

Welcome to
**Saxlingham Nethergate CE VC Primary
School**



'Living Life to the Full'

School Brochure 2023/2024



EXECUTIVE HEADTEACHER'S WELCOME

Welcome to Saxlingham Nethergate CEVC Primary School

Church Hill
Saxlingham Nethergate
Norwich
NR15 1TD
Tel: 01508 499271
Email: office@saxlingham.norfolk.sch.uk
Website: www.tasvalley.org.uk/saxlinghamprimary



Dear Parents and Carers

Welcome to Saxlingham Nethergate CE VC Primary School

On behalf of the staff, pupils and governors, I would like to welcome you and your child to Saxlingham Nethergate CE VC Primary School, part of the Tas Valley Federation.

Our Federation vision, '*Living Life to the Full*,' is based on our understanding of the Bible verse, John 10:10.

We are extremely proud of our unique learning community, which aspires for every one of our pupils to live life in all its fullness. As church schools, we hold Christian values at the core of everything we do, and our children thrive in their learning through positive, caring relationships and a broad and balanced curriculum.

This booklet aims to answer any questions you may have about how our school is organised and to help you understand more about Saxlingham Nethergate CE VC Primary School and the Tas Valley Federation.

I look forward to working with our pupils, parents, staff and governors to build on the strengths and successes of our Federation. I very much look forward to meeting you and wish your child every success and happiness at Saxlingham.

If you would like to find out more information about Saxlingham Nethergate CE VC Primary School, please contact the school office.

Regards

Mr M. Walker
Executive Headteacher

INTRODUCTION

The Staff and Governors of the school thank you for your interest and hope you find this booklet informative.

This prospectus provides information about Saxlingham Nethergate CE VC Primary School for prospective parents. The prospectus has four sections. The first section describes the school organisation, its environment and Admissions Policy. The second section outlines the relationship between parents and the school, and covers visiting arrangements and how parents can help. The third section covers education: the curriculum and extra-curricular activities, their aims, policies and organisation. The final section contains general information such as where to obtain more details, the school uniform, and the procedure for making a complaint.

OUR VISION STATEMENT

The Tas Valley Federation aims to serve Tasburgh, Saxlingham Nethergate and the surrounding area by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Taking inspiration from John 10:10, our vision is to support our pupils in 'living life to the full' by opening them up to a world of opportunities and nurturing a love of learning so that they will be inspired to fulfil their true potentials, both now and in the future.

This means that:

- We will offer a welcoming and inclusive church school community, where every individual feels valued and respectful relationships are promoted through our 3 school rules: be kind and respectful; be safe; be the best you can be;
- We will provide a rich, creative and inspiring curriculum, which promotes high academic standards and encourages individuals to ask and answer questions;
- We value our connection to our environment and promote an ethos of stewardship;
- We will uphold Christian values and take a responsive approach to meeting children's needs so that every individual will develop empathy and understanding for others and value opportunities for personal reflection and spiritual growth;
- We will ensure that children have a strong identity within their local, national and global communities, and that they understand the power of learning and working collaboratively.



BEING A CHURCH SCHOOL

As a Church of England primary school, Saxlingham Nethergate CE VC Primary School is committed to enabling its pupils to flourish through effective teaching and learning and strong Christian values. That means equipping our children with the emotional and academic skills to help form their aspirations, and providing the support and nurture to set them on their way to achieving them.

The Tas Valley Federation schools play an important role within the communities of Tasburgh and Saxlingham Nethergate. We work closely with the Tas Valley Benefice, and the churches of St. Mary's Tasburgh and St Mary the Virgin, Saxlingham Nethergate. Collective worship is a fundamental part of our daily school routine, and we work to make this inclusive, invitational and inspiring for all members of the school communities, for those of all faiths and none. Collective worship is led by many different members of the school communities, including the children. Collective worship provides an opportunity for pupils and staff to gather together to respond to the presence, power and peace of God through prayer, worship, sharing, reflection and celebration of achievements. For more information about what it means to be a church school, please see our website: <https://tasvalley.org.uk/saxlinghamprimary/being-a-church-of-england-primary-school/>

SCHOOL ENVIRONMENT

Since September 2017, Saxlingham Primary School has worked in close partnership with Preston CE VC Primary School and in January 2019, the two schools formally joined together to form the Tas Valley Federation. The two schools share a governing body, an Executive headteacher, a SENDCO (Co-ordinator for Special Educational Needs and Disabilities), and a number of staff work across both schools to achieve the best outcomes for all children in the Federation.

