

# School Prospectus



2018 - 2019



Suffield Park Infant and Nursery School  
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 @SuffieldParkInfantandNurserySchool.Cromer



## 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 2018/19 school prospectus.

Welcome to Suffield Park Infant and Nursery School. This is an exciting time for your family as your child begins their school life here. We hope that your child will be very happy, and enjoy many achievements, while they are here.

You are joining us at an important time in our school's history where we have benefitted from a £3million new building project. We are now delighted to share with you six new classrooms with brand new furnishings and computing equipment, an extended outdoor area for Reception, new offices and an entrance hall as well as a brand new library which brings books into the heart of our school.

We pride ourselves on an open door policy. If you do have any concerns at all, please speak to your child's teacher in the first instance or, if you wish to, arrange to see myself via the school office.

Yours sincerely,

Mrs Nichola Stewart

Head Teacher:	Nichola Stewart
Chair of Governors:	Vivienne Lennox
Deputy Head Teacher:	Emma Borthwick
Nursery Manager:	Hayley Powell
Administrative Officer:	Lynne Mezzetti
Secretary:	Crystal Money
Nursery Finance Officer:	Kerry Lewis

## 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.
- 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.

## 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)



## School Staff

Head Teacher  
 Deputy Head Teacher  
 Nursery Manager  
 Seal Class Year 2  
 Seahorse Class Year 2  
 Shark Class Year 1  
 Turtle Class Year 1  
 Shrimp Class Year R  
 Starfish Class Year R  
 Crab Class Year R  
 Rainbow Fish Class (SRB)

Nichola Stewart  
 Emma Borthwick  
 Hayley Powell  
 Sam Cornwell  
 Zoe Marsden + Claire Rider  
 Rachel Miles  
 Lindsay Kerry  
 Hannah Phillips  
 Emma Borthwick + Tina Coope  
 Tilly Cates  
 Rebecca Cooper

Administrative Officer

Lynne Mezzetti

Secretary

Crystal Money

Special Needs Classroom Assistants

Christine Kwissa  
 Kim Clarke  
 Leah Hayward  
 Tracey Showers

Teaching Assistants

Jenny Haughan  
 Sally Harvey  
 Louise Cox  
 Michelle Hedge  
 Jackie Oliver  
 Sharon Toyn  
 Lynn Jones

## School Term Dates



	From	To	Half Term Break
Autumn Term	Thursday 6 <sup>th</sup> September 2018	Tuesday 18 <sup>th</sup> December 2018	Thursday 18 <sup>th</sup> - Fri 26 <sup>th</sup> October 2018
Spring Term	Thursday 3 <sup>rd</sup> January 2019	Friday 5 <sup>th</sup> April 2019	Mon 18 <sup>th</sup> - Fri 22 <sup>nd</sup> February 2019
Summer Term	Tuesday 23 <sup>rd</sup> April 2019	Wednesday 24 <sup>th</sup> July 2019	Mon 27 <sup>th</sup> - Fri 31 <sup>st</sup> May 2019

All dates are inclusive.

In addition, to the above dates, school will be closed to pupils on

Monday 7<sup>th</sup> May (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**

At 8:55 our doors will be open and close at 9:05. The school day ends at 3:15, children are collected from their classrooms. At the start and end of the school day children should be taken to and collected from their classroom by their parents/carers. 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.

### **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. 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 then they may be collected from the main entrance.

## **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

### **Class Organisation**

Children are taught in mixed ability classes grouped according to age. There are three Reception, two Year One classes and two Year Two classes. Class size is limited to 30 pupils per class with an emphasis on maintaining small classes wherever possible.

For the academic year of 2018/19 we will offer full time Day Care facilities for 48 weeks of the year for children from 8 weeks old to 8 years old, 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.

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. Children are carefully buddied up with a Year 5 pupil to support them.

