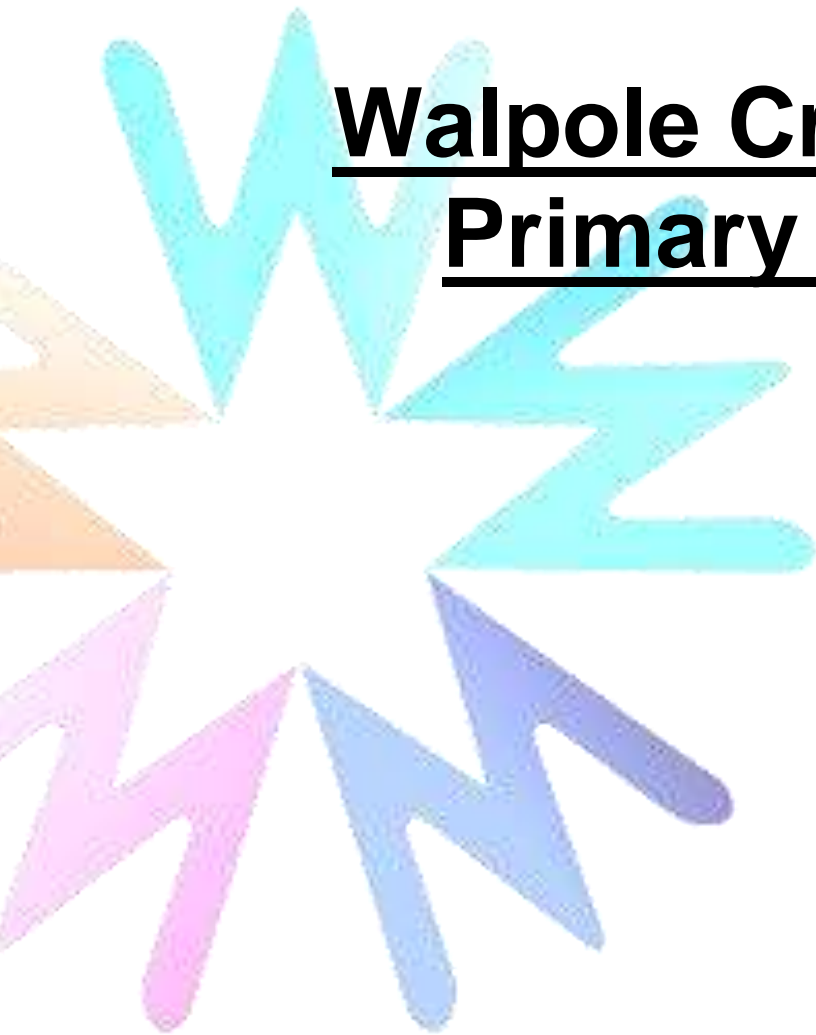


# Walpole Cross Keys Primary School



## SCHOOL PROSPECTUS 2016 to 2017

Walpole Cross Keys Primary School,  
28 Sutton Road,  
Walpole Cross Keys,  
KING'S LYNN,  
Norfolk,  
PE34 4HD

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## Dear Parents and Carers,

I would like to welcome you and your child to Walpole Cross Keys Primary School. I really hope that you will enjoy being part of our special school community and that your child will remember their days with us with pleasure and affection.



This prospectus is designed to give you an idea of the way the school is run and to give you information about the curriculum. I hope that you will find it useful, but it does not attempt to take the place of the vital personal contact between school and parents, which is essential for effective relationships to develop.

At Walpole Cross Keys Primary, staff and governors are committed to a partnership between home and school. We aim to create a stimulating and supportive environment, so that children are able to develop to the full extent of their ability. We all look forward to working with you.

Ms Joanne Borley  
Executive Headteacher

### Our Vision for Education:

As a small school we aim to give each child the individual attention needed to develop their full potential.

We aim to provide a caring environment where emphasis is placed on respect and tolerance for others.

Working in partnership with parents we will provide the very best start in life, encouraging respect and curiosity to develop confident learners, who are ready to meet the future challenges of education, work and life.

### Our School Values:

#### At our school we...

- Promote the development of the whole child and prepare them for life in an environment where safeguarding is taken seriously.
- Foster self-respect and encourage respect for other people.
- Provide all pupils with a broad and balanced curriculum.
- Encourage pupils to fulfil their potential and strive for high standards in all they do.
- Ensure pupil's progress is monitored and made available to parents, governors etc.
- Encourage the varied involvement of parents and other members of the community in the educational, cultural and social development of the pupils.



