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## WHAT DO THE CHILDREN THINK OF OUR SCHOOL?

All the teachers are friendly and understanding.

The teachers are really fun and exciting.

We all love our school. All the staff help you through your ups and downs.

Class 4 go on an adventure holiday!

There are loads of fun clubs like film, karate, gymnastics, crafts and even gardening!

At School we play fun and exciting games and we all work well in a group. Our school is always happy.

Our school is a small school with lovely children, because it is small you get to know everyone.

Our school is a really good school; everyone listens to you and the pupils and staff are really friendly.

We get to go and learn skiing and sailing!

I really enjoy doing school plays.

I think Trowse Primary is a nice place because everyone is really kind and helpful. Our school is the best because everyone respects you, no matter who you are. We always make everyone fit in.

## **COMMUNICATIONS**

The School places great importance on having good, effective channels of communication. Communication between parents and the school can be in writing, by telephone, email or face to face. We may communicate with you via text message too.

It is especially important to let us know if your child appears unhappy or if there is anything which might cause them distress and affect their behaviour. We are always happy to make an appointment to see you at a mutually convenient time. Alternatively, from 8.45am until the beginning of school the Headteacher, or class teacher are available if you have any queries or concerns.

### **Attendance & absence from school**

Any requests for planned leave of absence should be made in writing to the Head Teacher using the appropriate form available from the school office or our website. Legally, parents are not allowed to authorise an absence; only the Head Teacher is allowed to do this. Family holidays in term time are not authorised.

Reasons for absence such as illness, should be notified by phoning the school, as soon as possible- prior to 9.30am on the first day of the absence.

Any request that a child should miss games or swimming lessons for medical reasons should be made in writing to the class teacher clearly explaining the reason.

### **Parents' evenings and reports**

Parents' evenings will take place in the Autumn Term and Spring Term. They are designed to give all parents the opportunity to discuss the progress of their children with the class teachers. Parents are also given the opportunity to discuss the end of year report in the summer term at an 'Open Afternoon'.

There is an appointment system in operation so that everyone has time for a private consultation with their child's teacher(s). If you need longer than the specific time allocated, please do ask for another appointment with your child's teacher at another time. We do try to keep to the timetables made for that evening to prevent unnecessary waiting for parents later in the evening.

Written reports about your child's progress and achievement will be sent home in July, the end of the school year.

### **School communications with home**

Your child's planner is a really important communication link between school and home. Please refer to it every day and look out for notes from the class teacher, parents are also encouraged to write in it to update us on important information and feedback from home. A newsletter is produced on an approximately monthly basis and e-mailed to you. It contains reports on recent events and, more importantly, reminders of happenings in school in the immediate future. Your child may also bring home letters, notes and reminders from the class teacher- such as a termly curriculum plan. Please check their book bags daily for any correspondence from school. We often text message parents to let you know to look out for a correspondence.

### **Website**

The School website is a good source of information. There is a photo gallery, dinner menus, copies of school policies, downloadable forms and information about the School amongst other things. Just 'favourite' the following address- <http://trowseprimaryschool.co.uk/>

### **E-mail**

You may wish to contact the school office or the Headteacher via e-mail on individual matters. We welcome these methods of communication and will try to ensure a prompt response. The address to use is [office@trowse.norfolk.sch.uk](mailto:office@trowse.norfolk.sch.uk)

### **Display boards**

Outside school and in the entrance hall, there are boards giving all sorts of information to parents. Please take time to look at these so you are kept up to date with what your child, and the school, is doing.

## **OTHER INFORMATION**

### **Admissions Policy**

The Local Authority (Norfolk County Council) organises the admission of children to the School according to a set of admissions criteria. For further details please contact Norfolk County Council Children's Services- Admissions.

### **Complaints procedure**

We hope that all children experience a happy and profitable time at Trowse Primary. We would also hope that all parents give their active support and are very happy with the quality of education provided. If you are unhappy or have a question about any aspect of your child's education, please contact the class teacher in the first instance. If you feel the matter has not been resolved, you should make an appointment with the Head Teacher. Any issue that cannot be resolved then becomes a matter for the School Governors. A copy of the 'Concerns and Complaints Policy' is available on request or from the website.

