



Part of the Harnser Federation

## School Handbook 2018-2019

A Guide for Parents and Carers



### Our Vision Statement

Our Federation offers a safe and stimulating Christian environment where all our children have opportunities to be the best they can be.



Nebula  
where stars are born

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## Welcome to St Faiths' C of E VC Primary School

Dear Parent/Carer,

*It is my pleasure to welcome you and your child to our school. It is our aim to provide all children with a friendly and stimulating environment where they feel secure and able to develop to their full potential.*

*The school has committed and experienced staff and is well supported by parents and governors. As a Church of England school, we have strong links with the local church and the Diocese of Norwich. The school's ethos is founded upon the teachings of the Christian faith and is enhanced by our small pupil numbers, taken from the local community in which we serve.*

*This handbook gives information about the aims and values that underpin our work. However, please arrange a visit so you can see our school in action.*

*We look forward to welcoming you and your child and if we can be of any further assistance in the meantime, please do not hesitate to contact us.*

Yours sincerely,

Miss Rix – Head of School

## School Contact Details

St Faiths' Church of England VC Primary School  
Manor Road  
Horsham St Faith  
Norwich  
Norfolk  
NR10 3LF

Tel: 01603 898353

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

Website Address: <http://www.harnserfed.co.uk/>

## Our Aims and Values

- ❖ To educate the whole child, giving them access to, and experience of, a broad and balanced curriculum.
- ❖ To provide equal access to learning experiences that are appropriate and based upon individual need that enable each child to learn effectively.
- ❖ To plan for and set appropriate, challenging targets to ensure high standards of attainment and accelerated progress.
- ❖ To create a caring school community where all individuals are valued, respected and where discipline is fair and consistent, thus promoting respect for ourselves, each other and the environment.
- ❖ To foster positive relations with each child, their parents/carers and with members of our local and wider community.
- ❖ To maximise the use of all resources available to us, ensuring good value for money to make effective use of time, staff and the school environment.
- ❖ To celebrate our Christian foundation to strengthen our links with the local community and the wider world.
- ❖ To work in partnership with all local and national stakeholders to provide high quality, village primary education.



# About Our School

## Our History

St Faiths' Church of England Primary School is situated about six miles north of Norwich. We serve the thriving villages of Horsham St. Faith and nearby Newton St. Faith, with some children attending from further afield.

Formerly known as Horsham St. Faith First School, we assumed primary status in September 2007. Our history, however, goes back much further.

Our school was built in 1853 by the Twining family, noted for their famous tea empire. Richard Twining was born on 3 May 1772. He attended Norwich Grammar School and at 15 years of age was sent to London to study business in The Strand. He would continue to visit St. Faiths occasionally and it was his wish that the children of the village should have a good school.

At the age of eighty, his children, grand-children and other relatives contributed to the building of our school. Sadly Richard Twining died just five years later.

Upon his death he left the vicar and churchwardens the sum of £450 to support the school and £180 to provide coal for the poor during the winter months.



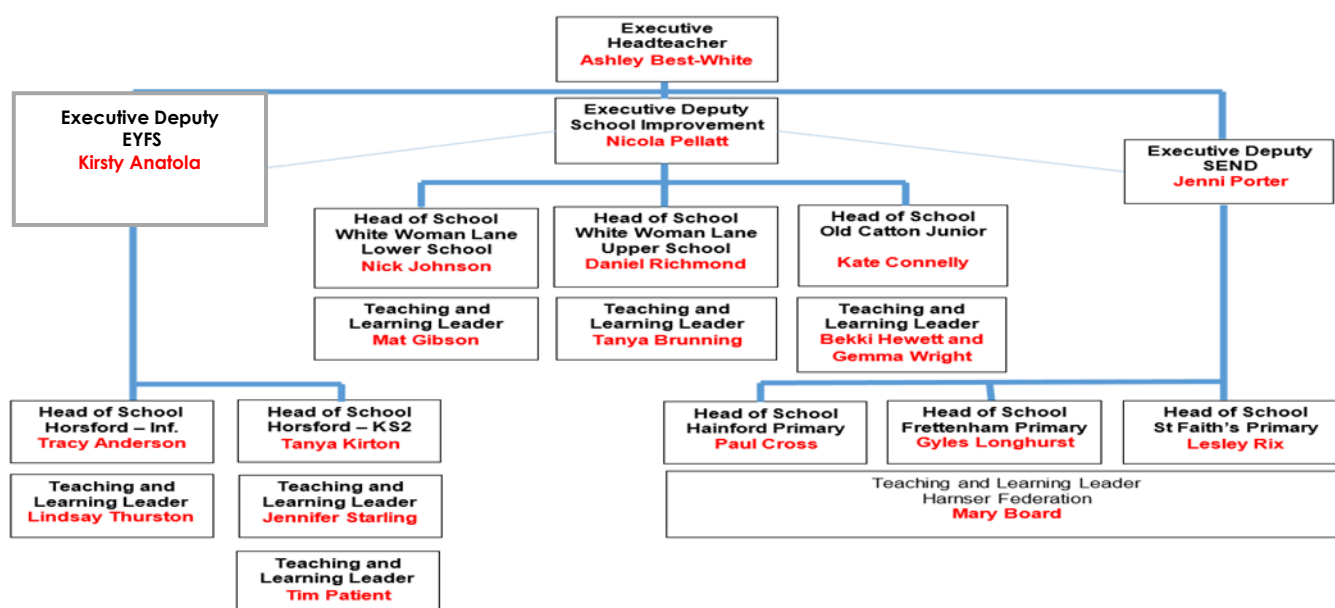
From September 2015, St Faiths' C of E Primary School has been part of the Nebula Partnership. This is Norfolk's biggest partnership to date, the first to join together 6 local schools.