### **Rainbow Fish 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 Fish class caters for up to ten children who are with us for up to four terms. Our Speech Therapist is based in the Rainbow Fish class for two days a week. 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 7 areas of learning and development:

3 Prime areas:

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

Children are supported in four specific areas:

- Literacy
- Mathematics
- Understanding the world



- Expressive arts and design.

### **The Foundation Stage**

This is the earliest stage of a child's education at school, and covers the Nursery and Reception classes. It provides a secure and supportive environment, which enables the children to settle into school life, learn to work and play as a member of the group, develop good relationships with other children and adults in the class, grow in self-confidence and develop a positive attitude to learning.

At Suffield Park we work as a team to ensure that the children's first experiences of schooling are as happy and stress free as possible.

We maintain good links between staff at other pre-school groups.

During the term before the children start Reception, they are invited to spend a session to meet their teacher. A meeting is also held for parents of the new children, giving information and plenty of opportunity to discuss individual concerns and share valuable information with staff.

### **Curriculum**

Learning activities are planned using the Early Years Foundation Stage curriculum.

We place a high priority on encouraging children to learn through play, within a safe and stimulating environment. During the day there is a mix of adult led sessions and child initiated activities and in this way children are encouraged to be creative, independent learners, whilst gradually working in more structured situations. The children have access to an outdoors area where all the Reception classes mix.

### **Key Stage 1+ The National Curriculum**

Key Stage 1 (includes all children in Years 1 and 2) schemes of work are planned using The National Curriculum. In both these year groups, the teachers work closely together to plan and deliver an exciting and inspiring curriculum. Learning in Key Stage 1 builds on the creative experiences of the Early Years Foundation Stage and many subjects are taught through a topic base. Phonics is taught daily in YR and Year One following 'Letters and Sounds,' a synthetic phonics programme. Writing and grammar skills are taught through topic based learning. Children develop these skills through speaking and listening activities, drama, role play and other exciting opportunities.

History, Geography, Science, D & T, Computing, Music and Art are covered through enjoyable topics which allow skills to be demonstrated in a cross-curricular way. Mathematics, PE and RE are taught as separate subjects.

Year Two children benefit from weekly use of the ICT suite in Cromer Junior School.

### **Enrichment**

We try to make each child's experience as wide and varied as possible. We use our local school environment to run forest schools sessions. We use visits outside of school and visitors in to school to give real opportunities to enrich learning experiences. We endeavour to provide a broad and balanced curriculum for our children. We have An International Schools award for our work with a parallel school in Australia. We value the arts and are an 'Arts Mark' accredited school for our provision for art, music, drama and DT. We are one of very few Infant schools to hold the 'PE Mark' for our excellent PE provision.

### **Library**

The school has its own brand new library which children visit weekly. Children are invited to choose books based on their interests and share these with others as part of our library sessions.



### **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 any time. We will always try to meet with you as soon as possible if you have concerns.

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 and more regularly to our cafes which focus on maths, reading and PE. In addition regular newsletters and notices are sent to parents. We also use a text service to share information. Parents are welcome to help both in school and on school visits on a voluntary basis. An enhanced DBS check is required.



### **School Uniform**

Pupils are encouraged to wear school uniform. Our school uniform is red or blue sweatshirt and a red or blue polo shirt and is available from <https://www.price-buckland.co.uk> all are embroidered with school name and logo. Plain red cardigans or jumpers are also acceptable. We ask that these are accompanied by grey skirt/trousers/dresses/shorts and they go along with appropriate black school shoes. (No sandals or open toed shoes please) Please name all items of clothing and shoes.

Your child will also require a book bag which is available online is a range of colours.

If your child is about to join Year 1 or 2 they will require a pair of indoor shoes/plimsolls. These are worn when children are indoors and are additional to those required for PE.

## **PE Kit**

Our school will provide your child with a t-shirt according to the house teams they have been assigned. Parents/carers are asked to provide dark blue or black shorts and a pair of plimsolls for your child.

## **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. Studded earring will be covered with tape during PE sessions.