### **High Schools**

Children from Trowse Primary naturally feed into Framingham Earl High School. Children living in Trowse catch a bus to and from the high school daily. Their website can be found at:-

<http://www.framinghamearl.norfolk.sch.uk/>

### **Equalities Act 2010**

Each school is required, by law, to have a plan to make reasonable adjustments to accommodate staff, parents and pupils with any protected characteristic stated by the act these include: race, gender and disability as well as other characteristics too. Each year, schools analyses the progress of that plan. To date, the School has successfully converted the staff toilet so that it can double as a disabled toilet and the School has had a feasibility study completed to improve acoustics in school to enhance the quality of speaking and listening. There is now a sound field system in the hall. We have also included vision panels in doors and changed door handles and installed push taps in all washrooms to allow better disability access.

### **Special Educational Needs and Disability(SEND)**

The School provides support and special programmes for children with SEND in accordance with the current SEND Code of Practice and has been praised for the quality of its SEND provision and academic results that SEND children achieve. We cater for all abilities, whether children find things difficult and need extra support, or not. The school holds policies to accompany these areas which detail how we identify children in these groups. Our Special Educational Needs and Disability Co-ordinator is Mrs Emma Elvin.

# UNIFORM AND EQUIPMENT

## School uniform

Royal blue sweatshirt with school logo

Royal blue polo shirt with logo

Black/grey skirt or pinafore dress

Black/grey trousers

Sensible, flat heeled, black footwear

*Summer options:*

Royal blue polo shirt with school logo

Black or grey tailored shorts

Royal blue and white cotton dress

Flat lightweight footwear

*We request that all children attend school with a suitable coat and footwear for the weather conditions. Suitable clothing is important, often teachers access the curriculum not just from the classroom but take the children outside as well, likewise the children enjoy being outside at playtimes and lunchtimes as long as they are appropriately dressed.*

## P.E. Uniform

Plain white T-shirt, preferably with school logo

Plain, dark blue or black P.E. shorts

Black plimsolls for indoor use

Trainers for outdoor use

A well fitting mouth guard is an optional extra for KS2 rugby and hockey.

For very cold weather, a track suit or extra sweatshirt may be worn over the top of PE kit. This should not be their uniform sweatshirt they have been wearing all day, but a change of sweatshirt.

***We do not sell uniform in school, but it is stocked at and can be purchased from:***

- ***Tesco- shop online at [www.tesco.com/ues](http://www.tesco.com/ues)***
- ***The Schoolwear Centre on Ber Street, Norwich Tel 01603 622355.***

***[www.theschoolwearcentre.co.uk](http://www.theschoolwearcentre.co.uk) .***

## Name Tapes

All your children's clothing and possessions need to be named. Shoes need to be marked particularly carefully. Don't forget underwear and socks can easily get lost on swimming days! The Friends (FOTS) have a fundraising link with the website [www.easy2name.com](http://www.easy2name.com)

## Watches and Jewellery

When your child can tell the time and they decide to wear a watch, it is the child's own responsibility. For health and safety reasons, other jewellery should not be worn in school. If earrings are worn, they should be small studs only. No jewellery at all is allowed for PE or swimming, and we ask parents to leave out earrings for those days. If you decide to have your child's ears pierced, we would ask that this is done at the beginning of the summer holiday, so that it does not interfere with the child's sports education.

## Hair

We ask that your child has an appropriate hairstyle for school, and is not coloured. Long hair should be tied back, particularly for all PE lessons.

## Stationery Requirements

The School provides pens, pencils, crayons, pencil sharpeners, rubbers and rulers for the children to use in school as well as all exercise books. There is no need for the children to have their own pencil cases and crayons- however you are more than welcome to provide your children with their own. Children do often like to have their own pencil case! Again- naming things is important.

# THE CURRICULUM

## General

The curriculum at our School is an exciting, integrated one where children learn about the world around them under 'topic' headings. The 'topics' are taught in blocks which enables the children to research, question, share personal resources and make links with other subjects and experiences. It also gives parents more involvement in their children's work.

In the Foundation stage, children study seven 'areas of learning' as follows: Personal, Social and Emotional Development, Communication and Language and Physical Development are the three 'prime' areas. There are also four specific areas of: Mathematical Development, Literacy, Understanding the World and Creative Arts and Design

The [Trowse Top Twenty](#) programme is designed to keep our curriculum outstanding. The school has designed a 'core' of skills where children learn how to learn. Around this core, we wrap the national curriculum- the statutory document we have to teach to. Finally, we add our own outer layer- the icing on the cake. It is one of the dimensions that defines what is special about us at Trowse and helps children develop to become ***confident individuals, responsible citizens and successful learners***. It gives every child the opportunity to participate in 20 experiences which they will remember for a lifetime.

