



School Prospectus

2017 - 2018

Suffield Park Infant and Nursery School
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Welcome to Suffield Park Infant and Nursery School

Dear Parents/Carers,

The staff and governors of Suffield Park Infant and Nursery School are pleased to present the 2017/18 school prospectus.

The School's overall objective is to provide a welcoming, happy and caring community and the aim is for all children to become independent learners who are happy, confident, well behaved, tolerant and caring and well prepared for their next step in life.

If you would like to pay a visit and see the school at both work and play just contact the Office to make an appointment. I would be delighted to show you around.

I am also pleased to attach our most recent Ofsted Report from January 2015.

Yours sincerely,

Mrs Jacqueline Bradford

Head Teacher:	Mrs Jacqueline Bradford
Chair of Governors:	Dr Vivienne Lennox
Deputy Head Teacher:	Mrs Nichola Stewart
Nursery Manager:	Mrs Hayley Powell
Secretary:	Miss Crystal Money
Nursery Finance Officer:	Mrs Kerry Lewis

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Aims and ethos

A safe and happy place, inspiring curiosity, respect and confidence

Our aims are-

- To create a happy, caring learning environment where our children enjoy school and develop as happy, healthy, confident individuals who show kindness for others.
- To nurture independence and creativity and to respect children's own culture and heritage and the culture and values of others.
- To give each child a love of learning that will stay with them forever and enable them to satisfy their natural curiosity and make informed choices throughout their lives.
- For our children to have a sense of citizenship with a responsibility to care for our world.
- To fully develop effective and meaningful links with home and make a positive contribution to the wider community including being an active member of the Cromer learning campus.
- To create a 'can do' culture where risk taking is encouraged and where there is no fear of failure
- To value each individual's achievements, ensuring that everyone assumes responsibility for their own actions and is prepared to make a positive contribution in life.
- To provide appropriate professional training and support for our staff in order to achieve a high level of professional expertise.



OUR SCHOOL

*This is our school,
Let peace live here.
Let the rooms be full of happiness.
Let love be all around,
Love of one another,
Love of all people,
And love of life and living.
Let us remember
That as many hands build a house,
So many hearts make a school.*



About Our School

Suffield Park Infant School is a Community Infant School catering for boys and girls between the ages of 4 and 7 years of age. To apply for a place at our school simply go to the Norfolk County Council (NCC) website (applications), or ask your Playschool/Nursery. If you are transferring within a school year then please contact NCC.

Our Nursery/Day Care Centre is situated next to the school and children can attend pre-school, morning, lunchtime, afternoon or after school sessions. (See below for timings).

The Nursery has a wider catchment area than the main school with children attending from Cromer and the surrounding villages. Those with special educational needs may come from even further afield.