## **School Meals**



All children are entitled to a free school meal and children can choose from 4 different options each day: a hot dinner, a vegetarian option, a baked potato and a school packed lunch. Weekly menus are available at school so parents can see the meal that will be served. We are a nut free school so we ask that any food brought into school does not contain nuts.

Lunches are cooked on the premises and served in the school dining room.

Supervision by mid-day supervisors takes place at all times. We ask that parents notify us if their child has any allergies or dietary requirements and we can then cater for these.

## **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.

<https://www.coolmilk.com/>

Drinking water is also available for all children throughout the day, they all have water bottle provided we just ask for a small contribution at the start of the year.

Fruit is provided as a mid - morning snack.

## **Medicines**

All prescribed medicines, including asthma inhalers and epi-pens, which children may need at school must be given to the class teacher. Prescribed medicines must be clearly labelled with the child's name, contents and exact dosage required, and must be accompanied by a form signed by a parent giving permission and clear instructions for their administration (copies of this are available in the school office). If your child has a more serious or long term medical condition, please ask for an individual healthcare plan which we need you to complete so that we have all relevant details about medication and care of your child.

## **Pupil Premium**

The school receives additional funds to support children entitled to Pupil Premium. 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.

In 2017/18 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.

## **Payments**

Please ensure all money sent into school is in named envelope marked clearly with your child's name and what it is for.

### **Road Safety and Parking**

We actively promote Road Safety Awareness with our children.

We would rather, where possible, ask that parents and carers choose active travel over the use of the car although we do appreciate that some parents may need to travel to school by car.

In the interests of your child's safety and all the others at school, we would ask you to park well away from the school gates and respect our neighbour's access.

*The school car park should not be used.*

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

### **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.

### **Inclusion**

Special educational needs and disabilities (SEND)

Where children experience temporary or long-term difficulties for a variety of reasons and need help over and above what most others require, they may have special educational needs or disabilities. Provision for SEND covers all learning difficulties, whether physical, intellectual or emotional. A child's

problems may range from severe and complex to relatively minor. Temporary provision for SEND also extends to appropriate opportunities for very able children, to ensure that they are reaching their full potential. For pupils with physical disabilities the school offers the same broad and balanced curriculum it offers to all pupils. Pupils with SEND are given the opportunity to realise their full potential. We do this by ensuring that they have access to a broad, balanced and relevant curriculum, and that any learning difficulties are identified early. The day-to-day operation of the SEND Policy is co-ordinated by the special educational needs coordinator (SENCO), Sarah Walker, and overseen by a designated governor, Alyson Appleyard. Should a parent have a concern about their child's learning ability they should, in the first instance, discuss these with the class teacher and/or the SENCO.

If these concerns continue then they should be brought to the notice of the head teacher. Concerns that cannot be resolved at this level should be put in writing to the governor who is responsible for SEND provision at the school. If the school is alerted to the need for a child to receive SEND support, either by the parents or by external support agencies, the school will do its best to ensure that the appropriate resources are available including staffing and equipment.

### **Pupils with Disabilities**

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 three disabled toilets one located by our Rainbow Fish class and two in our new classroom base for Key Stage One.

### **Health and Safety**

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

- Being aware mobile 'phones or electronic devices able to take photos or videos are not allowed in school where children are present
- Using the footpaths at all times
- Ensuring all gates are kept closed
- Not smoking (including e-cigarettes) 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)

### **Safeguarding**

Keeping children safe is a priority within school. We adhere to a safeguarding policy for the protection of the children in our care. The school has a number of DSLs (designated lead for safeguarding) who can be found on the posters displayed in the entrance hall and around school. If you have a concern about a child please speak to a DSL.

### **Special Advice**

The information contained in this prospectus relates to the academic year 2018 / 19. 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 2018/2019 or in subsequent years. Such changes could arise from variation in Government legislation or Local Education Authority policy insofar as these would affect schools.