## About Us

Here at Walpole Cross Keys Primary School, there is always something going on! We may be small in size, but we have really big ideas and a positive and aspirational approach to ensure that we improve and impress!

Being 8 miles away from the large town of King's Lynn, nestled at the heart of a rural village surrounded by wide-open fields, we believe in celebrating our locality and community roots. This is demonstrated through our 'Rural Thread' which highlights the significance of valuing where we come from and how valuable we are to the wider world. Having only 49 children, our school is made up of only two classes; EYFS/Key Stage 1 (Class One) and Key Stage 2 (Class Two). In addition to the classrooms, we also have additional learning environments within the school, which are well used throughout the school and throughout the year. Despite only having 8 Teaching and Support Staff, we offer a safe, supportive and happy place to learn.

## The School Day

Children may arrive at school from 8.30 a.m., but teaching staff are not on playground duty until 8.45 a.m. A member of staff is also on playground duty at the end of the day.

**School begins: 8.50 a.m.**  
**Morning break: 10.30 a.m. – 10.50 a.m.**  
**Lunch break: 12.00 p.m. - 1.00 p.m.**  
**School ends: 3.15 p.m.**

## Admissions

By law children must start statutory education full time at the beginning of the term following their fifth birthday. All children from September 2013 will be offered full-time positions in our Reception class. Should parents not feel that their child is ready for full-time education at this time, they should contact the Headteacher as soon as possible. The School's admission limit in our Reception Class and Key Stage 1 is 30 and 32 in our Key Stage 2 classes.

Admissions to the school are handled by the Local Authority Admissions department.

In the event of over subscription the priority is:

1. Children who are deemed as 'looked after' or have a statement of Special Educational Needs, which specifically identifies our school.
2. Children living in Walpole Cross Keys.
3. Siblings of children already in the school.
4. Children from outside the village who have supported medical reasons for attending the school.
5. Children from outside the village based on geographical proximity to school.

Parents of children not offered a place at the school have the right of appeal to the Local Authority.





## **The National Curriculum**

Curriculum requirements for all subjects are delivered through the new Primary National Curriculum (2014).

### **Mathematics**

Maths is taught on a daily basis. We aim to ensure that all our pupils are confident with all aspects of maths. Significant importance is placed on developing the ability to use maths in everyday situations. Children are taught to use and apply mental and practical strategies to solve problems that they may face in day-to-day life. We aim to make maths as practical and fun as possible, using it in other areas of the curriculum as appropriate, especially in Information and Communication Technology (ICT).

### **English**

In daily lessons children are taught skills in reading and writing through a range of planned activities. Differentiated activities support the less able and extend the more able pupils. Skills and techniques are demonstrated and shared by the teacher through role modelling, shared class work, group and individual activities. Regular guided group work in reading and writing is led by the teacher or another adult in the classroom, including the use of the Letters and Sounds programme in the Foundation Stage and Key Stage 1. Speaking and listening skills are taught through circle time activities and developed across the curriculum. The school teaches phonics through the Phonics Bug scheme and uses the Oxford Reading Tree as a reading scheme.

### **Science**

Essentially science is about exploring, investigating and discovering things to gain knowledge and understanding about the world we live in. We aim to provide children with the skills needed to investigate and explore ideas independently. As science is such a practical subject it is taught using a hands-on approach wherever possible. Consequently we have built up a full range of equipment and resources for children to use. Science is taught through as a discrete subject every week and activities make the subject more meaningful.

### **Inspire Curriculum**

We use the Inspire Curriculum produced by Cornwall Learning as the basis for our pupil's learning. This is a series of thematic units which cover all of the programmes of study from the National Curriculum [September 2014].

Whilst we use the topics from the Inspire Curriculum as a stimulus and context for writing, English, Maths and Science are generally taught separately from our Inspire topics. However if natural links occur we use them to promote children's learning and their ability to use and apply their knowledge and skills in different contexts

### **Extra Curricular Opportunities**

A number of clubs are held each week to allow children to follow particular interests and develop skills, including Football, Music and Art. Voluntary activities are an important part of school life and encourage involvement and commitment on the part of children, staff and parents. All classes take part in regular curriculum linked school trips. Full risk assessments are carried out for all school trips and visits – and only take place when approved by the Headteacher and the Local Authority. Trained first aiders are always in attendance on all school trips and visits.