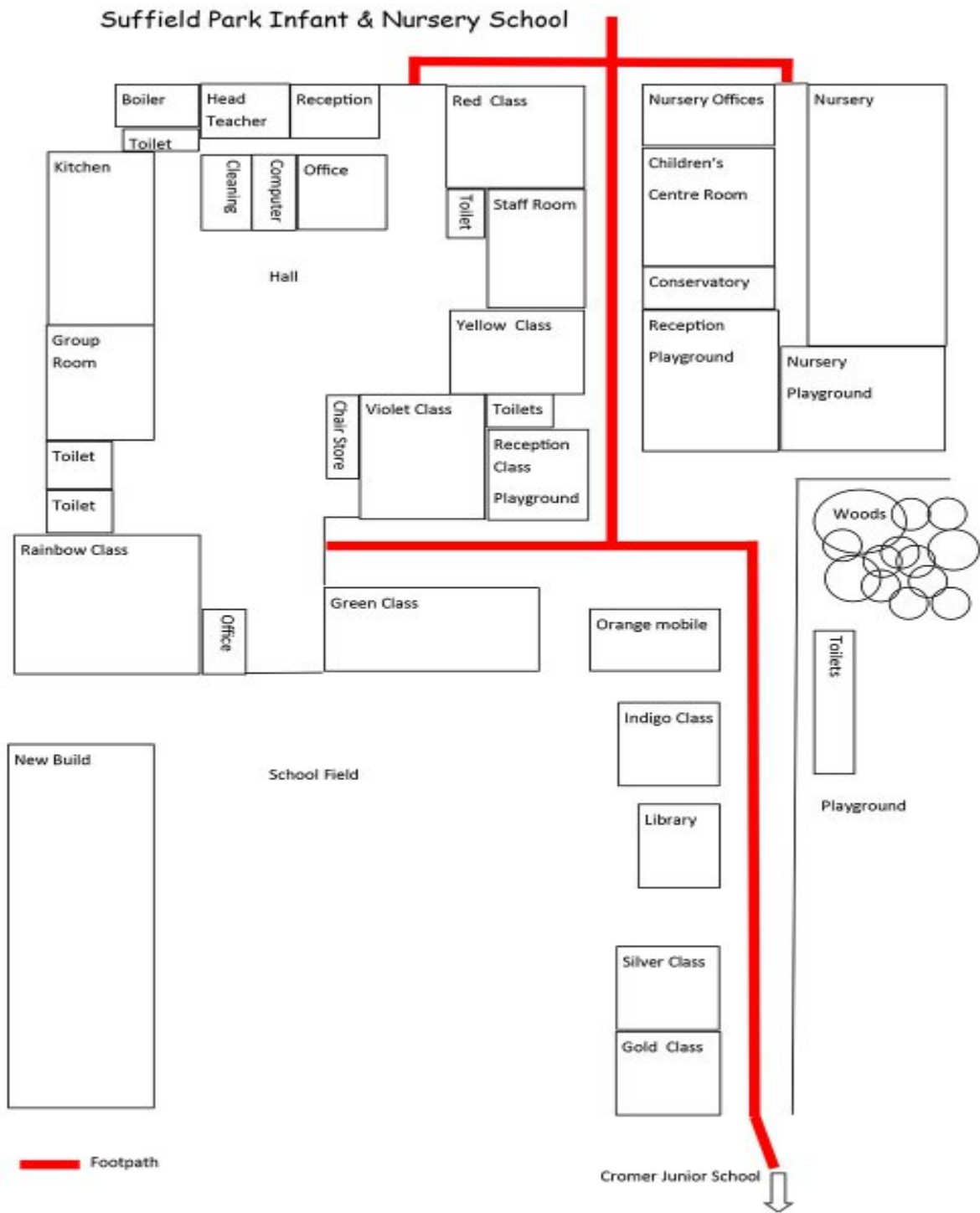
The Head teacher and Governors follow a code of practice for admissions. Parents may register their child onto a waiting list immediately after birth at the Nursery. If your child has social or special educational needs then they may be admitted to our Nursery following discussions with social services and health officials.

The Nursery caters for children from 8 weeks to 8 years and offers full time day care facilities. We operate using a sessional day and parents of 3 year old children may use their free funded entitlement of 30hrs over a minimum of 2 days, using a combination of sessions. Some children are also entitled to 2 year old funding if specific criteria are met.

Please see below the timings of the sessions.

- Session 1 8 - 8:45 (Breakfast Club)
- Session 2 8:45 - 11:45 (Nursery/Day Care Session)
- Session 3 11:45 - 12:30 (Lunch Club)
- Session 4 12:30 - 3:30 (Nursery/Day Care Session)
- Session 5 3:30 - 5:30 (After School Club)

Plan of the School



School Staff

Head Teacher
Deputy Head Teacher
Silver Class Year 2
Green Class Year 2
Gold Class Year 2

Red Class Year 1
Indigo Class Year 1
Yellow Class Year R
Violet Class Year R

Rainbow Class

Secretary

Special Needs Classroom Assistants

Teaching Assistants

Midday Supervisors

Mrs Jacqueline Bradford
Mrs Nichola Stewart
Miss Sam Cornwell
Mrs Claire Rider
Mrs Nichola Stewart
Mrs Zoe Marsden
Mr John Neenan
Mrs Rachel Miles
Mrs Hannah Phillips
Mrs Emma Borthwick/
Ms Tina Coope
Mrs Rebecca Cooper
Mrs Ros Hele

Miss Crystal Money

Mrs Christine Kwissa
Mrs Gillian Jarrell
Miss Donna Cook
Ms Debbie Stearn
Mrs Tracey Showers

Mrs Chris Garwood
Mrs Lynn Jones
Miss Jenny Haughan
Mrs Sally Harvey
Ms Louise Cox
Mrs Michelle Hedge
Mrs Jackie Oliver
Mrs Kim Clarke
Mrs Sharon Toyn

Mrs Caroline Bonello
Mrs Linda Woods
Mrs Tanya Nicols
Miss Debbie Harrison



Midday Supervisors

Mrs Elli Carter
Mrs Annette Bright
Mrs Gillian Jarrell
Mrs Hayley Cutts
Mrs Zena Cole
Mrs Margaret Hancock
Mrs Suzanne Mortlock
Ms Katie Taylor