## Sex education

We offer sex education to the older children as part of the total curriculum. This is taught in a very gentle and relaxed way as the children progress through the school. Questions are answered sympathetically and the whole programme of study is pitched at the children's level of understanding. This is all delivered with the help of County recommended resources. You do have the right to withdraw your child from this study if you so wish. Please speak to the Head Teacher in confidence if you would like further information.

## School Performances

The School has an excellent arts curriculum, and makes use of available arts workshops, in-school theatre/arts groups and visits to the Theatre when relevant. All children give performances each school year. Most performances take place in the school day and everyone is invited. Some Key Stage Two performances may take place in the evenings.

## Assemblies

Children meet for an assembly every day. On Fridays, we celebrate children's achievements in our 'Star of the Week' assembly. At the end of a half term there is a 'Celebration Assembly' where parents may be invited in to see their child receive a special award. Classes take assemblies too and parents from the class are invited to join us on these occasions to celebrate the children's learning.

## Religious Education and Worship.

Religious Education and collective worship is given in accordance with the 1988 Education Act and Norfolk Agreed Syllabus (2012), a copy of which may be viewed at the School on request. Parents wishing to exercise their right to withdraw their child from either the Agreed Syllabus for RE or the devotional part of assembly are invited to discuss the matter with the Head Teacher.

## Assessment

Children undergo both formal and informal assessment according to the assessment policy of the School. Children in the Foundation stage are assessed in the first few weeks of arriving in school with a 'baseline assessment'. This is very informal and predominantly revolves around the teacher observing what your child can and cannot do. Throughout the year in reception children are assessed in an ongoing manner to check their development against the Foundation Stage Profile. Children in Year 1 have the national Phonics check, then in Year 2 children are tested in the national SATS; reading, grammar and spelling, and maths. Teachers informally assess children all the time throughout their time at school to check their retained knowledge and help us all know the next steps to take with regard to learning. In year 6 children are tested in the national SATS; reading, grammar, punctuation & spelling, and maths. Staff at the school do their utmost to ensure that no excessive pressure is put upon pupils undergoing assessment.

# **THE SCHOOL DAY**

## **Delivering children in the morning**

We welcome children onto the school site from 8.45am. Children should not arrive at school before this time (apart from breakfast club) as there will no teacher on duty to supervise the playground before that time.

To foster independence you should encourage your child, when appropriate, to come into school on their own and deal with their own belongings, unless you wish to see a member of staff who will readily deal with any enquiries. Please note it may be necessary to make an appointment depending on the nature of the enquiry and the member of staff you wish to see. Pre-school children are welcome on the top playground in the mornings, but we do ask parents to make sure they are supervised.

Parents are asked to stand to one side when it is time for the children to line up to avoid congestion, particularly around the entrance doors. For safety and accessibility reasons we ask parents to park their cars away from school and walk their children up Dell Loke or via the side gate on The Street.

## **Nuts**

The school has a strict 'no-nuts' policy as we have children in school with severe allergies to nuts and nut products. Please help us look after all our children by observing this request.

## **Mid-morning Snack**

Children in class One and Two will receive a snack of fruit or vegetables daily, free of charge, funded by the government. They are also able to receive a serving of milk at break-time, for those children whose parents sign up for it, this is free for under-fives, but chargeable for older children. A leaflet with more information is enclosed in this pack. For children in class Three or Four, you may wish provide your child with a snack to eat during the morning break. We would ask that this is limited to a piece of fresh fruit or raw vegetables only. We try to avoid unhealthy snacks and wrappers which become litter.

## **Lunches**

**Hot School Dinners:** We serve high quality, nutritionally balanced, hot dinners to children of all ages. The menu is always published in advance (in school and on the website) and you can choose on a daily basis whether your child is to be hot dinners or packed lunches. Dinner money is payable in advance, weekly, half-termly or termly. Weekly money should be brought in on the Monday in a labelled, sealed, envelope. Universal Infant Free School Meals are available for all children in reception, Year 1 and 2. For some families in years 3-6 free school meals may be available, dependent on individual circumstances, please contact the school office for further details.

**Packed Lunches:** If you wish, your child may bring a packed lunch. Packed lunches should be provided in a named sealed container. Please do not send in fizzy drinks, sweets, glass bottles or cans. Please send water only in lunch boxes. Alternatively water and cups are always available in school for all children at lunch time.

**Lunch at Home:** Children may go home for dinner between 12.00 (for reception and KS1) or 12.15 (for KS2) and 1.15pm. Children should be collected and dropped off at the School office, so each child is signed out correctly and signed back in upon their return.

## **Children Bringing Money to School**

If you are sending money to school please send it in a sealed envelope clearly marked with the child's name, class, the amount of money enclosed and what it is for. It should be handed in as soon as possible on arrival.