In May 2023, Saxlingham Nethergate CE VC Primary School has 67 children on roll, aged from 4-11 years and is organised into three class groups.

The school is attractively situated, with rural views and attractive outdoor spaces. There is a large playing field, wildlife and gardening areas, and a large playground. The building is light and colourful; there is a hall for assemblies and PE, and we have a well-stocked school library.

The school prides itself on having effective and productive links with parents, the church, the local community and other schools in the neighbourhood. The school is well supported by parents. The Friends of Saxlingham School (FOSS) have raised significant sums of money to support the school. There is a strongly supportive Governing Board.

Pupils play an important role in decision making in the school and we have an active school council.

The school has a dedicated, highly professional team of staff, who work together to promote its aims and values.

THE SCHOOL DAY

Drop off and Pick Up Times:

The gates will be opened at 8.45am and children should meet their teacher on the playground. The school bell indicates the beginning and end of the day. Registration is at 8.50am.

The school day finishes at 3.15pm. Please leave the premises promptly.

SCHOOL MEALS

All meals are eaten in the hall under the supervision of the Midday Supervising Assistants. For safety's sake, we ask that no glassware, breakable flasks, tins or hot drinks be included in packed lunches. Please be aware that nuts, and products containing nuts, should not be included within packed lunches.

All children may choose to use the School Meals Service provided by Norse. Alternatively, children can bring their own packed lunch.

Infants are entitled to Universal Free School meals. The School Kitchen offers a set meal – main course and dessert. All meals should be pre-ordered via the school office. Please contact the office for pricing and menus.

Free school dinners may be available to families in receipt of some benefits; please contact the office for more information.

MID-MORNING SNACKS

All children are required to bring a water bottle school, which can be used throughout the day. Recent research has shown that well-watered brains work more efficiently! The children in Reception, Year 1 and Year 2 are provided with free fruit as part of the National 5-a-day Fruit and vegetable Scheme. Children are entitled to free milk (1/3 pint of semi-skimmed) each day, up until they turn five years old. The school also provides milk for children in receipt of Pupil Premium. If your child is not entitled to free milk, it is possible to purchase this. Please contact the office for more information.

ATTENDANCE

The pupils' high motivation is reflected in our good attendance record. We rely on parents to inform us if there is a need for a child to be absent.

Absence from school

If your child is absent from school, you should contact the School Office before 8.45am on the first day of absence. Please leave details of your child's name, class and reason for absence. Please be aware that in the event of diarrhoea or vomiting your child should not return to school any earlier than 48 hours from the last episode.

Please also inform us of any appointments occurring during school time e.g. hospital.

Any time missed from school has an effect on your child's learning, and we hope that you arrange family holidays within the usual holiday periods. Holiday during term time cannot be authorised. An application for time off school should be made using a 'Leave of Absence' form (available from the school office or from the website).

Lateness

If your child arrives late, they should report to the office. Please help your child to be punctual. It is important that they develop good routines as persistent lateness affects a child's education.

Authorised/unauthorised absences

At Saxlingham we aim for zero unauthorised absence and always expect explanation for absences. Parents must request permission from the Headteacher for time off during school time. This is done by completing a form available from the school office or our website.

ADMISSIONS

The Local Authority decides on the admissions policy for all schools except foundation and voluntary aided schools, which set their own.

Our school has adopted that laid down by Norfolk County Council, Children Services. A copy of our Admissions Policy is available on our website: <https://tasvalley.org.uk/tas-valley-federation-policies/>

Children receive full-time education when they reach statutory school age i.e. the term in which they have their fifth birthday, but the school endeavours to offer admission in September on either a part-time or full-time basis to those children who become five during that academic year.

