year. This way they know the staff and other children before they even start school. We also arrange home visits to establish a strong partnership with parents right from the start. We are hoping to offer our new parents a garden visit this year if they would like one.

Please see Appendix 1 for the Norfolk County Council policy in connection with starting school.

Parent Forums/shared learning/learning cafés

We hold Parent Forums which are designed to inform parents about various aspects of school life as well as provide an opportunity for parents to give opinions or ask any questions. The Forums are always based on a theme and include a cup of tea or coffee! We also host Reading Cafés, Maths Cafés and PE cafés termly where parents have the opportunity to learn alongside their child. The Headteacher also has termly sessions to meet her and pose any questions you may have.

The Curriculum

At Alburgh with Denton C of E Primary Academy we aim to provide a broad and balanced school curriculum that covers the National Curriculum in full. Our curriculum has been designed to be stimulating, creative and inspiring, with a clear focus on building knowledge and skills. We believe this can be achieved through a strong commitment to the skills of reading, writing and maths, combined with an appreciation and understanding of science, humanities, the arts, technology and sport. Our aim is to develop children who are confident, aspirational and well-rounded individuals who are able to express themselves, read, write, work confidently with numbers and have a good knowledge and understanding of the world around them.

With the exception of the Reception class, our children are taught in mixed-aged classes - Year 1/2, Year 3/4 and Year 5/6. Therefore, our curriculum is designed around a 2 year programme which ensures that all the relevant learning objectives for both year groups are met during the two years that the children will be in that particular class.

Every class has a daily Literacy and Maths lesson as well as 2 hours of PE a week. Children in Reception, Years 1 and 2 also have daily Phonics teaching as do any older children if it is needed. Our Foundation subjects are generally taught through a creative, topic based approach which allows children to make secure links in their learning and to provide a more immersive learning experience.

We try to ensure that each termly topic includes the following features, all linked to the topic or theme:

- A variety of texts which the children read and study throughout the term
- A class visit or visitor, designed to inspire and enthuse
- Opportunities for Drama and Philosophy activities
- Opportunities for learning outside the classroom
- Local and/or topical elements

Our medium term planning also identifies which National Curriculum objectives are being covered throughout the topic. This allows us to ensure complete coverage of the National Curriculum in every subject and in every year group throughout our two year curriculum. However, we aim to be flexible, innovative and responsive in our teaching and our curriculum is constantly evolving. The medium term plans can be viewed on our school website.

Literacy

Literacy is taught every day:

- Spoken language involves children discussing and evaluating books, their writing, and their learning. Children are encouraged to talk about their ideas and listen to others carefully with opportunities to present to large and small groups. Drama activities are used within lessons as a way of delivering the Literacy curriculum.
- Reading - children read regularly every day as part of guided reading and peer reading sessions. All children are encouraged to read a wide variety of texts from the school library and are required to read at home at least five times a week
- Writing - children are given regular opportunities to write a variety of different text types for different audiences and purposes. Children are encouraged to redraft, refine and develop their writing and to be adventurous with vocabulary choices. Grammar and spelling are taught with children being encouraged to apply their knowledge throughout their written work. Phonics is taught daily in Key Stage 1 and also to any older children who need support. All children learn correct letter formation and joins and, are encouraged to join their handwriting as soon as it is appropriate - following the Penpals handwriting scheme.
- Spelling - Children will be handed out spellings to learn, which are tested in school once a week. These are often linked to the children's spelling pattern or rule they are learning in Phonics.

Phonics and Reading

At Alburgh with Denton Primary Academy we use the Read, Write Inc. scheme to teach Phonics daily across Reception and Key Stage 1 (Years 1 and 2) and also to those children in Key Stage 2 who need extra phonic support.

What is Read Write Inc?

Read Write Inc. is a fully integrated reading and writing programme, firmly based in synthetic phonics. Synthetic phonics is simply the ability to convert a letter or letter group into sounds that are then blended together into a word. These words are embedded in our RWI story books so children can read books independently

For children with Special educational Needs or those who need extra support with Phonics, we deliver intervention programs to small groups and individuals:

Children will also undertake regular individual and guided reading in school. Reception children will begin reading with wordless picture books and then as their phonic skills develop, they will then also read books linked to the phonic sounds they have been learning in their phonic sessions. We use Read, Write Inc to support our teaching of Phonics.

Children also get to take a book out in our library. We encourage our children to use the library as often as possible and all children have access to our Junior Librarian system which allows them to borrow and return books independently when they wish.

Each class also has a box of books that are 'Recommended Reads' for their year group. The children are welcome to take these home to share with their parents as often as they would like.



Mathematics

Maths is taught every day in the following ways:

The children follow the National Curriculum programmes of study and use the Maths No Problem scheme. This encourages children to use a CPA (concrete, pictorial, abstract) approach; choosing the best way of seeing and working out their calculation. They also regularly apply these skills to solving problems and reasoning.