Caretaker
Cleaners

Mr David Bayle
Mrs Katie Taylor
Mrs Annette Bright

Cook
Kitchen assistants

Mrs Sarah Steward
Mrs Joanne Calydon
Mrs Mandy Banford

Road Crossing Patrol

Mrs Hayley Cutts

Nursery

Nursery Manager
Room Leader
Room Leader
Room Leader

Mrs Hayley Powell
Ms Cath Ellis
Miss Emma Waddingham
Mrs Kerry Whincop

Nursery Finance Officer

Mrs Kerry Lewis

Day Care Practitioners

Miss Laura Girling
Miss Danielle Hull
Mrs Debbie Jablonowski
Miss Carla Larner
Miss Kerri Purcell
Mrs Lynsey Steers
Miss Rhianne Craske

Cleaner

Mrs Sharon Lee



The Governing Body

Chair: Dr. Vivienne Lennox 01263 512538 Co-opted Governor.

Vice Chair: Mr. John Sansby Co-opted Governor

Mrs Hilary Cox Local Authority Governor

Ms Kerry Ann Barker Parent Governor

Mrs Sarah Woods Parent Governor

Mrs Christine Townsend Co-opted Governor

Mrs Alyson Appleyard Co-opted Governor

Rev. Peter Herbert Co-opted Governor

Ms Kerry Lewis Co-opted Governor

Mr John Neenan Elected Staff Governor

Mrs Tracey Showers Associate member

Mrs Nichola Stewart Associate member

Mrs Jacqueline Bradford Head teacher

Clerk to Governors Mrs Jill Steward

Director of Children's Services:

Shelia Lock

County Hall

Martineau Lane

Norwich

Norfolk

NR1 2DL

School Terms

	From	To	Half Term Hols
Autumn Term	Thursday 6 th September 2017	Friday 19 th December 2017	Friday 20 th - Fri 27 th October
Spring Term	Thursday 4 th January 2018	Wednesday 28 th March 2018	Mon 12 th - Fri 16 th February
Summer Term	Tuesday 16 th April 2018	Tuesday 24 th July 2018	Mon 28 th - Fri 1 st June

All dates are inclusive.

In addition, to the above dates, school will be closed to pupils on Monday 7th May 2017 (Bank Holiday).

There are 5 days outside the above terms to be used for in-service training activities. These dates to be determined and agreed by individual school governing bodies and will be taken within pupil holidays.

School Times

Reception Classes

Morning Session	9:05am	-	12:00pm
Lunch Time	12:00pm	-	1:00pm
Afternoon Session	1:00pm	-	3:15pm

KS1 Classes

Morning Session	9:05am	-	12:15/12:30pm
Lunch Time	12:15/12:30pm	-	1:15/1:30pm
Afternoon Session	1:15/1:30pm	-	3:15pm

All children have a 15 minute morning break.

Each KS1 class will have early lunch once a week. This will be at 12:15pm instead of 12:30pm.

At 8:55 our doors will be open and close at 9:05. Teachers may be carrying out planning or in meetings until 8:55 and therefore will not be available to carry out supervision until that time.

Punctuality

Our doors close at 9:05. If you arrive after that time please come to the main entrance at the front of the school.

In line with Local Authority Guidelines, attendance registers close at 9:20. Anyone arriving after that time will be marked late. We do appreciate that arriving late can at times be unavoidable. It is better to arrive late than not at all.

School Attendance

Schools are required to monitor and report on punctuality and absence from



school (DFE Circular 11/91).

If your child is absent from school, or is going to be late, we ask you to contact the school by telephone. We also require a written note on your child's return. Failure to advise the school of a reasonable cause will result in an unauthorised absence being recorded.

Taking your children out of school during term time for a holiday or other visits can be harmful to their education. Only in exceptional circumstances can a holiday be authorised during term time. We urge you to avoid this if at all possible.

If you need to take your child out of school we ask that you inform us in advance, whenever possible, and that they be collected from the main entrance.

Attendance

The following information relates to the reporting period 5th September 2016 - 4th July 2017.

Overall attendance for the above date was 95.52%.

The total number of registered pupils of compulsory school age on roll for at least one session was 172.

The percentage of half days missed through authorised absences was 3.9%

The percentage of half days missed through unauthorised absences was 0.58%.

School Uniform

Pupils are encouraged to wear school uniform. Our school uniform is red or blue sweatshirt and a red or blue polo shirt.

All are embroidered with school name and logo and may be ordered from the school office or online.

School Bags

Book bags with the school name are available from school or online.

Would you please ensure that all children's belongings are clearly named.