St Faiths' has joined Frettenham Primary School, Hainford Primary School, Horsford Primary School, White Woman Lane Junior School and Old Catton Junior School under the leadership of Mrs Ashley Best-White.

The core purpose of the partnership is to develop the very best, self-improving organisations to ensure that your children do exceptionally well and are prepared for the future. We are committed to provide each and every child with a holistic education that enables them to be successful and prepares them for the future. We are extremely proud to be part of this partnership but each school within the partnership are also equally passionate about wanting to respect and maintain the individuality of each school.

The partnership gives all six schools strong leadership, extra sustainability, financial stability, flexibility and the capacity to support school improvement. We can build on the strong federations that already exist to raise standards as all six schools are able to share resources, work much more closely together, collaborate, share their strengths and ensure that collectively they are providing the very best education for the children and overcome some of the challenges that schools can face.

## Partnership Staffing Structure



# The Harnser Federation

## About the Federation

Frettenham Primary School, Hainford Primary School and St Faiths' C of E Primary School work together as, The Harnser Federation. Although the schools have been federated since April 2015 and remain independent in their teaching, structures and school ethos, the three schools share a governing body, as well as the wider management structure of the Nebula Partnership.

The Federation offers a wide range of inter-school opportunities for all the children. Our children all regularly get together for joint activity days and visits, examples of which can be found on our website.

## Federation Management Structure

Executive Deputy Head

Jenni Porter

Head of School

Lesley Rix

SENDCo

Mary Board

## The Governors

More information about the structure of the governing body and their role within the school can be found on page 32.



# How Our School is Organised

For the academic year 2018-19, there will be 100 children on roll in our school, currently organised into four classes as follows:

## Early Years Foundation Stage and Key Stage One



Foundation Stage children in Ducklings class.



Year 1 and Year 2 children in Robins class.

## Key Stage Two



Year 3 and Year 4 children in Barn Owls class.



Year 5 and Year 6 children in Kingfisher class.

Our teaching staff comprises five class teachers including the Head of School. We have one Higher Level Teaching Assistant (HLTA) and a number of teaching assistants who work with the teachers to support the children's learning. All staff work closely together to ensure consistency of approach in both pastoral care and curriculum matters.





## The School Site

The original school building is comprised of one classroom with its own cloakroom facilities, a hall with kitchen and storage areas and a library. The main office is located within this part of the building.



The old school house forms part of the original building. Renovated in 2000, it provides a group teaching space and a meeting room on the ground floor. A staff room with kitchen, additional office and storage space are on the first floor.

In 2007, the school had a three classroom extension added to provide additional teaching space for its transition to a primary school.

Our school is set in extensive and attractive landscaped grounds of approximately 1.75 acres. The grounds comprise a playground with markings for hard-court sports and playground games. In addition, our school field is marked throughout the year for different sports, depending on the season.

We are also very fortunate to have a brand-new state of the art trim trail, which is used across the school. There is also a designated Early Years outdoor area for the children in Reception and Key Stage 1 adjacent to the Ducklings classroom.



