

3 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 happy with the quality of education provided. If you are unhappy or concerned 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.

High Schools

Children from Trowse Primary naturally feed into Framingham Earl High School, a specialist sports college. 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/>

Disability Discrimination Act

Each school is required, by law, to have a plan to make reasonable adjustments to accommodate staff, parents and pupils with disabilities. Each year, schools report on 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 and one classroom.

Equal opportunities

The School operates an equal opportunities policy, a copy of which is available in school. Parents of children with special needs, physical or mental, are invited to discuss their child's requirements with the Head Teacher. The School seeks to maximise accessibility to staff and students with disabilities as far as is reasonably practical. A copy of the SEN and Disability Policies are available in school.

Parents living outside the catchment area.

Parents who choose to send their children from outside the designated catchment area are responsible for both the organisation and the cost of the transport and must be able to get their children to school and collect them on time. They should also be aware that their child will not be automatically awarded a place at the designated High School, which is Framingham Earl.

Racism

The subject of racism are taken very seriously. Any incidents will be explored fully and, according to County policy, will be reported on the proscribed County Forms which gives details of the nature of the incident, the victim and perpetrator, recording, monitoring and outcomes. To date there have not been any incidents of this nature.

Comment [L1]: There have not been any incidents

Special Educational Needs (SEN)

The School provides support and special programmes for children with SEN and has been praised for the quality of its SEN provision and results that SEN children achieve. We cater for all abilities- whether children find things difficult and need support, or are gifted and talented and need suitable challenges for their level.

Comment [L2]: Gifted and Talented?

Information in the School handbook and prospectus may change from time to time. The Head Teacher makes every effort to ensure that it is kept as accurate as possible by reviewing the information on a yearly basis. We are constantly trying to improve the information we give to parents and prospective parents and would welcome constructive feedback.