Jewellery

Children are discouraged from wearing jewellery in school apart from watches.

All jewellery should be removed during school physical education and

sporting activities in line with national guidance.



School Meals

All children will receive a free school meal under current arrangements; however the school also receives extra money, called pupil premium, for children who were traditionally entitled to a free school meal. In order to receive this we ask all parents to apply so that we can ensure that we claim for all entitled children, even if your child doesn't want the free school meal. It is worth £1320 per eligible child and is used to support your child in the classroom and help them with their learning. If at any stage during the year your circumstances change, even for a short period of time and you feel you may be entitled to claim please talk to the office staff. All information is treated in the strictest confidence.

Am I eligible?

Your child may qualify if you're entitled to receive one or more of the following:

- Income Support
- Income Based Jobseekers Allowance
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

Lunches are cooked on the premises and served in the school dining room. Children can purchase drinks ranging from 20-40p per day. We operate a

healthy eating policy and each day there is a main course and sweet, including a vegetarian option.

Supervision by supervisory assistant's takes place at all times.

Milk

If your child is under five years old they are entitled to free school milk. Children who are over five may also wish to have mid-morning milk. We run the Cool Milk Scheme where milk can be paid for on-line.

Drinking water is also available for all children throughout the day.

Fruit is provided as a mid - morning snack.



Road Safety and Parking

We actively promote Road Safety Awareness with our children.

In the interests of your child's safety and all the others at school, would you park well away from the school gates.

The school car park should not be used.

We will be asking your views when we update our School Travel Plan.

Class Organisation

Children are taught in mixed ability classes grouped according to age. There are two reception and two year 1 classes and three year 2 classes. Class size is limited to 30 pupils per class with an emphasis on maintaining small classes wherever possible.

For the academic year of 2017/18 we will offer full time Day Care facilities for children from 8 weeks old to 8 years old, for 48 weeks of the year and a Specialist Resource Base specialising in speech and language.

There is an extensive induction programme in place for our new reception children and parents. This involves parent meetings, visits to school for parents and children, individual home visits, links with pre-school settings and a carefully planned start to school.

We provide a smooth induction for those children joining us throughout their first term.

Well established links are in place to ensure the smooth transfer of our Year 2 children to Year 3 at Cromer Junior School. This involves visits to the junior school by staff and children for lessons, visits of Year 3 staff to the Infant school, shared social activities and two transfer days.

At the start and end of the school day children should be taken to and collected from their classroom by their parents. In the interests of security

no child will be permitted to leave the classroom unless a parent or other known adult is there to collect them.

Rainbow Class

The Rainbow class is one of five School Resource Bases for Speech and Language in Norfolk. It caters for children aged 4 - 7 years across North Norfolk. Referrals are made by children's home schools on the advice from Speech Therapists. Termly admission meetings take place to determine which children need the support from an SRB placement. The Rainbow class

caters for up to ten children who are with us for up to four terms. Our Speech Therapist is based in the Rainbow class for two days a week. Most children spend Fridays in their home school.



The Curriculum

We provide a carefully planned curriculum in a well-structured environment offering a high quality education that is broad, rich and exciting for all children.

By supporting and challenging every child we aim to help each of them to develop their individual skills and abilities to their full potential.

The children are taught using a careful balance of individual, group and whole class activities. Those activities are devised to enable each child to progress at their own pace and within their own capabilities.

Copies of the school's curriculum documents may be viewed in school.

The Early Years Foundation Stage

Children aged 0-5 follow the 'Early Years Foundation Stage' Framework (EYFS). The Early Learning Goals set out what the majority of children are expected to achieve by the end of the Foundation Stage.

The curriculum is organised into 3 areas of learning and development:

- Communication and language
- Physical development
- Personal, social and emotional development

Children are supported in four specific areas, through which the prime areas are strengthened and applied. The specific areas are:

- Literacy
- Mathematics
- Understanding the world

- Expressive arts and design.

The National Curriculum

The National Curriculum subjects are:

- English
- Mathematics
- Science
- Computing
- Geography

- History
- Art and Design
- Design and Technology
- Music
- PE
- RE

We pride ourselves on delivering the curriculum in a way that is both cross-curricular and exciting.

ENGLISH

English is divided into 3 areas covering:

- Spoken Language
- Reading - consisting of word reading and comprehension (both listening and reading)
- Writing - consisting of transcription (spelling and handwriting) and composition (articulating ideas and structuring them in speech and writing)

Daily lessons encourage children to listen attentively and speak clearly and confidently. They develop reading, vocabulary and writing skills in a literacy enriched classroom environment, through role play, drama, outdoor experiences and cross curricular opportunities. All our reading books are colour coded and we use letters and sounds to teach phonics.