## **Collecting Children in the Afternoon**

Children should be collected from the playground at 3.15pm. Should there be a last minute change in your arrangement for collecting your children please inform the school office so we can ensure your child is informed and kept safe in school.

## **STAFF, GOVERNORS AND WIDER COMMUNITY**

### **Staff & their Job Title**

<b><u>Name</u></b>	<b><u>Post</u></b>
Mr Stuart Odell	Head Teacher
Miss Lucy Bonham	Teacher- Class 1
Mrs Sarah Woodcock	Teacher- Class 2
Mrs Sonia Rush	Teacher- Class 2
Mrs Emma Elvin	Teacher- Class 3
Mrs Jennifer Winterbone	Teacher- Class 3
Mr Scott Pritchard	Teacher- Class 4
Mrs Sue Rogers	Teaching Assistant- Class 1
Mrs Michelle Moore	Teaching Assistant- Class 2
Mrs Melanie Burke	Teaching Assistant- Class 2
Mrs Melissa Ringwood	Teaching Assistant- Class 2 (pupil specific)
Mrs Joss Lacey	Teaching Assistant- Class 3
Miss Chloe Harcourt	Teaching Assistant- Class 4
Mrs Elaine Gardner	Teaching Assistant- Class 4 (pupil specific)
Mrs Julie Huxtable	Teaching Assistant- Class 1 and 4 (pupil specific)
Mrs Liz Andrews	School Secretary, Finance Officer and Clerk to the Governing Body
Mrs Julie Schindler	Administrative Assistant
Mr Glen Self	Caretaker
Mrs Wendy Hallam	Senior MSA
Mrs Doreen Steward	MSA
Mr David Brain	MSA/ Breakfast Club & Teaching assistant Class 4
Mrs Claire Smith	MSA
Mrs Julianna Rattenbury	MSA
Miss Caitlin Stone	MSA
Mrs Julie Schindler	Breakfast Club Team Leader
Miss Charlotte Atmore	Breakfast Club Assistant
Mrs Angela Stephenson	Chair of Governors

### **School Governors**

The School is governed by a voluntary body made up from members of the community, parents, representatives from the Local Authority and Staff from the School. A full and up to date list of governors is available on the School website along with meeting times and their individual responsibilities within the Governing Body.

## **Community cohesion**

The Education and Inspections Act 2006 makes a statutory obligation on schools to promote community cohesion. We welcome this responsibility and recognise its association with our other duties under key Equalities legislation. We understand that we can only promote community cohesion effectively through appreciating the inextricable links with Equality and Diversity in our policy and practice. We believe that community cohesion lies at the heart of what makes a strong and safe community. It is our duty to address issues of 'how we live together' and 'dealing with difference'. By valuing and championing diversity, we lead the way in good practice and set an example for others to join us.

### **Definitions**

By 'community cohesion', we mean working towards a society where:

- there is a common vision and sense of belonging by all communities;
- the diversity of people's backgrounds and circumstances is appreciated and positively valued;
- similar life opportunities are available to all; and
- strong and positive relationships exist and continue to be developed between people from different backgrounds in the workplace, in schools and in the wider community.

### **Friends of Trowse School**

Parents play a significant part in school life and we have a 'Friends of Trowse School' group, who raise money for the benefit of the children. However, the Friends of Trowse School is about much more than just fundraising. It exists to provide closer links between home and school, and is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal.

# **SCHOOL SPORTS AND EXTRA-CURRICULAR OPPORTUNITIES**

The school staff work hard to maximise the availability of extra-curricular activities at Trowse Primary.

We have developed sporting links with a number of outside providers including Whitlingham Outdoor Activity Centre, the Norfolk Snowsports Club and the YMCA. As part of our Cluster links, a sports teacher from Framingham Earl also leads some of our PE lessons.

## **After school clubs**

After School activities vary according to accessibility and demand. In the recent past, we have run basketball, gymnastics, film club, karate, gardening on the school allotment and sewing clubs. Clubs run by school staff are free, normally clubs run by outside agencies generally charge a fee.

## **Swimming**

Yrs 3 to 6 (Key Stage 2) have swimming lessons at a nearby High School swimming pool. The national curriculum states the aim of ensuring all children can swim 25 metres by the time they leave school.

## **Breakfast club**

The School runs a well established Breakfast Club daily from 7.45am to 8.45am. Children have a nutritional breakfast provided and have time to play games and relax before the start of the school day. This is a chargeable childcare service- currently £3.50 per day when booked in advance. Further information can be obtained from the school office.

