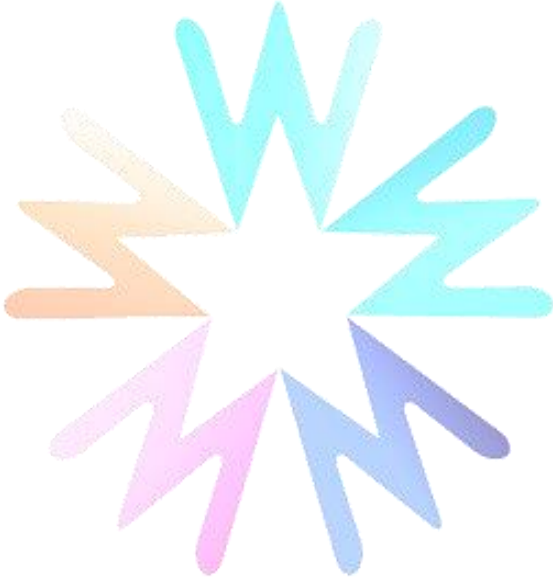


# Walpole Cross Keys Primary School



## SCHOOL PROSPECTUS 2023 to 2024

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

Telephone: 01553 828680

E-mail: [office@walpolecrosskeysprimary.co.uk](mailto:office@walpolecrosskeysprimary.co.uk)

Website: [www.walpolecrosskeysprimary.co.uk](http://www.walpolecrosskeysprimary.co.uk)

**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 Head Teacher**

## **Walpole Cross Keys: The key to success!**

### **Our Vision for Education:**

Walpole Cross Keys Primary School works within the West Norfolk Academies Trust. This means our students benefit from working in a close, mutually beneficial partnership with: Clenchwarton Primary, West Lynn Primary, Snettisham Primary, Gaywood Primary, Heacham Infant and Heacham Junior School as well as Springwood, Marshland, and Smithdon High Schools and our main feeder High School - St. Clements High School. The trust has a clear, strategic vision for the future, based on four key areas;

- World class standards of student achievement
- Strong community engagement
- Excellent standards of Teaching and Learning
- World Class resources for our school community

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.

Our school is made up of three classes:

- Class 1 – EYFS and Year 1
- Class 2 – Years 2 and 3
- Class 3 – Years 4, 5 and 6

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. Our school has 12 teaching and support staff and offers a safe, supportive and happy place to learn.

### **The School Day**

Children may arrive at school from 8:35am, the whistle is blown at 8:40am for children to line up ready to head to their classrooms.

**School begins: 8:45am**  
**Morning break: 10:30am – 10:45am**  
**Lunch break: 12:00pm – 12:50pm**  
**School ends: 3:15pm**





## **Admissions**

By law children must start statutory education full time at the beginning of the term following their fifth birthday. All children 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 Head Teacher as soon as possible. The School's admission limit is 8 pupils per year group: our Reception and Yr 1 class has 16 pupils in total.

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.

## **Attendance**

Registers are completed every day at 8:45am, any child arriving after this time will be marked as late. If your child arrives after 9:05am the mark will be noted as an unauthorised late arrival. This is also applicable if your child arrives back late after lunch.

If your child will be absent it is essential that you contact the school by 9:00am to inform the school of the reason for the absence every day of the absence. If we have not heard from you, we will either attempt to contact you by phone, text or email.

We have a responsibility to ensure that you and your children are safe, therefore if we are unable to get a response from you by 1:00pm, we will arrange for two members of our staff to call around to your house. This is a safeguarding measure in line with our trust guidelines.

## **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.



## English

In daily lessons children are taught skills in reading and writing through a range of planned activities. Scaffolded tasks 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 Read Write Inc (RWI) 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 RWI 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.

## Knowledge Based Curriculum

Our School has introduced an innovative new curriculum based on the Core Knowledge sequence. The idea behind it is that all children should complete their primary education with a storehouse of general knowledge, along with self-confidence and skills to use it. The primary knowledge curriculum at our school prepares pupils for moving on to secondary schools and for leading their lives as citizens in modern Britain.