MATHEMATICS

Mathematics is divided into 7 learning areas:

- Number - consisting of number and place value, addition and subtraction, multiplication and division
- Fractions
- Measurement
- Geometry - consisting of properties of shape, position and direction



- Statistics
- Problem solving
- Mathematical reasoning

Daily lessons promote the development and use of mental calculation strategies and interactive oral work. Children are given opportunities to explain their reasoning and use the correct mathematical language. Maths is taught through real life situations and meaningful contexts. Enquiring minds are engaged through play and use of outdoor learning environment.



SCIENCE

Science is taught through these key areas:

- Working Scientifically
- Plants
- Animals, including humans
- Everyday materials and use
- Seasonal changes
- Living things and their habitats

Throughout the school children are given opportunities to extend their scientific knowledge and understanding through practical, first hand experiences. They are encouraged to develop their skills of observation, reasoning, questioning, discussion and recording.

We enhance this curriculum area through learning opportunities in our extensive outdoor grounds.

COMPUTING

Computing is taught through:

- Algorithms
- Creating and debugging simple programs
- Logical reasoning
- Using technology to create, organise, store, manipulate and retrieve digital content
- Common uses of technology beyond school
- Internet safety

We have networked computers within each classroom which have filtered internet access.

There are Interactive White boards in every classroom area. Children have regular access to cross-curricular software and the internet. Our year 2

children, as part of transition arrangements with the junior school, utilise their ICT suite. All children have access to ipads. We also have an e-safety policy which gives guideline for the use of computers for children and staff.

GEOGRAPHY

Geography is taught through:

- Locational knowledge - consisting of seven continents/five oceans. Children should identify the four countries and capital cities of the UK and the surrounding seas.
- Place knowledge - consisting of geographical similarities and differences
- Human and physical geography - consisting of seasonal/daily weather patterns of UK and geographical vocabulary
- Geographical skills and fieldwork - consisting of use of globes, atlases, compass directions, use of aerial photographs and use of field work/observational skills of the surrounding environment



HISTORY

History is taught through:

- Changes within living memory
- Events beyond living memory
- The lives of significant individuals
- Significant historical events, people and places within own locality

ART AND DESIGN

Art and Design is taught through:

- Knowledge of great artists, craft makers and designers
- Using a range of materials creatively
- Use of drawing, painting and sculpture
- Developing a wide range of art and design techniques (colour, pattern, texture, line, shape, form and shape)

Children's work is highly valued and contributes to a stimulating learning environment.

MUSIC

Music is taught through:

- Singing songs, speaking chants and rhymes
- Playing tuned and un-tuned instruments

- Listen, concentrate and understand a wide range of high quality live and recorded music
- Experiment, create, select and combine songs

We have productive links with the Cromer music festival.

P.E.

Physical Education is taught through:

- Mastering basic movements including running, jumping, throwing and catching as well as developing balance, agility and co-ordination
- Enjoyment of a wide range of physical activities both curricular and extra curricular

- Development of skills in gymnastics, games and dance
- Participation in local sports and festivals
- P.E. opportunities through outside providers



DESIGN TECHNOLOGY

Design Technology is taught through:

- Design
- Making
- Evaluating
- Develop technical knowledge

R.E. AND COLLECTIVE WORSHIP

The school is not affiliated to a specific denomination. R.E. is taught in accordance with the Norfolk's agreed syllabus. Through the Religious Education Curriculum the school endeavours to help each child to:

- Gain a knowledge of Christianity, its traditions, benefits and values
- Develop personal and moral integrity by a realisation that there are rules for living and an understanding of the difference between right and wrong
- Develop a caring attitude to others
- Develop an awareness that we live in a multicultural society and encourage a sensitive, unbiased, fair-minded, open approach towards others' beliefs and practices
- Develop an awareness of other religions
- Experience visits to places of worship and meet visitors to school who are from different faiths

Collective worship is delivered through daily whole school, year group or class themed assemblies. A celebration assembly is held each Friday.

Families attend assemblies at special times of the year. This supports and contributes to the R.E. curriculum.

Parents and guardians have the right to withdraw their child from Religious Education and Worship. Those who wish to do so must inform the Head Teacher in writing. They are invited to discuss the matter with the Head Teacher in order that alternative supervision can be arranged for the child concerned.