## School Uniform

The school uniform is compulsory and consists of the following items:

### Boys

Grey trousers (optional shorts in summer)  
Navy school sweatshirt / jumper  
White Polo shirts or White or blue shirts  
Traditional black school shoes

### Girls

Grey skirts / trousers (opt. shorts in summer)  
Navy school sweatshirt, jumper or cardigan.  
White or blue blouse or white polo shirt  
Blue or blue/white checked dress (Summer)  
Traditional school shoes

## PE and Games

Children will need shorts, a 'T' shirt and plimsolls. Junior children will need tracksuits and trainers for outdoor games and football kit if appropriate. Children who go swimming will need a costume, hat and towel clearly named.

Sweatshirts, book bags, swimming hats and summer caps can be purchased from the office.



### **School Meals**

School dinners are cooked off site at Terrington Primary. Children having school dinners pay the standard county charge each day for their meal with the exception of all children in Reception, Year 1 and Year 2 who are entitled to free school meals. All school meals should be ordered each week via 'Parent pay'. Children may bring a packed lunch and should have their food in a named lunch box and a drink in a named and leak-proof container. Cans and glass bottles are not permitted. Children can bring their own healthy food for break time.

### **Home-School Communication**

A school newsletter is produced and distributed to parents every week and published on the website. Class curriculum presentations are given by teachers in September and a letter is published in the spring and summer terms giving information about the term's topic, homework and planned trips.

### **Jewellery & Phones**

Children should come to school in their school uniform. Stud earrings and watches are the only jewellery permitted. Older children who travel to and from school on their own are permitted to have mobile phones in school, but these should always be left in the main school office during the school day. All other children are not permitted to bring mobile phones to school.

### **Special Educational Needs (SEN)**

Children are described as having Special Educational Needs when they have difficulties that affect their learning. SEN needs may range from relatively minor (School Action), needs which may involve additional support from outside school (School Action Plus) to far more serious concerns (SEN Statement). Regardless of the severity of the need, the children's progress is recorded and monitored throughout the school. At present many outside agencies visit the school e.g. Educational Psychologist and staff from the Learning Support Services. They may be called on to help children and give advice to staff. The school employs Teaching Assistants (TA's) who work with SEN children and the child's class teacher. The school has an SEN co-ordinator to oversee the running of the schools policy and ensure it is up to date and effective. We actively work towards an inclusive education for all our pupils.

### **Assessment, Recording and Reporting**

Teachers regularly assess all children as this ensures that work appropriate to the child's ability is planned. Children's progress is tracked throughout their school life. Formally, children are assessed by using The EYFS Profile in Reception class. In Year 2 (7 years of age) they take the national Standard Assessment Tests (SAT's) to aid teacher assessments and in Year 6 (11 years of age). The results of SATs are published each year. Parents receive a written report on their child's progress in February each year and a pupil attainment profile in July. Parents are given the opportunity to meet teachers throughout the year to discuss their child's progress.

### **Child Protection**

Because of their day-to-day contact with individual children during term time, all school staff have an important role to play in recognising suspected child abuse. Consequently, all school staff, both teaching and non-teaching, are instructed to report any suspicious circumstances to the Headteacher or the Designated Lead Professional for Child Protection, who is required under procedures laid down by the Norfolk Child Protection Committee to alert the Social Services Department. Every member of staff is obliged to act in line with the procedures set down, and could be deemed to have acted improperly if they fail to act. Use of the procedures in no way infers that any parent/carer is accused of wrong doing. Parents may seek advice and guidance from the Education Welfare Officer for the school or contact Social Services directly. Our Safeguarding Policy is available on our website and from the office on request.



## **Medicines at School**

Our school policy allows staff to administer medication to children with written permission from parents/carers. Children who have inhalers should be able to administer their own medication, and inhalers may be kept in school in an agreed place, with the knowledge of the class teacher. Parents may come into school to give medicine to their children, but parents must report to the School Office first. In the event of illness or accident parents will be contacted and asked to collect their children from the School Office. It is therefore vital that we always have up to date contact details. An accident/incident report form is always completed after each accident/incident and a copy sent home listing details.

## **School Security**

All visitors to the school should report to the main office, sign in and wear a visitors badge whilst in school. Anyone collecting a child during the day for any reason should notify the office staff of their presence and intentions.

## **Behaviour and Bullying**

We follow a positive behaviour policy to encourage good conduct and consideration towards others, which should minimise the chances of a bullying situation developing. If a specific issue relating to bullying arises, this is always taken seriously. Reported incidents are investigated and dealt with thoroughly and sensitively by the appropriate teacher. Such incidents are reported to the Headteacher. Parents of all the children involved in an incident are informed and consulted regarding any measures the school may decide to take.