## **Additional activities and charging policy**

The Governors recognise the valuable contribution that a wide range of additional activities, including visits out of school and residential experiences, make towards pupils' personal and social education. Voluntary contributions will be invited in advance of these events. However, no child will be omitted from these activities in school time due to non-payment and any parents experiencing difficulty with school charges are welcome to discuss the matter with the Head Teacher. It will be necessary, however, to have sufficient voluntary contributions in order for the activity to take place. The 'Charging Policy' is available on the school website.

## **Parent helpers for school visits.**

The School will always try to provide staff members as first choice for adult supervision of activities. Where we do not have enough staff available, our next port of call will be Governors. In the event that we are still in need of further adults, parents may be asked to help.

## STANDARDS OF BEHAVIOUR

At our School, we have very high expectations of pupil behaviour. School rules are kept to a minimum and are designed for the safety and well being of the children. Rules are designed to aid three key aspects of children's lives in school; everyone has the right to be **safe**, to be **happy** and to **learn**. If any of these are compromised, then behaviour has not been up to expectation.

The children at Trowse are expected to be polite, considerate and thoughtful. They are required to conduct themselves in a sensible manner in all areas of school. All children in class **must** contribute to an atmosphere which allows careful thought and concentration on the specified task for all.

The aim of the school policy is to create an environment conducive to achievement by:

- Promoting safety
- Raising self esteem
- Promoting consideration and respect for others and the environment
- Enabling everyone to know what is expected of them
- Determining the boundaries of acceptable and unacceptable behaviour
- Determining the procedures which will come into force if behaviour is deemed unacceptable
- Determining the system of rewards and sanctions which will support this

In summary, we believe acceptable patterns of behaviour and good work habits will flourish in a firm, fair and friendly school. The full policy can be obtained from the school office or downloaded from the school website.

### **Bullying**

Bullying and fighting are not tolerated. The School has an Anti-Bullying policy (as an appendix to the Pupil Discipline Policy) in place for all staff to follow and incidences of bullying are extremely rare. Should parents at any stage become aware that their child is suffering harassment at school, we ask that they let us know as soon as possible. We can only stop such behaviour if it is brought to our attention.

# PASTORAL CARE

## **Child Protection Procedures**

The school seeks to protect children through everything we do. All school staff have received appropriate training in child procedures, including recognising forms of abuse and neglect. The children also have opportunities to learn how to keep themselves safe through the curriculum. The full policy is available on the school website for download. A summary leaflet containing the key information from the policy is included in this pack and is available from the school website. Our Designated Safeguarding Officers are Stuart Odell and Lucy Bonham.

## **First Aid & Medical Needs**

If your child gets a minor injury at school, we will obviously look after their needs. We clean and protect cuts and grazes and treat bumps with an ice pack. In the event of illness or a more serious accident, parents are notified immediately and asked to take their child home or to seek further medical advice.

If a child needs urgent medical attention, an ambulance will be called and the parent informed as a matter of urgency. **As such, it is very important that you keep us informed of any changes to your contact details.**

## **Medicines**

We ask that no medicines are brought into school unless they are considered absolutely essential. We ask you to administer medicine at home whenever possible. Any Epipens (or similar) or inhalers kept in school should be clearly labelled with the child's name and administration directions. Please ensure we are kept informed of any changes to medical needs.

If your child does need medication in the school day, all medicines brought into school must be in their original containers and clearly labelled with the child's name and administration or dosage details. The adult bringing the child to school should hand the medicine to the School office with an 'Administration of Medicines' permission form (obtainable from the School office or downloadable from the website). The adult should sign the form and also take responsibility for collection of the medicine at the end of the school day. The class teacher should not be asked to administer medicines.

## **Sickness**

If your child becomes unwell at school, we will contact you and ask you to collect your child so you can seek medical assistance and so that infections are not spread amongst the school community.

Parents are asked to use their best discretion in deciding to send their child to school if they feel that they are unwell in the morning at home. Illness can spread easily in a school to both the other pupils and staff if children are returned before they are fully recovered. If your child has suffered from sickness or diarrhoea, we request that you keep them out of school for a period of 48 hours after their last episode.

## **Hot Weather**

In sunny weather, we ask that you provide your child with a sunhat, and additional water in a bottle with a sports cap. Please also ensure that you apply a sun cream in the morning before school. Extra Sun cream can be brought in by pupils if they know how to apply it themselves. Please note that staff do not routinely apply sun cream for children as the logistics of this would be too demanding.