PERSONAL SOCIAL and HEALTH EDUCATION, CITIZENSHIP, SCHOOL COUNCIL

Through cross-curricular approaches children are given experiences to help them:

- Develop as individuals
- Be sensitive to the needs and views of others
- Lead a safe and healthy lifestyle

Our school councillors take an active role in all aspects of school life. In school council meetings children's views are represented, ideas are discussed and acted upon and local projects are undertaken. Recent projects have included:

- Playtime buddy system
- Development of the playground areas
- Money awareness activities
- Garden
- Eco - school initiatives
- Charities - sponsor a puppy/ Clic Sargent/East Anglia Air Ambulance
- Head Teacher appointment

Spiritual, Moral, Social and Cultural Education

All schools are required to show how well pupils develop in this area.

Spiritual

Explore beliefs and experience; respect faiths, feelings and values; enjoy learning about oneself, others and the surrounding world; use imagination and creativity; reflect.

Moral

Recognise right and wrong; respect the law; understand consequences; investigate moral and ethical issues; offer reasoned views.

Social

Investigate social and moral issues; appreciate diverse viewpoints; participate, volunteer and cooperate; resolve conflict; engage with the 'British Values' of democracy, the rule of law, liberty, respect and tolerance.

Cultural

Appreciate cultural influences; appreciate the role of Britain's parliamentary system; participate in culture opportunities; understand, accept, respect and celebrate diversity

Home School Links

At Suffield Park Infant and Nursery School parents are always welcome. We value their involvement and contribution they make to school life. We believe in a partnership with each parent to enhance the education and social welfare of each child. We operate a home school agreement which we will ask you to sign.

Parents and Carers are welcome to visit the school at anytime. It is the policy of the Head Teacher to see parents/carers immediately. If on occasions, this may not be possible, parents are asked to arrange a mutually convenient time for the meeting.



Parents and Carers are encouraged to keep in contact with the school on all matters of learning, progress and social development relating to their child. We are always willing to discuss any aspects of your child's education but please appreciate that teachers cannot keep their classes waiting. If the matter requires longer than a few minutes it is best that a prior appointment is made with the appropriate member of staff.

Parent's consultation evenings are arranged twice each year to enable Parents and Carers to discuss their child's progress with the class teacher, and share future targets. An annual written report and future targets are provided in the summer term, and a third parent consultation evening is offered if you request an appointment to discuss your child's report.

Throughout the school year we offer family learning opportunities and parents are encouraged to support and extend their child's learning at home through home tasks including reading, writing, spelling, numeracy and topic/project work.

Parents and Carers are invited to attend plays and special events. In addition regular newsletters and notices are sent to parents. Parents are welcome to help both in school and on school visits on a voluntary basis. Enhanced police clearance is required.



Pre and After School Childcare

Provision of an Ofsted registered pre and after school childcare is based in our Nursery on the school site. A Breakfast club starts at 8am to 8:45 am and an after-school club begins at 3:30pm to 5:30pm. Children are escorted to and from the nursery at the beginning and end of school.

Clubs

We have a variety of after school clubs which children may access throughout the year.

Recording and Reporting Children's Progress

In compliance with legal requirements, records on each pupil are available for inspection by the Parent or Carer concerned. Parents or Carers receive an annual written record of achievement covering their child's performance in the National Curriculum and normally, where applicable, the result of Standard Assessment Tasks and Tests and other subjects at the end of the academic year.

Pupil Premium

In 2016/17 the Pupil Premium has been used for intervention strategies, extra resources, enrichment and pupil specific work. Please see our website for more detailed spending of the Pupil Premium money.



Results

Please see Appendix 1

Inclusion

The school curriculum, which is broad and balanced, is differentiated and tailored to the needs of each child.

Whilst acknowledging that every child is an individual with individual needs, the school recognises that some children have special talents that need encouragement and that other children need additional help to overcome specific difficulties and help them to make progress.

All pupils are integrated within the classroom and have adult support, unless they have been allocated a place within our Rainbow class. They will access all curriculum areas however some may be differentiated to meet the needs of the individual.

The school follows the Special Educational Needs Code of Practice and Procedure.

Any child who requires special help will be referred, after consultation with the Parent or Carer, to one of the support services e.g. Speech Therapy, Educational Psychologist, and Behavioural Support.

A copy of the school's Special Educational Needs and Disability Policy may be viewed in school. This is reviewed and updated on an annual basis.

Pupils with Disabilities

Admission Arrangements

The school does not discriminate on grounds of disability.

The school policy is to integrate all pupils within the classroom and to provide adult support where appropriate. The pupils have access to the same curriculum offered to all pupils but the activities may be differentiated to meet the need of individual to enable them to make progress at the appropriate level.

