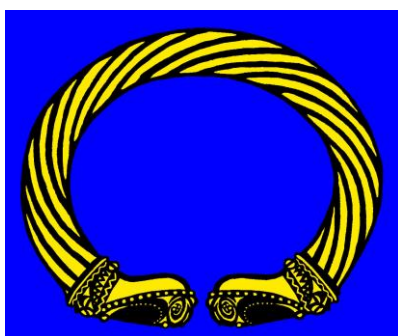
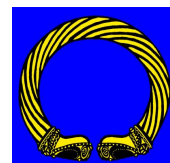


# SNETTISHAM PRIMARY SCHOOL



## PROSPECTUS 2018/2019





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Dear Parent/Carer,

Welcome to our school prospectus which I hope will give you a taste for the many good things happening at our school. Please take time to read through the information and, if you haven't already done so, please come and see the school for yourself!

Our number one priority is to work with you to ensure that your child makes the very best progress possible with his/her learning. We aim to provide your child with a range of exciting and stimulating learning experiences within a safe, secure and happy school environment. The closer the partnership we have between home and school, the better the outcomes will be for your child.

Parents often ask how they can help their children prepare for their first year in school. The following suggestions may be helpful.

**Teach your children: -**

- How to cope with buttons, zips and laces
- To dress and undress
- To use a knife and fork properly
- To use the toilet independently
- The correct way to hold a pencil

**Other ideas:-**

- Allow lots of practice with crayons.
- A daily or nightly story stimulates imagination and will help to build up your child's vocabulary and enjoyment of books.
- We cannot too highly recommend children and parents talking together.
  - Use upper and lower case letters appropriately if introducing writing.

In our admissions pack you will see that we have given you further ideas and ways of helping your child. During their time in school we will be sending further material.

Ms L Jackson  
Executive Headteacher

## Governors:

The Governors are very pleased to welcome you and your child to Snettisham Primary School. We hope that your child will be very happy here and that you will take advantage of the many occasions to visit the school and attend special days and fundraising events. The school has good links with the community and a very effective Friends committee.

Governors have a responsibility to ensure that the school is well managed but the responsibility for the day-to-day running of the school rests with the Headteacher. Specific questions about your child's education should be taken up with his/her class teacher or the Headteacher but, should the need arise, you can contact the Chair of Governors via the school or at the address overleaf.

I look forward to meeting at future school events.

Andy Gee  
Chair of Governors

## How to contact us

### Postal address:

Snettisham Primary School  
School Road  
Snettisham  
King's Lynn  
Norfolk  
PE31 7LT



**Telephone:** 01485 541274



### Website:

[www.snettishamprimaryschool.co.uk](http://www.snettishamprimaryschool.co.uk)



### Email:

[office@snettisham.norfolk.sch.uk](mailto:office@snettisham.norfolk.sch.uk) (office)

(address enquiries to Mrs Rose)



[head@snettisham.norfolk.sch.uk](mailto:head@snettisham.norfolk.sch.uk) (Headteacher)

## **Our Staff:**

### **TEACHING STAFF**

Ms L. Jackson (Executive Headteacher)  
Mrs E. Hunt (Executive Deputy Headteacher)

Mrs C. Enters /Miss L. Prosser	Birch Class
Miss C. Harvey	Ash Class
Mrs L. Johnson	Oak Class
Miss J. Moore	Willow Class
Mrs R Thorpe	Modern Foreign Languages

### **NON-TEACHING STAFF**

Miss K Smith	Mrs J. Adcock
Mrs A. Wing	Mrs R. Gardner
Mrs H. Barnes-Hooker	Mrs D. Rodrigues
Miss N. Scott	

### **SECRETARY**

Mrs V. Rose

### **CLERICAL ASSISTANT**

Mrs C. Mann

### **SITE MANAGER**

Mr D. Wing

### **CLEANER**

Mrs J. Hunt

### **MSA**

Mrs C Bakal  
Miss H Bateson  
Miss J Adcock  
Mrs A Wing  
Miss N Scott

## **Our Governing Body:**

Headteacher	Ms L Jackson
Chair	Mr A. Gee
	Mr S. Dark
	Mr P. Bland
	Mrs D. Rodrigues
	Mrs S. Lunnun
	Mrs Y. Pratt
	Miss L. Goodwin
Clerk	Ms Stella Kaye

## **Friends of Snettisham Primary School:**

We are a team of enthusiastic parents and members of the local community who work together to raise funds for the school in a variety of ways. We meet once a month to discuss our forthcoming events. We try and run activities that will appeal to everyone from car boot sales to quiz nights, fashion shows to coach trips! It is the dedicated 'Friends' committee that provide the refreshments on school events, such as the Easter Fun Morning and Christmas Fair.

