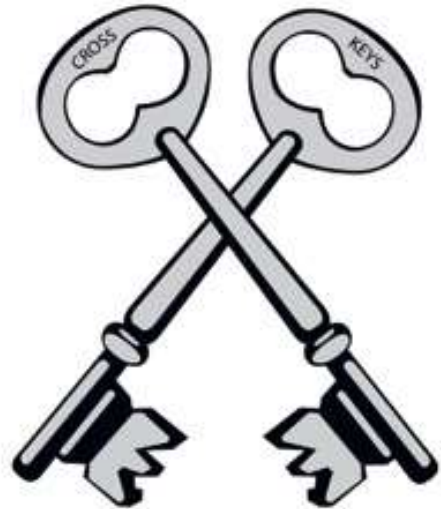
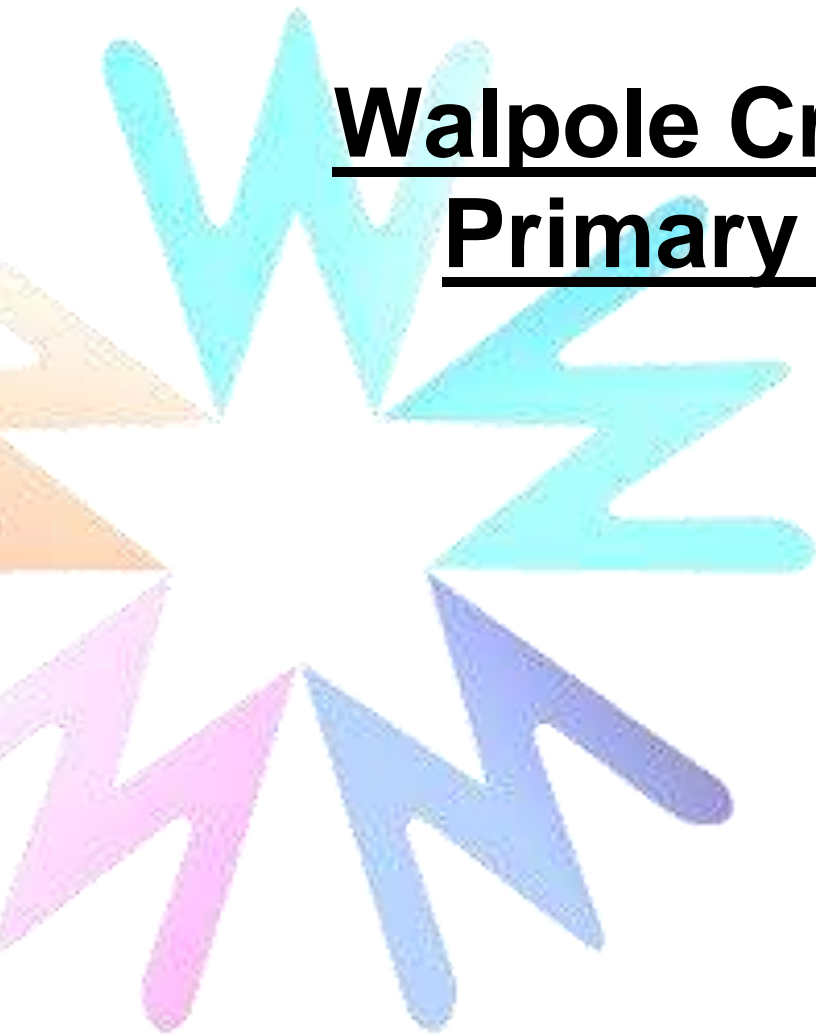


Walpole Cross Keys Primary School



SCHOOL PROSPECTUS 2018 to 2019

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

Telephone: 01553 828680

E-mail: office@walpolecrosskeys.norfolk.sch.uk
Website: 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

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.



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 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. Our school has 8 teaching and Support Staff and offer a safe, supportive and happy place to learn.

The School Day

Children may arrive at school from 8.30 am, but teaching staff are not on playground duty until 8.40 am. A member of staff is also on playground duty at the end of the day.

School begins: 8.50am
Morning break: 10.25am – 10.35am
Lunch break: 12.00pm - 1.00pm
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 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 Head Teacher 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.



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, Lego, Cookery 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 Head Teacher 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 black or blue shorts, a Pale Blue Polo Shirt and Trainers or Football boots. 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.

Fleeces, sweatshirts, swimming caps and book bags can be purchased from the office.



School dinners are cooked off site at Clenchwarton 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 (including free school meals) must be ordered by midnight on Sunday for the week via 'Parent pay'. You should receive your ParentPay login details within the first week of your child starting with us. 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 other 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 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 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.

Safeguarding and Child Protection

School staff have an important role to play in keeping children safe. All staff, both teaching and non-teaching, are instructed to report any suspicious circumstances to the Designated Safeguarding Lead or Head Teacher, who is required under procedures laid down by the Norfolk Child Protection Committee to alert the Social Services Department. Members of staff are 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 Designated Safeguarding Lead or Social Services directly. Our Safeguarding Policy is available on our website or from the office on request.



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 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 Head Teacher. 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.



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: **Mrs L. Bambridge**
 Local Authority: **Norfolk**
 Number on roll: **49 (June 2018)**
 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 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 2018 to 2019

Please see the sheet below for school term dates. 5th September, 18th and 19th October, 19th December 2018 and 2nd January 2019 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 fortnightly newsletter.



Norfolk County Council

2018-2019

Norfolk Model Calendar

This calendar applies to community schools, community special schools, VC schools and nursery schools and sets the days on which school transport will be provided. While most Foundation, VA, foundation special, free schools and academy trusts who are able to set their own dates, adopt the Norfolk Model, we advise you to check with your child's school before making holiday or other commitments.

September 2018							October 2018							November 2018							December 2018						
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	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

January 2019							February 2019							March 2019							April 2019						
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					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					

May 2019							June 2019							July 2019							August 2019						
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					1	2	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30	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 5 September, 18 & 19 October, 19 December and 2 January. Some may choose to use twilight hours for staff training instead of some or all of these.



Leadership Team

Ms J. Borley – Executive Head Teacher

Mrs R. Ward – Executive Deputy Head

Mrs S. White – Executive SENDCo

Mrs K.Hodgson – Assistant Head Teacher

Teaching Staff

Mrs K. Hodgson

Miss A. Calaby

Miss A. Saward

Higher Level Teaching Assistant

Mrs S. Mead

Cover Supervisor

Mr S. Yare

Teaching Assistants

Mrs S. Alder

Mrs D. Hendry

Mrs A. Palanisamy

Administration

Mrs H. Mann (*PA to the Executive Head*)

Mrs E. Goodwin (*School Office Administrator*)

Site Management

Mrs T. Gower

Catering Staff

Mrs L.Cockle



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.