The school is accessible for wheelchair users with a disabled toilet located by our Rainbow class.



Pastoral Care and Discipline

Every care is taken to ensure the welfare of each child whilst he/she is in school. Whilst the children are usually in care of their class teacher, the Head Teacher has regular contact with each child. All of our teachers hold a paediatric first aid certificate.

If your child is involved in a minor accident a letter is sent home and a record of these incidents is kept in school. In the event of a serious accident, illness or an emergency, parents are contacted immediately. If your child has a specific medical condition it is important to inform the school as a care plan may be necessary.

School discipline is maintained in a firm but kindly way.

Rules of behaviour exist to maintain a safe, orderly environment within the school and to encourage good manners, social awareness and consideration for others. The overall aim is to encourage self discipline. Good behaviour is fostered by relying upon the response of children to praise and encouragement. Kindness and respect are taught by example.

Anti-social behaviour by a child will produce immediate admonishment and, if necessary, removal from the company of other children for a short period, withdrawal from an activity or the child may be sent to the Head Teacher. In cases of persistent anti-social misbehaviour or more serious misdemeanours, parents will be contacted with a view to home/school co-operation. A copy of the school's Behaviour Policy may be viewed in school.

Health and Sex Education

The school nurse and dentist visit the school.

We promote healthy eating through our choices of school meals. We also encourage children to participate in the 'National Fruit Scheme' that provides a daily basis of fruit for every child.

Water is available to all children and the children have regular water breaks. Milk is provided on a daily basis for a small fee for those children five years old or over.

As the children are very young there is no formal teaching of sex education in school. If the need arises, children's questions will be answered in a simple factual way as any parent might do. Children are encouraged to look after their bodies, to discuss family groups and to become self confident.

A parent may withdraw their child from this subject if required, please contact the school office for further information.

Staff are permitted to administer medication to children. Please ensure that a health care form is filled in (obtained from the office) giving dosage, times, storage etc. In cases where children have long term conditions, the school will ensure that appropriate training has been given.

Charges and Remission Policy

The Governing Body of this school recognises the valuable contribution that a wide range of additional activities and experiences can make towards a child's personal and social development. We aim to promote and provide such activities both as part of a broad and balanced curriculum for pupils of the school and as additional optional activities.

The Governing Body therefore reserves the right of the school to ask for a voluntary contribution towards the cost of ingredients and materials for design technology and a contribution towards the price of any extra curricular activities that may be included in the school year. Where any parent is experiencing genuine hardship the Governing Body will ensure that the pupil will not be excluded from an activity because of cost.

The Governing Body reserves the right to charge for any damage or loss to school property. This will be charged directly to parents of child responsible.

Summary of Complaints Procedures

The Head Teacher and class teacher are always willing, at anytime, to discuss concerns which Parents and Carers may have about their child's education in order to avoid anxiety for both the child and the parents. In the majority of cases parental concerns are satisfied in this way.

If however, the discussion with the Head Teacher fails to reach a satisfactory solution then Parents and Carers are entitled to refer the concern to the *Governing Body* of the school as a *formal* complaint.



The complaint must be put in writing stating:-

- The nature of the complaint
- The name of the pupil involved
- The school, class or group to which the pupil belongs

A summary of our complaints procedure is available from the school office or the website.

Health and Safety

To ensure a safe and secure environment for your child please could you help by:

- Please note mobile 'phones or electronic devices able to take photos or videos are not allowed in school where children are present
- Using the footpath at all times
- Ensuring all gates are kept closed
- Not smoking within the school grounds
- Ensuring your child wears the correct footwear and clothing. When swimming or taking part in PE children with pierced ears should only wear studs
- Not parking on the car park - only staff and taxis for special needs children are permitted to park
- Wearing an official visitors badge (obtainable from the office)
- Not bringing dogs onto the school site (except guide dogs)

Arrangements for Parents/Carers of Potential Pupils to Visit the School

Parents and Carers are welcome to visit the school. They are requested to telephone the Head Teacher to arrange a mutually convenient time so that they may have a tour of the school.

Parents and Carers of new entrants to the Reception class are invited to attend a meeting and visit the school during the summer term with their children, prior to their child's admission in September.

Admission Criteria

In the event of over subscription preference will be given to children living nearer to the school according to the following criteria, in order of priority:

- Those living in the designated area served by the school
- Those living outside the designated area served by the school but who have an older sibling attending at the time of admission
- Those living outside the designated area served by school who have medical reasons and who have been professionally recommended to attend the school
- Those living outside the designated area served by the school if space permits

Special Advice

The information contained in this prospectus relates to the academic year 2017 / 18. The particulars it contains are correct at time of publication but it must not be assumed that there will be no changes affecting relevant arrangements or certain matters before the start of, or during the year 2017/2018 or in subsequent years. Such changes could arise from variation in Government legislation or Local Education Authority policy insofar as these would affect schools.