The money we make provides extra items for the benefit of pupils. 'Friends' have donated many items for the school; butterfly life cycle packs, playground games and prizes for special occasions. We donate money towards whole school trips and have paid for theatre groups to perform in school.

We are very happy to give time, energy and support to a school which our children so enjoy being part of.

If you would like to join our friendly committee, please come along to one of our meetings which are publicised on the front notice board, or pop into school for more information.

Ann-Marie Wing  
Chairperson

## **The School:**

The school was first opened in 1875, as Snettisham Board School, a mixed school, admitting infants and children mainly up to the age of thirteen years.

In 1956, all pupils over eleven years were transferred to Secondary Education elsewhere and the school became Snettisham County Junior and Infant School, taking children between five and eleven years. The Education system in the area was again re-organised in 1980 and the school became Snettisham First School taking pupils from four plus to eight years. Twenty four years later the system was re-organised once more and the school re-opened in September 2004 as Snettisham Primary School. The next step in the school's history took place in June 2014 when the school became an academy within the West Norfolk Academy Trust.

The main school now contains three classrooms, a well -equipped library, a hall, a staffroom, resources area, ICT suite, secretary's office and head's office. In November 2016, a purpose built modular unit was installed which provides accommodation for our Reception/ Year 1 Class and the local playgroup, 'Bob-Tails'. It has a large canopied area which allows children to access the outdoor environment.

**Our Vision for Snettisham Primary School** is to create an outstanding school in which every child achieves the best learning outcomes possible within a safe, successful school.

## **Our Aims:**

We believe all children in our school are entitled to a secure and happy environment, in which they are encouraged to become independent, considerate to others and to make the most of their abilities.

## **As a school we aim to:**

- provide a safe, caring, supportive and friendly environment.
- provide a stimulating and challenging environment in which to learn.
- ensure all pupils experience an equality of opportunity and regard.
- enable children to develop self-discipline, courtesy and respect for others.
- develop a sense of self respect and individual worth.
- provide a broad and balanced curriculum for both foundation and National Curriculum.
- provide a good grounding in basic skills, and opportunities for the children to use their skills in creative and inventive ways.
- create strong links between home and school.
- To involve the school in the local community (and beyond where appropriate).

### **Our values:**

- We believe that all have right of access to opportunities, regardless of ability, age, gender, physical characteristics, disabilities, sensory impairment, racial or ethnic group.
- We want to celebrate the diversity of our population considering local and national issues of race and provide opportunities for our pupils to consider their identities and cultural attributes and those of others.
- To respect the religious, spiritual and moral values of others and to consider thoughtfully their own attitudes, values and beliefs.



### **Admission of Pupils to the School:**

By law, children must start statutory education full-time at the beginning of the term following their fifth birthday. All parents of children born between 1 September 2011 and 31 August 2012 must be offered a full time place from September 2015.

- All children will have a staggered start to school during their first week in the Autumn Term.
- Reception children may be taught in a class which is purely reception age or in a mixed class with Y1 children.



**A Glimpse of Snettisham School Life:**



**The School Day:**

The School day is from 8.45 am to 12.00 noon and from 1.00 p.m. to 3.05 p.m. for Oak, Ash and Birch Class and from 8.45 am to 12.00 pm and 1.00 p.m. to 3.00 p.m. for Willow Class. All children have a morning break of 15 minutes.

Children should arrive between 8.35 am and 8.45am as the teaching staff cannot be responsible for children on the premises earlier than 8.35am. Parents are welcome to talk to teachers in their classrooms between 8.35 and 8.45am but are asked to vacate classrooms by 8.45am so that lessons can begin promptly.

On the rare occasions where children are not collected at 3.05 p.m. they are brought back into the main building and will await collection in the entrance lobby, next to the school office.

If your child is to be collected by anyone other than yourself, please let us know.