## Extra-Curricular Opportunities

A number of clubs are held each week to allow children to follow particular interests and develop skills, including Football, Gardening, Crafts and Lego. 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 Head Teacher and the Local Authority. Trained first aiders are always in attendance on all school trips and visits.

## School Uniform

School uniform items are now sold at Stratfords in King's Lynn. **Phone: 01553 772043.**

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

### Boys

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

### Girls

Grey / black skirts / trousers / pinafore dresses (optional shorts in summer). No leggings  
Navy school sweatshirt, jumper or cardigan  
White polo shirts or white or blue blouse  
Blue or blue/white checked dress (Summer)  
Traditional black school shoes



## **PE and Games**

Children will need navy shorts, a pale blue polo shirt and trainers or football boots. Children may wear plain navy tracksuits for outdoor games in the colder weather. Children who go swimming will need a swimming costume, cap, towel and goggles if required.

Swimming caps and water bottles can be purchased from the office.



## **School Meals**

School dinners are cooked off site at Clenchwarton Primary School. 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 (including free school meals) must be ordered by midnight on Sunday for the week via 'ParentPay'. You should receive your ParentPay login details within the first week of your child starting with us. Children may bring a nut-free packed lunch and should have their food in a named lunch box and a drink of water (no juice) in a named and leak-proof container. Cans and glass bottles are not permitted. Children can bring their own healthy snack for break time.

## **Home-School Communication**

We use Class Dojo as a means of communication between the class teachers and parents. Teachers will use this to send messages or upload homework and general communication. Details to sign up will be sent to you when you join us.

A school newsletter is produced and distributed to parents every week and is also published on our website and Facebook page. 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. We have a private Facebook page – please search for 'Walpole Cross Keys Primary School'.

## **Jewellery, Games and Toys**

Children are encouraged to dress appropriately for school and avoid extremes of fashion, especially footwear that can be dangerous and/or impractical at school! Stud earrings and watches are the only jewellery permitted. Any small toys or games that are brought into school are the responsibility of the owner and should be named. Older children who travel to and from school on their own are permitted to have mobile phones in school, but these must always be left in the main school office during the school day. All other children are not permitted to bring mobile phones to school. Children and parents can always use the school telephone system to leave essential messages.



### **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 needs which may involve additional support from outside school to more serious concerns that may require an Educational Health Care Plan (EHP). 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 who work with SEN children and the child's class teacher. The school has an SEN team to oversee the running of the school's 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 through daily live marking as this ensures that work appropriate to the child's ability is planned. Children's progress is tracked throughout their school life. Formally, children will be assessed with National Baseline assessment in EYFS and then by using The EYFS Profile in Reception class. In Year 2 (7 years of age) they take the national Standard Assessment Tests (SATs) to aid teacher assessments, in Year 4 the National Multiplication Test is delivered to assess times table knowledge and in Year 6 (11 years of age) pupils have statutory tests in reading, maths, grammar, spelling and punctuation. 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.

### **Medicines at School**

Our school policy allows staff to administer prescribed 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 full details of the accident/incident and the action taken. If a child bumps their head during school, they will be issued with a wristband and a text message will be sent to the parents/carers.



## **School Security**

All visitors to the school must report to the main office, sign in and wear a visitor's badge whilst in school. Anyone collecting a child during the day for any reason must notify the office staff of their presence and intentions. All staff are alert to the need to report any person or occurrence which may pose a danger to our children.

## **Behaviour and Bullying**

Walpole Cross Keys Primary School have embraced 'Restorative Practices' when dealing with behaviour issues. We have done this as a means of empowering all members of our school community to be successful and become aspirational, motivated and responsible learners. Restorative Justice is about encouraging offenders to be accountable for actions and to take responsibility for repairing the harm caused. Restorative Practice is an ethos which must be fully embraced by children, staff and parents in order to work, however please be assured that serious incidents will of course be dealt with outside of this practice as necessary. Please see our Behaviour Policy on the website for more details.