# The Staff

## Teachers

Miss L Rix

Mrs A Landles

Miss C Woolley

Miss E Bean

Miss K Wilson

Head of School, Robins

Ducklings

Robins

Barn Owls

Kingfishers

## Support Staff

Ms L Williams

Mrs C Bolton

Miss P Harker

Mrs A Hopkins

Mrs S Weston

Mrs S Youngs

Mrs L Palmer

Miss E Robson

Mr A Wickham

Higher Level Teaching Assistant

Teaching Assistant

Teaching Assistant

Teaching Assistant

Teaching Assistant

Teaching Assistant

Teaching Assistant and Midday Supervisor

Teaching Assistant

Teaching Assistant

## Office Staff

Mrs S Jeffery

Secretary and Finance Officer

## Site Staff

Ms M Warner

Caretaker

## Lunchtime Staff

Ms M Warner

Mrs T Gowen

Mrs G Brown

Dining Room Assistant

Dining Room Assistant

Midday Supervisory Assistant



# What Will Your Child Learn?

## Our school follows:

- ❖ **The National Curriculum 2014**
- ❖ **The Early Years Foundation Stage Curriculum**
- ❖ **Locally Agreed Syllabus for Religious Education**

From September 2014 a new National Curriculum was introduced into maintained schools. St Faiths' Primary is continuously developing our curriculum map to incorporate all the elements. Therefore the following pages give you a very brief overview of the four core subjects— English, Maths, Science and Computing. Each term you will receive a leaflet giving you more detailed information of our approach to all aspects of the curriculum.



The following subjects will be studied alongside the core subjects:

- ❖ Art
- ❖ Music
- ❖ History
- ❖ Primary Languages
- ❖ Design Technology
- ❖ Geography
- ❖ Physical Education
- ❖ Religious Education
- ❖ Personal, Social and Health Education (PSHE)



## What Will Your Child Learn?

### English

English will be taught following the National Curriculum 2014. Whenever possible lessons are supported by teaching assistants to ensure a good adult to child ratio. Teaching takes place using whole group, individual or small group activities.

The children read a wide range of texts including fiction, non-fiction, plays and poetry. Their writing skills are developed through the use of such texts as models, whilst their compositional and presentational writing skills are developed through opportunities to write for a variety of purposes. Children are given opportunities to develop their speaking and listening skills in a range of situations.



The school uses books from different published schemes to teach reading. Your child will bring a reading book(s) home each day. We ask that you spend a little time reading daily with him/her.

It is extremely important that you read regularly to your child and share books and other reading materials as part of your daily routine. This applies to pupils right the way through the school. If children see you reading and taking an interest in books, they will come to value reading too.

We are always pleased to talk to parents about how reading can be supported at home. Children should bring their reading books to school in their reading folder every day. **We ask that every child in school has their own Book Bag these can be purchased from our uniform supplier Birds (details enclosed).**

# What Will Your Child Learn?

## Mathematics

Maths will also be taught following the new National Curriculum. Each week the pupils have five lessons lasting about one hour.



## Science

Science is the third core subject of the new National Curriculum.

The children are encouraged to explore and investigate, to question and experiment. They learn to present their findings and draw conclusions from the results of experiments.



## Computing

Pupils receive discrete Computing lessons when appropriate and have access to computers and other technological equipment to support learning in other subjects. Each classroom has a desktop computer and an interactive whiteboard. There are laptops and iPads available for use across the school.

## What Will Your Child Learn?

### Religious Education (RE)

As a Church of England school our emphasis is upon educating children in an understanding of the Christian faith and its values. However, our teaching programme also enables pupils to gain knowledge, understanding and respect for all the major world religions.

We use the Norfolk Agreed Syllabus 2012 to plan and deliver this part of our curriculum.

### Collective Worship

A daily act of worship takes place in our collective worship, which each week focuses on a different theme. Collective worship are led by the teaching staff and by our local vicar. The Head of School takes a special Celebration Assembly every Friday where the achievements of pupils both in and out of school are recognised.



Parents have a right to withdraw their child from all or part of RE and/or Collective Worship. Parents wishing to exercise this right should contact the Head of School.

**“St Faiths’ captures a strong, family atmosphere which permeates all aspects of the life of this thriving church school”**

‘SIAMS Report – November 2017’

# What Will Your Child Learn?

## Learning beyond the classroom

During the year we try to make visits to places of interest to enhance the curriculum offered within school. We also arrange for visitors to come into school to work with the children.



In recent years, trips in the Foundation Stage and Key Stage 1 have included visits to the Castle Museum, Cromer, village walks, Nortons' Dairy Farm, Norwich Playhouse and Hellesdon High School Cluster Sports.

In Key Stage 2, we travel a little further afield. We have been to The Harry Potter Studios,

Sheringham Poppy Line, Chessington World of Adventures, Norwich Theatre Royal and Sailing at Whittlingham. Pupils in Key Stage 2 are also given the opportunity to experience a residential trip during their time in the school.



## Homework

Homework is intended to enhance the educational experience of each pupil. The work set supports the content covered in lessons, is preparatory work for future lessons or enables further practise of skills already taught.

We expect children in Key Stage 1 (Robins Class) to spend approximately one hour a week doing homework, although most of this will be with an adult.