<b>8.45 am</b>	<b>School begins</b>
<b>10.00 – 10.15 am</b>	<b>Morning Break</b>
<b>12.00 - 1.00 pm</b>	<b>Lunch Break</b>
<b>3.00 pm</b>	<b>School ends (Willow)</b>
<b>3.05pm</b>	<b>School ends (Oak, Ash &amp; Birch)</b>



The school office is manned between 8.20 and 12.00pm and 1.00 to 3.30pm. An answerphone is available when the office is unattended.

### **Attendance:**



All schools must now distinguish in their attendance registers between authorised and unauthorised pupil absence. It is therefore important that you let us know the reasons for your child's absence on the **first** morning they are away from school if they are unable to attend due to a medical appointment, illness or other unavoidable reason. When your child returns following an illness, please supply a note. We will endeavour to contact you on your child's first day of absence if we have not heard from you.

School starts at 8.45am and registration is completed by 8.55am. Class registers remain open for 10 minutes and children arriving after this time will be recorded as 'late' (unauthorised). Should your child require medical treatment during the school day, please let the class teacher know in advance. Wherever possible please arrange such appointments out of school time. Please contact the Headteacher **in advance** should your child need to be absent from school for any other reason.

### **Attendance recorded in the academic year 2017/2018**

Attendance: 95.92%

Our attendance target for 2018/19 is 97%

## Holidays:

Inline with the Smithdon Cluster Attendance Policy we are not able to authorise any pupil holidays within term time. If children are taken out of school parents may be issued with a fixed penalty notice, this is a fine of £60 per parent per child which is payable within 28 days.

## Walking To and From School Alone:

From Year 5 upwards children are able to walk to and from school alone i.e. without their parent/guardian. In order to do this their parent/guardian must complete a permission slip.

We need parents/carers to be aware that if they decide that their Year 5/6 child should be allowed to walk to and from our school unaccompanied, that they are still responsible for their child's safety, welfare and behaviour until they step into the school playground on arrival and as soon as the child leaves the playground. If we receive any reports of unsafe, or mis-behaviour, then the parents/carer will be invited to school to discuss the matter.

Children in Year R to Year 4 will still need to be accompanied to and from school by a responsible adult. It is unacceptable for older siblings to accompany younger children to and from school.

## Medicines:



If, on the advice of your doctor, medicine needs to be administered to your child during the school day, please ensure that the medicine, clearly labelled, is taken to the school office by a parent or guardian. At that time, a school form requiring a signature will be provided for details of the medication and dosage to be documented.

The school also requires the completion of forms giving details of any medication carried in school on a regular basis e.g. inhalers.

## Emergency Procedures:

School has only limited facilities for dealing with 'sick' children and parents are requested to keep their child at home if unwell. The school will contact you should your child become ill whilst at school. Should your child be hurt and require further medical attention whilst at school, then you will be contacted by telephone and asked to come and collect your child. If the school is unable to contact the parents or adults named on the Emergency contact list, the child will be taken to A & E at the Queen Elizabeth Hospital, King's Lynn. It is essential that the school has up-to-date contact 'phone numbers of both parents, carers or other responsible people.



## Severe Weather Conditions:



A decision as to whether the school can open, or any special arrangements, will be made by the Headteacher. This will be announced on Radio Norfolk and KLFM from approximately 7.30 am onwards.

Information is also available on the Norfolk Schools Website: [www.schools.norfolk.gov.uk](http://www.schools.norfolk.gov.uk) and



on The School Closures blog on our own website: [www.snettisham.norfolk.sch.uk](http://www.snettisham.norfolk.sch.uk)

It is intended that a responsible adult, that is teacher, caretaker, governor or parent will be at the school at normal school opening time in case any parents have not received information by the radio.

Should it become necessary to close the school during the day, parents will be notified by telephone and requested to collect their children. If it is not possible to contact parents, children will be supervised in school until they are collected. No child will be sent home or allowed to leave school unaccompanied.

## Parents' Visits to the School:

Parents are most welcome to contact the school on any matter, with your child's class teacher being the first point of contact. To ensure we can give time to deal with your query it is helpful to telephone the school to arrange an appointment. Of course, if the matter is one of urgency, then the Headteacher or Deputy Hedateacher will see parents as soon as possible.