## **Charging Policy**

Under the terms of the 1981 Education Act the school makes no charge towards educational activities, materials or transport (other than overnight accommodation). However the school does not have sufficient funds to cover the cost of all trips, outings or school journey, and therefore must ask for voluntary contributions in order for these activities to take place. Parents may be asked to pay for materials used in cooking and certain crafts, if they agree in advance that they wish to own the finished product.

## **Complaints**

Any concerns or worries about the curriculum, children in the school or the workings of the school or staff should, in the first instance, be taken to the class teacher. Many of our school policies are available online through our school website, however you are welcome to request to see policies by appointment. If you feel your concerns have not been addressed or you have a complaint about the Head Teacher or an individual Governor, this should be taken to the Chair of Governors. Complaints about the actions of Governing Body should be referred to the West Norfolk Academy Trust.

## **PTA**

The school has a Parent Teacher Association (PTA) who actively raise funds for the school. Events are organised for the children, parents and local community. A wide variety of events take place throughout the year. The PTA give up their time freely to organise these events and enhance the quality of provision in the school. For more information about the PTA please contact the main office.





## Walpole Cross Keys Primary School - Basic Information



Name of school: **Walpole Cross Keys Primary School**  
 Type of school: **Primary**  
 Status: **Academy**  
 Age range of pupils: **5 to 11 years**  
 Head Teacher: **Ms J. Borley**  
 Address of school: **28 Sutton Road, Walpole Cross Keys, King's Lynn, Norfolk, PE34 4HD.**  
 Telephone & Fax: **01553 828680; 01553 828216**  
 Website address: **www.walpolecrosskeysprimary.co.uk**  
 Chair of Governors: **Mr D.Hackett**  
 Local Authority: **Norfolk**  
 Number on roll: **46 (July 2016)**  
 Cost of school lunch: **£2.20 (Free for children of YR, 1 and 2)**  
 School Day Begins: **8.50 a.m.**  
 School Day Ends: **3.15 p.m.**

We run 'Parent Pay' a service where parents can order and pay for their children's school meals from home. For additional information about this service, please see the school secretary.

### School Term Dates 2016 to 2017

Please see the sheet below for school term dates. 1<sup>st</sup> and 2<sup>nd</sup> September 2016, and Monday 4<sup>th</sup> January 2017 are staff INSET days (children do not attend on these days). Additional dates information regarding school INSET Days and additional school holiday days are given in our weekly newsletter.



# 2016-2017

## Norfolk Model Calendar

School governing bodies can now set their own term dates. This calendar is the Norfolk model agreed after consultation with all interested people and groups. Governing bodies may choose to adopt it, or consult on and then agree their own dates. Please check with your child's school before making holiday or other commitments.

September 2016							October 2016							November 2016							December 2016						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				
January 2017							February 2017							March 2017							April 2017						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										
May 2017							June 2017							July 2017							August 2017						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

Key : White dates - schools open to pupils  
 Yellow dates - pupil holiday  
 Red dates - bank holiday

Five staff training days will be selected from yellow dates, we suggest 1 & 2 September and 4 January and two others of the schools choice. Some may choose to use twilight hours for staff training instead of some or all of these





## **School Staff**

### **Leadership Team**

Ms J. Borley – Executive Head Teacher  
Mr N. Mindham – Executive Deputy Head Teacher  
Mrs S. White – Executive SENDCo

Mrs K.Hodgson – Acting Assistant Head Teacher

### **Teaching Staff**

Miss N.Giles, Mr A.Mather & Mrs K.Hodgson

### **Higher Level Teaching Assistant**

Mrs S. Mead

### **Cover Supervisor**

Mrs Lynette Woodhouse

### **Teaching Assistants**

Mrs Alder, Mrs Hendry, Miss Yates

### **Administration**

Mrs H. Mann (*PA to the Executive Head*)  
Mrs Emma Goodwin (*School Office Administrator*)

### **Site Management**

### **Catering Staff**

Mrs L.Cockle



## **Safeguarding Statement**

Our School is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The Health & Safety of all children is paramount.

We provide a safe, secure and caring environment in which children can flourish. The school implements a wide range of measures and policies, including the school's Safeguarding & Child Protection policy and Health & Safety policy.

A copy of our safeguarding policy can be found on the schools website or via our front office. Our school is part of Operation Encompass.