## **Our School Rules:**

**We are polite and helpful.**  
**We listen carefully and follow instructions.**  
**We walk sensibly and safely around the school.**  
**We are kind, honest and respectful to others.**  
**We always try our best.**  
**We are proud of our school and ourselves.**

## **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 journeys, 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, this should be taken to the Chair of Governors. Complaints about the actions of the Governing Body should be referred to the West Norfolk Academy Trust.

## **PTA**

The school has a Parent Teacher Association (PTA) who actively raises funds for our 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 or search for them on Facebook – 'PTA of Walpole Cross Keys Primary School'.



## 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: **01553 828680**  
 Website address: **www.walpolecrosskeysprimary.co.uk**  
 Chair of Governors: **Mr R. Wenn**  
 Local Authority: **Norfolk**  
 Number on roll: **53 (April 2023)**  
 Cost of school lunch: **£2.50 (funded for children of Years R, 1 and 2)**  
 School Day Begins: **8:45am**  
 School Day Ends: **3:15pm**



We run a 'ParentPay' service where parents 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 2023 to 2024

Please see the sheet below for our school term dates. Monday 4<sup>th</sup> and Tuesday 5<sup>th</sup> September 2023, Wednesday 3<sup>rd</sup> January 2024 and Thursday 28<sup>th</sup> March 2023 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.



#### PRIMARY SCHOOLS - Term Dates 2023-2024

September 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



## **School Staff**

### **Leadership Team**

Ms J. Borley – Executive Head Teacher  
Mrs N. Maddison – Executive Deputy Head  
Mr B. Overton – Assistant Head Teacher



### **SEN**

Mr D. Furzey – SenCo Assistant  
Mrs T. Munday- Trust SenCo

### **Attendance and Pastoral Support**

Mrs G. Scott

### **Teaching Staff**

Mrs C. Jones  
Mr B. Overton  
Mrs N. Preston  
Mrs R. Reale (maternity cover)

### **Higher Level Teaching Assistant**

Mrs S. Mead

### **Cover Supervisor**

Mrs R. Hurn

### **Teaching Assistants**

Mrs D. Hendry  
Ms T. Jackson  
Mrs K. Loomes  
Mrs A. Palanisamy

### **1:1 Teaching Assistant**

Ms D. Adams  
Mrs K. Neve  
Mrs K. Shingles

### **Midday Supervisors**

Mrs D. Hendry  
Ms T. Jackson  
Mrs K. Loomes

### **Administration**

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

### **Site Management**

Ms T. Jackson

### **Catering Staff**

Mrs L. Cockle



## Safeguarding and Child Protection Statement

At our school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. We are committed to safeguarding and promoting the welfare of children and young people and all staff, volunteers, visitors and outside agencies are expected to share this commitment and report any concerns to one of our Designated Safeguarding Leads. If we have any concerns about a child, we will (in most cases) talk to parents/carers in the first place. If we feel we need to seek further professional advice, we will explain that we would like to make a referral to the Children's Advice and Duty Service (CADS). This service is manned by a multi-agency team and will help the school get the right advice and support in regards to any next steps. We will always work closely with parents/carers to ensure that the children are getting the most appropriate support and help. Parents may seek advice and guidance from the Designated Safeguarding Lead or CADS directly. Our Safeguarding Policy is available on our website or from the office on request.

Our school is also part of Operation Encompass. Operation Encompass is a national scheme that operates jointly between schools and the police force when a child or young person has been involved or exposed to a domestic abuse incident. Operation Encompass will ensure that a Designated Safeguarding Lead is given information, in confidence, to be able to make provision for possible difficulties experienced by the children, or their families, who have been involved in, or exposed to, a domestic abuse incident. Any information shared as part of this scheme is kept confidentially by the school.

**Walpole Cross Keys: The key to success!**