Our school prides itself on its excellent home-school links and provides many opportunities for parents to visit the school. Open evenings are held twice a year and parents/carers are urged to take advantage of these to discuss their child's progress. Class assemblies, sporting fixtures, sports afternoon, open mornings/afternoons when parents can look round school are other examples.

Regular topic webs and newsletters are also sent home to keep parents up-to-date with what is happening in school.

## **Support for Parents:**

We believe that parents have a fundamental role to play in helping children to learn. We aim to inform parents about what and how their children are learning:

- Parent Consultation Meetings in the autumn and spring terms.
- By holding parents' meetings to explain how we teach literacy, numeracy and other topics;
- By sending information to parents each term which outlines the topics that the children will be studying during that period at school;
- By sending parents an annual written report in which we explain the progress made by each child, and indicate how the child can improve further;
- By explaining to parents how they can support their children with homework and suggesting, for example, regular shared reading, and support for projects and investigative work.

## **Uniform:**

School sweatshirts with an embroidered logo can be purchased through Tesco Embroidery Service, visit [www.tesco.com/ues](http://www.tesco.com/ues) to order, although we do have limited sizes available directly from the school, please contact the school office for more details. Tight fitting clothes, tight button holes and awkward or stiff zips cause unnecessary problems for very young children. It would be appreciated if all clothes and footwear could be named. A good way of ensuring that wellingtons stay together is by the use of a clothes peg.

Detailed list of uniform requirements will be issued at the evening for new parents in the Summer Term.

## **Jewellery:**

Children should not wear jewellery while at school. For those who have pierced ears, plain studs must be worn in the interest of hygiene, safety and security. A plain analogue watch may be worn from Key Stage 2. No jewellery of any sort is to be worn during PE lessons or games.



It is also requested that parents ensure that nail varnish is removed before their child attends school. Nail varnish or make – up is not appropriate in school.

## **Lost Property:**

A lost property container, clearly marked, can be found in the main entrance corridor. Children place items of clothing in the box and look there for anything they have lost. This box is cleared at the end of each term. Valuable items are handed into the school office from where they can be claimed.

### **Preparing For / Starting School:**

1. Children visit school for sessions in the Summer Term.
2. Parents are invited to a meeting in the school hall in June to meet the staff. The prospectus and "Welcome to our School" booklets are distributed and discussed.
3. Children at the local preschool visit the Reception class weekly during the summer term prior to them joining the school. The new Early Years Building will facilitate good working relationships between the two settings.
4. All children start school in the Autumn Term.
5. Parents are actively encouraged to come into school and work alongside the teachers in the classroom.
6. Playgroup children and parents are invited to Sports Day and the annual Summer Special, the Christmas Play and other school events.
7. Brief visits to Reception may be arranged to share songs/rhymes.
8. The Playgroup leader is invited to bring groups of children to take part in special school events.
9. Single copies of appropriate documentation from the Induction Pack are made available for parental reference at the Playgroup.
10. Assessment through the 'Early Years Profile' takes place during the Reception Year.

### **Curriculum Provision for the Under Fives**

The period from birth until the end of the Reception Year is described as the "Early Years Foundation Stage". The "Early Learning Goals" set out what is expected for most children to achieve by the end of Reception year. Copies of this document are available in school.

### **The National Curriculum:**

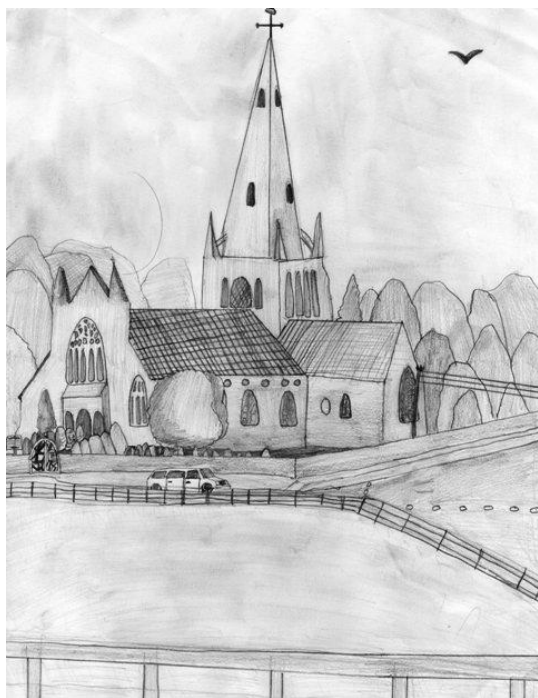
Children in Key Stages 1 and 2 are taught in accordance with the requirements of the National Curriculum.