At Suffield Park Infant and Nursery & Children's Centre we strive to safeguard and promote the welfare of all of our children.

Important Information for Parents and Carers

Safeguarding Children in Education

At Suffield Park Infant and Nursery School & Children's Centre we are committed to supporting all of our children to do well. We will do everything we can to ensure our children are safeguarded and protected from harm.

What does safeguarding mean?

Every child has the right to be safe from harm and danger. It is everyone's responsibility to ensure every child is free from fear and able to learn and develop in safe, secure environments.

Why am I being given this information?

All parents and carers who join our school will be given this information. Your child might be new to our school and this explains what we must do if we are worried about a child or young person. We might also be giving you this information because we have made a referral to Children's Services and it will explain what will happen next.

What is child abuse?

A child is abused when a parent, carer, other family member or another adult known to the child deliberately causes harm, neglects or fails to protect their child from harm. Harm may be physical, sexual, and emotional or may take the form of neglect.

Why would we make a referral to Children's Services?

All schools have a duty to refer cases of suspected child abuse to Children's Services. If someone at our school sees an unusual or unexplained injury or

mark, if your child has said something worrying to us, perhaps someone has reported something your child has said or if their behaviour is particularly out of the ordinary, we are required to make a referral.

Children's Services are also able to help children and their families if a referral has been made and abuse is not evident but there are concerns that mean additional support might be needed.

Every school is required to help Children's Services with their assessments but **must not** conduct any investigations themselves. This can only be done by social workers and/or police officers.

We have made a referral but you don't agree with it.....

If we think your child has possibly been abused we don't have to seek your agreement for the referral to be made. However, it is always better for your child if we can work together. We will, wherever possible, discuss the referral with you and also let you know it has been made.

What will happen next?

When a referral is made an experienced and qualified social work manager will read the information and decide what needs to happen next. They will be assisted by other agencies for example, school nurse, GP, health visitor or school.

After an assessment has been completed a meeting called a child protection conference might be held - you will be invited to this. This meeting will only be called if the assessment shows that there is a likelihood that child abuse has or is taking place.

If the assessment does not show this you will be told. Children's Services may decide that they can still provide a service or will know of other agencies in your area that will be able to offer you some support.

You may feel angry, upset or worried because we have made a referral. Please try to understand that every member of staff has a responsibility to act in the best interests of all of our children all of the time and are not allowed to take any risks if a child's safety is of concern.

Will my child be taken away?

It is very unusual for children to be taken away from their parents or carers. A child will only be removed if there is absolutely no other way of keeping them safe. The Children Act says everything possible must be done to help parents look after their children at home.

Why are we involved with safeguarding?

The Children Act 1989 requires everyone working with children to inform Children's Services about any child thought to be in need of support or at risk of harm. The Education Act 2002 requires all schools to have arrangements to safeguard the children.

We have procedures in place to do this and a policy that all staff, volunteers and regular visitors must work to. You can also request a copy of this from the school office. We also have to have at least 3 members of staff whose job it is to be responsible for all aspects of safeguarding in our school. They are Mrs J Bradford, Mrs Stewart, Mr Neenan and Miss L Kerry in the main school and Mrs Hayley Powel, Ms C Ellis and Mrs Emma Waddingham for our Nursery. We also have a named governor for safeguarding and this is Dr V Lennox and she can be contacted via the school office.

How you can work in partnership with us.....

Children will get the most out of their education when we all work together on every issue. This means that both school and home have to have good communication links. Please let us know about anything that might affect your child, we might be able to help. Let us know if your child has a medical condition or has had an accident. Also, please let us know if your child will not be coming into school by ringing us on the first day they are absent. If you move house or out of the area and don't need your place at our school please let us know this too.

What can you expect from us?

- A safe environment for your child to learn that complies with safeguarding in education legislation and guidance.
- We will take good care of your child whilst they are with us. We will talk to you about anything we see that we are worried about.

- We will keep accurate up to date records.
- If your child transfers to another school we will share important information with them that will help to support your child's move.
- We will contact you if your child is absent and you haven't let us know why.
- We will respond promptly to any problem you tell us about.
- Our staff will offer support and assistance when needed.



For updated information on safeguarding children in Norfolk
www.lscb.norfolk.gov.uk