Parents are not obliged to accept such places and are not bound in law to send their children to school until the term following their fifth birthday.

'Living Life to the Full'

Children under five should be registered with the Local Authority, but a firm offer of a place cannot be given until the Summer Term.

STAFF

Senior Leadership Team

Executive Headteacher:

Mr M. Walker

Head of School (Saxlingham):

Mrs L. Knight

Head of School (Preston):

Mrs J. Firman

Federation SENDCO

Federation SENDCO:

Ms Z. Ladbrooke

Teaching Staff

Mrs E. Elliot

Ms Z. Ladbrooke

Miss G. Limon

Mrs K. Singleton

Mrs F. Whitefoot

Support Staff

Mrs S. Bloomfield

Mrs T. Bryant

Mrs S. Edwards

Miss R. Goodchild

Mrs D. Newson

Mrs S. Richardson

Mrs C. Smith

Mrs A. Warburton

MSAs

Mr S. Bealing

Mrs C. Pates

Miss R. Goodchild

Mrs L. Kingerlee

The Office Team

School Secretary:

Mrs J. Jones

Administrative Assistant:

Mrs L. Kingerlee

Site Management

Caretaker:

Mrs K. Wilford

GOVERNING BOARD – September 2023

The Governing Board has an essential role in ensuring that the its obligations to meet National Standards by providing a broad and balanced curriculum to all pupils, as well as operating within the financial, legal and health and safety expectations of the Department of Education.

They consist of a cross section of representatives of those who have an interest in the correct operation of a school to ensure that all pupils reach their potential. Each Governing Board membership therefore comprises representatives from the staff, parents, community and Local Authority. As both schools within our Federation are Voluntary Controlled, our Governing Body also has Foundation Governors.

Name	Governor Category	
Diane Perry-Yates	Co-opted	Chair of Governors
Lesley Allgood	Co-opted	
Claire Crawshay	Foundation	
Will Defoe	Co-opted	
Anne Fry	Foundation	
Katie Lightfoot	Co-opted	
Rebecca Orford	Co-opted	
Claire Smith	Staff	
Daisy Sutcliffe	Parent	
Matt Walker	Headteacher	
Fiona Webb	Co-opted	
Christopher Perry-Yates		Clerk

FRIENDS OF SAXLINGHAM SCHOOL (FOSS)

The Friends of Saxlingham School (FOSS) are long established. The FOSS focus on raising money for the school to cover costs of all projects that usual school grants would not cover. The FOSS meet once a term and come together to plan fundraising events. In the recent past, these have included Christmas Parties, Cake Sales and Pamper Evenings.

FOSS meet regularly (look out for our newsletters and our Facebook Page) and we are always very keen to have new helpers and ideas for events such as fetes, quizzes and more.

If you are interested in joining our friendly committee, please contact us:

friendsofsaxlinghamschool@gmail.com

If you have any suggestions for fundraising events then please do not hesitate to let us know your ideas!

SCHOOL TERM DATES – September 2023 to July 2024

Autumn term 2023

Begins: Wednesday 6 September 2023

Ends: Wednesday 20 December 2023

Autumn half term holiday

Begins: Monday 23 October 2023

Ends: Friday 27 October 2023

Christmas holiday

Begins: Thursday 21 December 2023

Ends: Wednesday 3 January 2024



Spring term 2024

Begins: Thursday 4 January 2024

Ends: Wednesday 27 March 2024

Spring half term holiday

Begins: Monday 19 February 2024

Ends: Friday 23 February 2024

Easter holiday

Begins: Thursday 28 March 2024

Ends: Friday 12 April 2024



Summer term 2024

Begins: Monday 15 April 2024

Ends: Friday 19 July 2024

May Day

Monday 6 May 2024



Summer half term holiday

Begins: Monday 27 May 2024

Ends: Friday 31 May 2024

Staff Development Days (School closed to pupils)

4 September 2023

5 September 2023

3 January 2024

28 March 2024

22 July 2024

PARENTS AND THE SCHOOL

During the Summer Term, a programme of induction is organised for the children who will begin in Reception in the Autumn Term. We intend for children to be able to visit their new classroom to meet the staff and experience some of the activities they will be doing.