At Snettisham Primary we have implemented a topic and skills based curriculum. Topics are taught throughout the school, which enables teachers to share good practice and planning; which in turn ensures progression of skills from Reception to Year 6.

## Collective Worship and Religious Education

Religious Education and Worship is given in accordance with the New Norfolk Agreed Syllabus.

The syllabus helps pupils to explore religious beliefs by acquiring knowledge and developing understanding of Christianity and five other major faiths – Buddhism, Judaism, Sikhism, Hinduism and Islam.



Parents wishing to withdraw their children from Religious Education or the devotional part of the daily assembly are invited to discuss the matter with the Headteacher. Arrangements will be made for the children to be supervised in carrying out work set by their class teacher in another room.

**Sketch of St Mary's Church, Snettisham, drawn by one of our talented pupils.**

### The approach to Collective Worship at Snettisham

The acts of collective worship are planned to give pupils a variety of experiences to enable them to reflect on, and respond to, things which we, as a school community, believe are important. These experiences will include:

- the telling of appropriate stories (Biblical, moral, multi-cultural)
- poetry
- music
- use of multi-media clips (video, ICT, radio etc.)

### Visitors

Our assemblies are often led by visitors who include the parish vicar and GenR8.

## **PSHE (Including Citizenship)**

Our programme of Personal, Social and Health Education helps our children learn progressively more about health, hygiene, human biology, personal development and social issues.

### **Sex Education**

There is a programme of health education in place in school. All year groups are taught about caring relationships and families and how, we grow up. The part of the programme relating to sex education is taught in year 5 and 6. Parents of the children involved will have the opportunity to preview all the teaching materials prior to their use with the children. In this way it is hoped to explain the content of the lessons and provide an opportunity to ask questions. The school has a written policy for Sex Education which parents are welcome to see. Provided the content is outside National Curriculum requirements, parents are reminded that they can withdraw their child from sex education lessons, but please discuss this with your child's teacher prior to making such a decision.

### **Special Educational Needs and Disability**

As a school, we are aware that children do experience learning difficulties at various stages of their school career. Some of these difficulties might be minor and temporary; others might be on going and of a more serious nature. It is our policy to work with children with all types of SEND in a caring and understanding way so that all can develop to their full potential.

Children with Special Educational Needs and Disability are identified as early as possible and integrated into our classrooms; children with special educational needs are offered a broad and balanced curriculum working alongside children who do not have special educational needs.

An individual programme of work is planned for each pupil with Special Educational Needs or Disability.

It is a school policy that all children work with their peers within the classroom or outside the classroom in small groups or individually, according to the task set. We feel this varied approach supports the child.

Children with Special Educational Needs or Disability are encouraged to become confident members of their classes and the school as a whole, and their contribution is valued. All children are taught to be helpful, understanding, caring and supportive of those who require extra help and encouragement in certain areas.

All members of staff are aware of the children in school with Special Educational Needs or Disability and include plans for individual needs in lesson planning.



Learning Support Assistant time is allocated within the resources available to support children with additional needs.

It is the policy of the school to work closely with parents and to involve them as fully as possible in their child's education. This is doubly important when children have special educational needs. Parents are notified immediately a concern is raised. Opportunities for discussion are made as often as necessary and parents involved in the staged process of recording SEND provision and progress.

## **Gifted and Talented Children**

The school is committed to teaching all pupils according to their ability and recognises that a child might have outstanding ability in academic or non-academic areas. Our policy for teaching is clearly laid out and implemented throughout the school. Again, parents are welcome to see our planned provision and will be involved in drafting of individual education plans where appropriate.

## **Extra Curricular Activities**



We have a wide range of extra curricular activities throughout the year. These may include activities such as art and craft club, netball, edu-fit, as well as other opportunities that arise.