Children are also expected to learn their times tables and we offer access to Times Table Rockstars and will have weekly tests in Key Stage 2.

Methods of solving the four operations in maths (addition, subtraction, multiplication and division) have changed considerably over the past few years. In order to help parents understand these new methods so that they can support their children we do run Maths learning cafes every year.

Science

It is our intent to bring real-life experiences and opportunities into the curriculum and immerse the children within their current theme and make learning relevant. We aim to encourage children to enquire and ask questions about their learning and to work to solve these problems in Science. We want the children to be able to explore and explain how the world works.

Geography and History

These areas of the curriculum are covered through our Dimensions topics that link closely to the National curriculum.

In Geography the children are introduced to geographical skills, environmental, physical and human geography.

In History, the children study different historical periods in order to gain knowledge and understanding about different periods of time as well as historical skills such as chronology and interpreting historical evidence.

Languages

At Alburgh with Denton Primary Academy we want our Modern Foreign Languages curriculum to foster curiosity about the world and the different cultures around our pupils. Learning a new language is a very valuable experience for pupils alongside skills they will learn, knowledge and the understanding they will gain are paramount to helping them develop an appreciation and aspiration to know more of the world around them. This also encourages pupils to understand their own culture.

Whilst as a school we focus on one foreign language - French, we encourage our pupils to learn from other languages and cultures from around the world to enable them to have a good global knowledge and an interest to learn more of the world around us.

Art & Design Technology

At Alburgh and Denton C of E Primary Academy, our Art curriculum, supported by our 'Learning Means the World' topics, is designed to equip children with a broad and varied knowledge of different artists and skill sets. Our bespoke curriculum will ensure children learn key vocabulary to discuss and respond to a diverse range of art, and the physical skills to express their ideas and interpretations using a wide variety of media. Our focus is to equip all children with the necessary skills and knowledge to experiment, invent and create their own works of art, craft and design.

Physical Education

The P.E. curriculum, in all its varied aspects, is an important part of school life. As a result of a carefully planned P.E. programme we aim to develop problem solving and decision making abilities, concentration and speed of thought and self-awareness.

The programme includes

- Gymnastic Skills
- Athletics
- Dance
- Games
- Swimming
- Outdoor and Adventurous Activities

We aim for all children to take part in inter-school games and local tournaments in a wide variety of sports.



Religious Education

We follow the teaching of the Emmanuel Project for religious Education. We aim to help children understand what religion is and develop an awareness of different religions.

Music

We aim to give each child a breadth of musical experience in the school. The children are encouraged to perform and compose music with understanding and to develop awareness of musical style.

Personal, Social and Health Education (PSHE)

PSHE which also incorporates RSE (Relationships and Sex Education) form a valuable part of children's education. We follow the Jigsaw scheme for PSHE.

RSE is delivered through PSHE lessons during the Summer term. Parents are given opportunity to view all resources and learning intentions in advance, and as with RE, have the right to withdraw their child from some lessons.

Parents are welcome at the school to discuss any aspect of the programme at any time. Resources can also be viewed on request. It is the view of the school that this important area of a child's education should be dealt with in partnership with parents.

The Early Years Foundation Stage

When children start school they begin their journey in our Reception class. (Acorns)
When In Reception, we follow the Early Years Foundation Stage Curriculum.

"Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up." (Statutory EYFS Framework)

There are seven areas of learning within the Early Years Foundation Stage Curriculum:

PRIME AREAS:

- Personal, Social and Emotional Development (self-regulation, managing self and building relationships)
- Physical Development (gross motor skills and fine motor skills)
- Communication and Language (listening, attention and understanding and speaking)

SPECIFIC AREAS:

- Literacy (comprehension, word reading and writing)
- Mathematics (number and numerical patterns)
- Understanding the World (past and present, people, culture and communities and the natural world)
- Expressive Arts and Design (creating with materials and being imaginative and expressive)

**OUR INTENT:**

In our classroom each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities. Staff respond to each child's emerging needs and interests, guiding their development through positive interaction. Our outdoor provision mirrors the opportunities available to the children in inside offering a mix of adult-led and child-initiated learning. The children learn through following and developing their areas of interest while being challenged to try out new experiences and learn new skills. Further opportunities are planned daily for the children to work on next steps and areas of development.

School Council

At the beginning of each school year, new representatives are voted in to school council for each year group. We then hold whole school elections for the officer positions: Chair, Vice Chair, Secretary and Treasurer. These positions are only available to children in the Oaks class.

Together they organize events to help fundraise for items they wish to purchase to help improve school resources. These may be projects they have started such as the school vegetable garden or the recycling center. They also purchase much needed equipment that staff may need for their classes.