Parent / Teacher Consultations

During the Autumn and Spring terms, opportunities are provided for parents to meet their child's class teacher to discuss progress.

During the summer term, all parents receive a written report on their child's progress in the academic year.

Ad Hoc Meetings

It is our policy that, if either the parent or the class teacher has a particular worry or concern about a child's progress or attitude, this should be discussed as soon as possible. Parents are invited to contact the class teacher directly via email.

Tapestry

The Reception teachers use Tapestry to communicate with parents/carers about their children's learning.

Other Activities

Other regular opportunities are provided for parents to come into school to share assemblies, sports days, entertainments and general school activities.

OFSTED

A copy of our latest OFSTED report (date of publication: February 2018) is available from our website.

- ✓ Overall Effectiveness - Good



CURRICULUM

The Early Years Foundation Stage Curriculum

Children starting at School are eager to find out about the world and are trying to make sense of it. Our aim is to welcome the children into a warm, caring and secure atmosphere where they will have the opportunity to explore and discover in order to understand. Children are given opportunities to talk about, and listen to, real, meaningful and imaginative situations in order to sequence and develop their thoughts. They are encouraged to think about what they are saying and to listen to others.

The curriculum is based on the government's Early Years Foundation Stage (EYFS). The Early Years Foundation Stage Curriculum Framework is based around three different themes:

The learning characteristics:

- playing and exploring
- active learning
- creating and thinking critically

The prime areas of learning:

- Communication and Language: Listening and Attention; Understanding; Speaking
- Physical Development: Moving and Handling; Health and Self-care
- Personal, Social and Emotional Development: Making relationships; Self-confidence Self-awareness; Managing Feelings and Behaviour

The specific areas of learning:

- Literacy: Reading; Writing
- Mathematics: Number; Shape, Space, & Measures
- Understanding the World: People and Communities; The World; Technology
- Expressive Arts and Design: Exploring and Using Media and Materials; Being Imaginative

Key Stage 1 and Key Stage 2 Curriculum

Overview

At Saxlingham, our classes are currently organised as follows:

Squirrels	Reception, Year 1 and Year 2
Hedgehogs	Year 3 and Year 4
Owls	Year 5 and Year 6

Our class structure can vary from year to year according to pupil numbers.

We organise our learning into termly projects, on a two-year cycle. Wherever possible, each project seeks to make cross-curricular links, making learning meaningful and relevant to the experiences of our children. Our curriculum is supplemented with a wide range of educational visits and visitors to the school. We have a strong, experienced team of staff, who work closely together, sharing good practice and expertise to ensure the best possible outcomes.

'Living Life to the Full'

We intend for our curriculum to support our children and the whole school community in 'Living Life to the Full'. This means the curriculum must endeavour to:

- Be rich, broad, balanced and accessible to all;
- Be enjoyable, interesting, relevant and appropriate;
- Be memorable and rich in connections;
- Offer opportunities for creativity;
- Support personal and social development;
- Support children's knowledge and understanding of their world;
- Support children's feeling of ownership of their world;
- Prepare children to face the many challenges and adventures that life will bring

In order to achieve this, we think carefully about the organisation of our curriculum. Our core curriculum is based on the National Curriculum for England that must be taught in all maintained schools: <https://www.gov.uk/government/collections/national-curriculum>

Taking the National Curriculum as our core document, we think about putting learning into meaningful contexts that will build upon each other as children progress through the school.

We take time to consider:

- What we know about our families and our children;
- What is happening in our locality, in our nation and in the world;
- What we have found to be successful in enabling children to learn in our setting;
- What research tells us about successful teachers and learners;
- What our children tell us about their learning.