## **Music Tuition**

We provide opportunities for children to learn a musical instrument. Please ask at the school office for further details. There are a limited number of instruments for hire to those children who demonstrate ability and the determination to play. Parental support for their children, particularly for the practising which takes place at home, is vital to their success.



## Homework



Homework is used to foster links between home and school and provides opportunities for children to work within their family on a variety of tasks. Our youngest children will bring home reading books on a regular basis and other tasks (spellings and multiplication tables for example) are gradually introduced. By years 5 and 6 children are set a wider range of tasks on a more structured timetabled basis. If however, your child is unable to complete homework, for any reason, then please contact the teacher, who will offer further guidance.

## School Discipline

We aim to create a caring atmosphere where children feel responsible for themselves and the well-being of others and where they and adults live in mutual respect.

Children are taught to be aware of what comprises acceptable and unacceptable behaviour and to know that certain rules must be followed for the mutual good of all. School rules are purposely kept to a minimum and their necessity is fully explained to the children.

We are proud of the fact that a problem of discipline rarely arises to cause disruption to the calm atmosphere and smooth running of our school.

## Bullying

Under no circumstances is any form of bullying considered acceptable in school. All members of staff take positive steps to encourage children to solve their differences in a civilised way. However, parents should have no hesitation in contacting the school should they have any concerns regarding this problem. The school has a policy to deal with bullying which is available for inspection.

All children are encouraged to be friendly and courteous to both each other and to adults within the school. All children are expected to take pride in their work, in themselves and in their school. Taking care of their surroundings will encourage pride. This in turn will foster a sense of loyalty to the school.

## School Meals

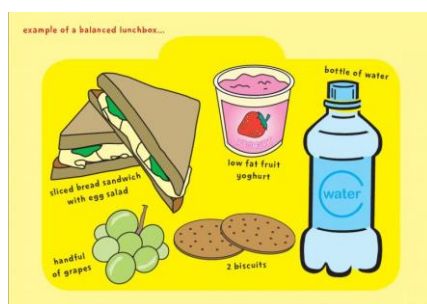
### Universal Free School Meal

All pupils in Reception, Year 1 and Year 2 are now entitled to a Free School lunch.

Parents paying for meals are asked to book meals and pay using our on-line 'parent pay' system. All meals must be pre-booked and paid for, one day in advance. Details of how to set up a parent pay account are available from the school office.

If you are in receipt of Income Support or Income-Based Job Seeker's Allowance then your children may be entitled to free meals. Please obtain the necessary forms from the office.

### Packed Lunches



We encourage the use of re-usable containers rather than plastic bags, foil, cling film etc. We aim to have 'waste' free lunches. To avoid confusion or loss, these meals should be properly packed and placed in a named plastic box. Drinks should be in a plastic container that the children can open themselves. Fizzy drinks, hot drinks or soup should not be brought into school. Drinking

water is always available and children are encouraged to bring their own for use in the classroom. During the lunch break, the children are expected to continue the same standard of behaviour set by members of the teaching staff whilst being supervised by ancillary staff. There are four Midday Meals Supervisors.

With the exception of fresh fruit, 'tuck' is not allowed at break times.

Key Stage 1 are entitled to the government 'free fruit scheme', which is eaten during morning playtime.

## Child Protection



In accordance with The Children Act (1989) and Norfolk Children's Services procedures, the school has specific procedures for dealing with allegations of abuse of any kind. If we suspect that a child may be suffering abuse, we are legally obliged to follow the Norfolk Area Child Protection Procedures. Parents should be aware that if a child makes an allegation about his/her parents, then the school will refer this to the Social Services Department who will decide how and when to proceed.

## **Health and Safety**

Health and Safety inspections and Risk Assessments are carried out annually in line with current regulations.

Pupils are expected:

- (a) to exercise personal responsibility for the health and safety of themselves and others;
- (b) to observe standards of dress consistent with safety and/or hygiene;
- (c) to observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- (d) to use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

## **Equality of Opportunity**

Discrimination on the basis of colour, culture, origin, sex or ability is unacceptable in this school.

Every pupil and teacher will endeavour to further this objective by personally contributing towards a happy and caring environment and by showing respect for, and appreciation of, each other as individuals.

The primary objective of this school will, therefore, be to educate, develop and prepare all our pupils, whatever their sex, colour, culture, origin or ability, for life in an ever-changing society.