School Council are very active within the school and community and it is a great opportunity for those to engage in further developing their speaking and listening skills as well as leadership and teamwork.

Forest School

We run regular Forest School sessions for every child in our school. The activities take place in a piece of secure woodland very close to the school and are run by Miss Francis who is a Level 3 qualified Forest School Leader.

What is Forest School?

- Forest School is fun.
- Forest School is a long-term student-led, educational process that promotes, observes and explicitly supports the social, emotional and physical development of children, young people and adults and in an outdoor, preferably woodland environment.
- The area: This is left as natural as possible. Logs or log slices are used to create a seating circle as a base, sometimes with a fire pit in the centre.
- The children will visit the area on a regular basis throughout the year; building upon their knowledge and familiarity of the area. They negotiate and learn to abide by standards of behaviour and respect each other and the environment.
- The children, within a regular routine, initiate their own learning. There may be focused activity, but this usually builds upon the children's interests from the previous session.
- The children learn to understand and manage risk. Forest School introduces responsible risk taking and challenging norms.
- The adults: Forest School is led by a qualified Level 3 leader.
- There is high adult to child ratio. These can be practitioners, parents, carers or volunteers.
- Observations of the children can often identify learning styles more easily in this environment – helping practitioners to plan for better children's learning in the setting.
- Children are set up to succeed through small achievable tasks.
- It encourages emotional literacy and the development of emotional intelligence.



Enrichment Activities

In addition to our core curriculum provision, we aim to provide a number of additional activities which are designed to enhance and enrich our curriculum. These include:

- residential visits for our Saplings and Oaks classes
- regular class trips
- frequent short trips to explore our local area
- a variety of after-school clubs and breakfast club
- we encourage visitors with particular skills or experiences to inspire our children
- road safety for our younger children
- cycling proficiency for our older children
- regular swimming at our local High School for every child in Years 3 and 4
- themed days and events such as World Book Day
- Cluster activities with our local Primary and High Schools
- participation in sporting fixtures and festivals for every child
- a whole school Summer production starring every child in the school
- enrichment sessions such as cookery, nurture and PE



Homework

We see homework as an important way of developing children's organisation and time management as well as laying a foundation that will follow at High School. Homework in Reception, Year 1 and 2 consists of sharing books and phonics work, as well as a piece of open ended homework for children to complete at their own level. In Years 3, 4, 5 & 6 this is extended to the learning of tables and spellings and a piece of English, Mathematics or topic work every week. The older children may also complete a termly project.

Homework is always given out on a Friday and is to be handed in by the following Thursday. Any child who fails to complete homework on time may be asked to complete it at lunchtime.

Special Educational Needs

All the children in the school are monitored regularly by their class teachers and parents are kept informed of children's individual progress. Our school has a Special Educational Needs Co-ordinator with whom a class teacher can consult over a child who might be experiencing difficulties with particular aspects of the school curriculum.

Should it be necessary, following discussions with parents, an Advisory Teacher for Learning Support, Speech Therapist or Educational Psychologist may visit the school for children with any special needs. Children are supported in class and through the use of Intervention Groups to ensure that they are given every opportunity to overcome their difficulties and develop their learning skills across the full breadth of the curriculum.

Personal Property

On starting school children are encouraged to use a book bag which should be brought to school every morning and taken home each evening. It will be used to contain the child's reading book, Home/School book and any letters or information sheets which are sent home at various times.

Children should not generally bring toys and other personal belongings to school. When they do, they must assume full responsibility for their property.

Money or valuable items which a child brings to school for a particular reason, should be handed to the class teacher for safekeeping until required or until the end of school. Mobile phones are not allowed in school.

Home-School Agreement

When your child starts at our school you will receive a copy of our Home-School agreement. This is a very important document that sets out what you can expect from the school and what the school expects from parents and pupils. All parties are required to sign this document as it provides the foundation for all our work in school together.

Community Links

The school strives to maintain strong links with the local community. We are proud of our long history and the strong family connections which run through the school, often for several generations.

We have a good relationship with the Pre-School and work with the children to familiarise them with the school and its staff. We share story and play afternoons, as well as other activities and events.

We support village projects and report regularly to the parish council on school issues. Many of our activities are open to all, including fêtes, bazaars, harvest festival,

Christmas concert, Easter service, Celebration assemblies, quiz nights and other celebrations.

Attendance

Good attendance is recognised and celebrated in our school. We celebrate attendance through the award of a weekly class attendance trophy and individual rewards for those children with good termly attendance records.