If consideration of the points above means we must deviate from our set plans in order to meet current needs, we do so. Over time we ensure we have covered all elements of the National Curriculum.

Not all subjects can be covered in this way using natural links, so some other learning is purposefully chunked together in order that knowledge and skills are embedded in other memorable ways, for example through a 'Science Week' or 'Democracy Week'.

Although, whenever possible, links are sought and made, we recognise that systematic building of knowledge and skills in some subjects is best achieved through routine well-planned and taught lessons that may be discrete from other curriculum areas for much of the time – for example, Languages or PE.

We believe that effective learning takes place when children are engaged and excited by the curriculum, when the subject matter is placed in an interesting and relevant context and when resources are chosen for their impact. We recognise the importance of visits and visitors in enriching learning and we seek to provide experiences that are memorable for our children. We consciously seek ways to support the social, moral, spiritual and cultural development of our children through all areas of the set curriculum and ensure that our PSE curriculum is rich in opportunities for children to explore and express these areas of development. All classes benefit from weekly outdoor learning lessons.

At the beginning of each half term, each class sends home a letter to share information about our learning with parents and carers.

For more information, please refer to the school website:
<https://tasvalley.org.uk/saxlinghamprimary/curriculum/>

AFTER SCHOOL CLUBS

A range of activities is available. These change according to season and available personnel. Some of the activities are run by visiting professionals and charges may be payable.

BREAKFAST CLUB

The school runs a Breakfast Club each day. Please ask at the School Office for further details.

SAFEGAURDING AND CHILD PROTECTION

This school is committed to promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the Norfolk Local Safeguarding Children Board if we see signs that one of our pupils may have been a victim of abuse. Use of the procedures in this way is an obligation placed on the school by legislation and in no way infers that any parent / carer is being accused of wrong doing.

Across the Federation, our Designated Safeguarding Lead is Mr Walker. The Alternative Designated Safeguarding Leads are Mrs Firman, Mrs Knight, Farley, Mrs Allgood and Mrs Smith.

For further information, please refer to the school website: <https://tasvalley.org.uk/safeguarding/>

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

We believe that all children have their own special and individual needs. Most of these can be accommodated in the normal class situation. If however a child is identified with specific needs we are able to give more attention and specialist help. Children with specific special needs are monitored closely, taught in varying ways and usually make good progress. We aim to build a good working partnership between school, the family and outside agencies for the benefit of the child.

The school has well documented procedures that follow the agreed policy; parents may ask to see this policy.

Our SENDCo is Ms Ladbrooke. Please contact her via the school office.

PASTORAL CARE AND BEHAVIOUR POLICY

Pastoral care is generally the responsibility of the class teacher, who may consult senior staff if necessary. However, all staff in the school play an active role in supporting children, and children feel comfortable approaching all members of staff if they need help.

A copy of the school behaviour policy is available on the website. We aim to build a positive and supportive environment for the children to flourish, focussing on praise and rewards. However we have clear consequences if things start to go wrong. Parents will be consulted whenever their co-operation or intervention is thought beneficial to the situation in hand, or if a serious situation arises.

GENERAL INFORMATION

Complaints

If you are unhappy about any aspect of your child's education or experience at school you should contact the class teacher in the first instance.

We would hope that discussing the matter with the teacher should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further you should make an appointment to see the Headteacher.

If, after discussion with the Headteacher, the matter remains unresolved you will be given a copy of the complaints procedure so that you can make a formal complaint.

Additional Documents

The school produces a number of documents, which are issued to parents:

Document	When issued	Content
School Brochure	Prospective parents	General information
Bulletins/Newsletters	Weekly	General Information

Communication

At Saxlingham, we communicate with parents/carers by email. Reminders are sent by text message. Paper copies of correspondence are available upon request. The school website and Facebook page is updated regularly: www.facebook.com/saxlinghamprimary

Health and Safety

The school has a general Health and Safety Policy, which is reviewed and updated regularly. The policy covers pupils, staff and all visitors to the school. There is an annual safety inspection of all school buildings and electrical and gas appliances are tested regularly.