An equal opportunities philosophy will be practised by all staff.

The school acknowledges the complexity of British society and recognises that it would be failing the pupils if it did not prepare them for their integral part in society.

## Complaints Procedure



Any complaint, however trivial, is dealt with speedily and fairly.

Every attempt is made to ensure that complaints from parents, given to staff, are resolved by the individual teacher, if possible.

The Headteacher is informed of all complaints.

If a solution cannot be readily found, then the problem is presented to the Headteacher. After consultation, it is hoped that the Headteacher would be able to find a solution acceptable to all parties.

Complaints made to a Governor should also be solved as speedily as possible. The Headteacher is informed of the situation whether or not an immediate answer can be given. It is hoped that the Headteacher could devise an acceptable solution.

Complaints from parents, made directly to the Headteacher, are dealt with by the Headteacher. In the event that the Headteacher is unable to resolve the complaint then the parent/carer can write to the Chair of Governors.

## Charging and Remissions Policy

Schools cannot make charges for educational visits that take place in school hours. Instead the school may request parents to make voluntary contributions towards the cost.

Snettisham Primary School, therefore, informs parents of any such activities as early as possible so that the school can determine whether sufficient contributions from parents and the money available from the school budget will cover the cost of the visit or activity.



If the parent makes no contribution towards the costs, this does not mean that their child will be excluded from the visit or activity. However, under the financial constraints now in force in schools, no visit can take place unless it is financially viable.

Parents in receipt of Income Support or Family Credit are able to discuss the remission of charges with the Headteacher.

No charge is made for materials used in such practical activities as DT or Art and Design. Items made will be taken home free of charge (this excludes after school clubs, where a small fee is payable).

## Smoking



Acknowledging the concerns of passive smoking and the example adults can give pupils, the policy of the school is that smoking should not take place anywhere on the school site, including those who use the site under shared use arrangements. This includes the use of electronic cigarettes.

## School Policies

The Education Act requires schools and their governors to agree policy statements that cover a variety of areas of school life. Policy statements are continuously under review, ensuring that new statutory requirements are met and details are set out in the School Development Plan.

Copies of the National Curriculum, the Norfolk RE Agreed Syllabus and the school's Curriculum Guidelines including policies can be viewed in school. The cost of these documents prohibits making them more freely available to parents but you are welcome to come into school should you wish to see any of them.

## Single Equality Scheme and Access Plan

Our Single Equality Scheme (SES) and Access Plan and action plan cover a three-year period from 2015 to 2018. It is reviewed and amended annually. It integrates our statutory duties in relation to race, disability and gender and promoting community cohesion.

It also addresses the Employment Equality Regulations relating to religion or belief, sexual orientation and age. Our Single Equality Scheme and action plan enable us to achieve a framework for action which covers all six equality strands and ensures that we meet our responsibilities of the public sector duties in an inclusive way.

We will continue to meet our statutory duties by reporting annually on the progress of the Single Equality Scheme and action plan. This will be reviewed by the governors and will cover activities undertaken in relation to the six equality strands and in promoting community cohesion.

## **Data Protection Act**

Schools, Local Authorities and the Department for children, school and families (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, Characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the LA, to another school to which the pupil is transferring, to the Department for Education (DfE), and to the Qualifications and Curriculum Authority (QCA), which is responsible for the National Curriculum and associated assessment arrangements.

The Local Authority uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools. The statistics are used in such a way that individual pupils cannot be identified from them.

The Qualifications and Curriculum Authority uses information about pupils to administer the National Curriculum tests and assessment for Key Stages 1 to 3. The results of these are passed on to DCSF in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The Department for Education uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school.

On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves.

If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- Your child's school
- The LAs Data Protection Officer at Room 19, Education, County Hall, Martineau Lane, Norwich, NR1 2DL
- The QCA's Data Protection Officer at QCA, 83 Piccadilly, London, W1J 8QA
- The DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, London, SW1H 9NA.

### **Further Information:**

We hope that you have found this to be a useful document.

There are many other places where you can find information about our school:

### **School Website:**

[www.snettishamprimaryschool.co.uk](http://www.snettishamprimaryschool.co.uk)

### **Ofsted Website:**

<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/120881>

### **Department for Education Website:**

<http://www.education.gov.uk/>