Children who miss school are affected in many different ways:

- They are clearly missing important learning which cannot be repeated
- Unfortunately it isn't a case of 'catching up with the work at home' as much of the learning at Primary School takes place through group discussion and interaction, working together with class mates and teachers – this is not something that can be completed after the event
- When they return they will have to try and catch up with their peers who will have 'moved on' while they have been away
- This often results in a child feeling anxious and isolated – they feel as if they have 'missed out'. Children who are away from school for a week often take up to a month to feel fully re-integrated back into their class

Every family should aim for 100% attendance.

95% attendance should be the minimum target for every individual. If a child's attendance falls below 90% a meeting with Mrs Goodhew will take place. An action plan may be drawn up with an Attendance Officer and medical evidence may be required.

KS1 and KS2 SATs results clearly show the relationship between good attendance and good progress.

There is a strong statistical link between attendance and progress; pupils with high attendance levels tend to make better rates of progress than those with low attendance levels.

Clearly however, there are occasions when children are genuinely ill and they need to be at home. When this happens, please ensure you inform the school as soon as possible. Please also remember that any children who have been sick or had diarrhea must remain away from school for **48 hours** – this is a requirement from the Health and Safety Executive to prevent the spread of illness to others.

Leave of Absence in Term Time

Alburgh with Denton C of E Primary Academy has adopted a policy in line with the Department for Education Sept 2013 guidance on applying the Education Pupil Registration Regulations.

Punctual and regular attendance is an essential requirement for successful learning. Pupils' attendance records are passed on through all their schools and to prospective employers/colleges.

It is important to realise that time off school for family holidays is **not** a right. Schools are unable to authorise time off school for pupils in term time unless there are **exceptional circumstances** pertaining to such requests.

After considering a pupil's previous attendance record and the likely impact on their education, Alburgh with Denton CE Primary Academy may agree to authorise 'leave of absence', but only in exceptional circumstances

Leave of absence requests for the following reasons will **not** be authorised by the school:

- availability of cheap holidays;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

However, we recognise that there may be exceptional circumstances and we would always have a discussion about each family's individual situation. The headteacher will be responsible for making the final decision when a child will miss 10 consecutive sessions (5 days) because this may result in a fine from the Local Authority.

Requesting a Leave of Absence

Parents or guardians wishing to apply for authorisation for a leave of absence during term time should complete the school's Absence Request Form, which is available from the school office. The Absence Request Form should be returned to the Headteacher via the school office.

Parents should submit the form for Leave of Absence in term time to the school before making any other arrangements.

Where this procedure is not followed, absences will be recorded as unauthorised and may trigger Local Authority intervention which may result in a fine.

It is the parents'/carers' responsibility to ensure that confirmation from the school is obtained before booking any leave of absence. Parents/carers should not assume permission is granted until they receive written confirmation from the school about their absence request.

School Policies

Copies of our main school policies are available to view or download from our website. However, copies of any of our policies are available on request from the school office.

Our Website

Our school website, [Home \(alburghwithdentonprimaryschool.co.uk\)](http://alburghwithdentonprimaryschool.co.uk) is regularly updated to include the latest information, dates and other useful items.

...and finally...

This brochure is a mixture of items the law requires us to include and others that we have chosen. If you would like further information, please do not hesitate to talk to a member of staff or governor.

We hope this brochure has been of some help in giving you an idea of what our school is like.

We look forward to sharing your child's education with you.

Appendix 1

Starting School

We follow the Norfolk County Council policy for first admission to school.

If places are oversubscribed, then priority will be given as per the School's Admission Policy.

- (1) Children with a statement of Special Educational Needs naming that school.

Children who live within the designated area and:

- (2) Have a sibling attending the school at the time of their admission.
- (3) Have a sibling attending the local high school at the time of their admission.
- (4) Have no sibling attending the school or local High school at the time of their admission.

Children who reside outside the designated area and:

- (5) Have a sibling attending the school at the time of their admission.
- (6) Have a sibling attending the local high school at the time of their admission.
- (7) Have no brother or sister attending the school or local high school at the time of their admission.

If you would like to apply for a place at Alburgh with Denton School please contact the admissions team at Norfolk County Council. It is important that you make sure that the school has received the application for a place for your child by the end of March. You will usually hear whether your child has a place at the school by early May.

If you have any queries about the admissions process please contact Norfolk County Council Education Department on 01603 222146 or the Headteacher at the school.

Appendix 2

We have set out below our procedures for collecting children at the end of a school day.

- Parents are asked to wait in the school playground at the end of the school day.
- Classes will be led out by their teacher who will remain in the playground until all of their children have been returned to their parents or carers.
- Please inform a member of staff if your child is to be collected by anyone else, they will record this information.
- You can inform us of your alternative collection arrangements in person, by phoning the school office or sending a signed note to school.
- We are unable to release any child to another adult without consent.
- Any child not collected by 3.40pm or, in the event of a parent being late, your child will be taken to the school foyer to await collection.

We also require written consent if you wish your child to walk or cycle to or from school without parental supervision.