LOST PROPERTY

Please encourage your child to take responsibility for items of clothing belonging to him/her. All items should be named.

BULLETINS

Weekly bulletins from the school are sent to all parents/carers. We email most correspondence. Bulletins are published weekly to keep parents/carers informed of school events and administrative matters. Copies are also available on the school website: <https://tasvalley.org.uk/saxlinghamprimary/bulletins/>

'Living Life to the Full'

EYFS Results 2023

	School 2023	National 2022
% achieving GLD	60	65

Year 1 Phonics Check 2023

	School 2023	National 2022
% achieving the Phonics Check	73	76

End of Key Stage 1 Assessment Results 2023

School Results 2023

This table shows the percentages of Year 2 children achieving at each level in 2022

Test/Tasks		
	Percentage at each level	
	EXS (Expected Standard)	GDS (Working at Greater Depth)
Reading	70	10
Writing	60	40
Maths	80	20

National Results 2022

This table shows the percentages of Year 2 children achieving at each level in 2022

Test/Tasks		
	Percentage at each level	
	EXS (Expected Standard)	GDS (Working at Greater Depth)
Reading	67	18
Writing	58	8
Maths	68	15

'Living Life to the Full'

End of Key Stage 2 Assessment Results 2023

School Results 2023

This table shows the percentages of Year 6 children achieving at each level in 2022

Test/Tasks		
	Percentage at each level	
	EXS (Expected Standard)	GDS (Working at Greater Depth)
Reading	64	50
Writing	64	50
SPAG	71	43
Maths	71	36

National Results 2022

This table shows the percentages of Year 6 children achieving at each level in 2022

Test/Tasks		
	Percentage at each level	
	EXS (Expected Standard)	GDS (Working at Greater Depth)
Reading	74	28
Writing	69	28
SPAG	72	28
Maths	71	22

SCHOOL UNIFORM

We like our children to dress smartly and appropriately for all the activities included within the school day.

Most items of school uniform are readily available from high street stores.

Children may wear:

Grey or black trousers/skirts or shorts in warmer months

White polo shirts

Green sweatshirt with school logo *

Sensible black shoes

During the Summer term, green and white checked or gingham dresses may be worn.

P.E. Uniform:

Navy shorts* (cotton, not cycling/lycra type)

White tee shirt with school logo*

Trainers for use on the field

Black slip-on plimsolls for indoor P.E.

Navy jogging bottoms in colder months

Items marked with a * can be purchased from the school office.

School caps as well as book bags for infants, and rucksacks for juniors, are also available from the school office.

A pair of wellington boots is useful for outdoor play and trips to the allotment. We provide waterproof suits for infants' outdoor adventures.

Swimming (where applicable)

Children require a sensible costume/trunks and towel. Goggles may be worn. On swimming days, children will wear their uniform to school and change for swimming at the Leisure Centre.

Other items

- Your child will need to bring a named water bottle.
- Your child will need a warm, waterproof coat each day, and ideally, a change of footwear in school.
- All items should be clearly named.
- Jewellery should NOT be worn. For pierced ears, simple studs or sleepers only may be worn.

EMERGENCY SCHOOL CLOSURES

In the event of severe weather, we always endeavour to keep the school open, however some staff have to travel a considerable distance to get to school, many across country lanes. If we feel we cannot open the school safely for the children, the headteacher will notify the Local Authority who will then inform the local radio stations.

Information can also be obtained from the sources listed below.



Emergency School Closure in Bad Weather - Advice for Parents

School: Saxlingham Nethergate CEVC Primary School

- Please check your mobile for a text from school
- Please check your emails for a message
- Please access the Emergency Closures list via the following link:
<https://tasvalley.org.uk/saxlinghamprimary/emergency-school-closures/>
- Go to the Norfolk Schools website <http://www.schools.norfolk.gov.uk> and select 'Emergency School Closures'
- Go to: <http://www.schoolclosures.norfolk.gov.uk>

It is therefore important that **if we do have severe weather conditions, parents should listen to their local radio station or visit the School Closures website.**