We expect children in Years 3 and 4 (Barn Owls Class) to spend an average of 15–20 minutes per night on homework and children in Years 5 and 6 (Kingfishers Class) to spend around 30 minutes per night.

We hope that parents and carers will support and take an interest in homework activities, but appreciate that family commitments will take precedence over the completion of homework activities on occasions.

## How Will You Know About Your Child's Progress?

At the start of each term you will receive a Curriculum Information Sheet detailing the topics that your child will be studying. This will enable you to take an active part in your child's education.

An Assertive Mentoring meeting is held each term, where your child's progress can be reviewed in detail.

At the end of each school year you will receive a written report of your final Assertive Mentoring meeting detailing your child's progress in all subject areas. Children are formally assessed in English and Maths at the end of Key Stage 1 (Year 2) and at the end of Key Stage 2 (Year 6). A detailed breakdown of the results is sent when the school has received final confirmation from the standards testing authority. You do not need to wait for any of the above occasions to discuss your child's progress. If you are worried about anything or just want to know how your child is getting on, please come and see us.

## How Will The School Communicate With You?

A fortnightly newsletter is sent out on a **Friday** to keep you informed of school news and events. By having a set day, we hope to ensure that most parents/carers will see the newsletter as soon as it is issued. It is sent through Pupil Asset, an electronic messaging service. As this is the main way we communicate with you, we ask that you look out for this correspondence. On occasions, it will be necessary to send paper documents to you. These will be placed in your child's reading folder on the same day as the newsletter, as far as possible. We may also contact you via text alerts from Pupil Asset on instances we need to send reminders for school trips etc. If you are unable to receive our newsletter electronically, please speak to the staff in the main office. They will ensure that you receive a paper copy of all correspondence via your child's reading folder.

Please let the office know immediately if any of your contact details change.



# School Times and Routines

## The School Day

8.45am	School Opens
8.55am	Register
9.00am	Lessons
11.00am	Play Time
11.15am	Lessons
12.15-1.15pm	Lunch Time
1.15pm	Register
1.20pm	Collective Worship
1.40pm	Lessons
3.10pm	School ends for Ducklings & Robins Classes
3.20pm	School ends for Barn Owls and Kingfishers Classes

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At the beginning of the school day, children are greeted by a member of staff at the main school gate. Children should arrive at school no earlier than 8.45am. Staff cannot be held responsible for the safety of pupils who arrive before this time. Any communication (dinner money, reply slips, etc.) should be placed in the School Deposit Box which is with the member of staff at the school gate.

At the end of the school day children should be collected from the playground by parents or another authorised adult. Please make sure that you inform us and give consent for your child to be collected by someone else. **We ask that no children play on the school trim trail at pick up and after school or ride bikes/scooters inside the school ground.**

When your child is in Key Stage 2, you may decide to allow your child to go home unaccompanied. Any decision should be discussed with the Head of School in the first instance and followed up in writing.

## School Dress

### Uniform

Our school colours are navy blue and grey. We believe that there is a connection between children's appearance and their attitude to school.

#### Boys

- ❖ Grey trousers/shorts
- ❖ White polo shirt
- ❖ Navy sweatshirt
- ❖ Plain grey socks & sensible shoes
- ❖ Change of shoes for outdoor use at lunchtime, if desired
- ❖ Blue school book bag

#### Girls

- ❖ Grey skirt, tunic or trousers
- ❖ Blue gingham dress (summer)
- ❖ White polo shirt
- ❖ Navy sweatshirt or cardigan
- ❖ Plain white socks & sensible shoes
- ❖ Change of shoes for outdoor use at lunchtime, if desired
- ❖ Blue school book bag

### PE Kit (all pupils)

Plimsolls/trainers, white T-shirt and plain blue/black shorts. It is important to keep PE kit on your child's peg all week as the timing of PE lessons may change due to inclement weather.

### Swimming Kit (When required)

Swimming trunks/one piece costume, swimming hat and towel.

**Year 6** – Will wear black jumper with the school logo to make them more identifiable.

***Sweatshirts, cardigans, fleeces, reversible jackets, polo shirts, PE kit bags, reading folders and backpacks marked with the school logo can be purchased online from Birds of Dereham School Wear.***

**Website Address:** <http://www.schoolwear-uk.com>

In the interest of safety and in line with Norfolk County Council policy, we ask pupils not to wear jewellery or shoes with high heels or platforms. Pupils with pierced ears may wear plain studs but they **must** be able to remove them themselves before PE and swimming.

**Please** make sure that all items of clothing and shoes are **named**.

**Please** check from time to time to ensure that name labels continue to be visible. **Thank you!**

## Equipment

The school provides basic equipment for learning. e.g. pencils, pens, rulers, paper, calculators and books so there is **no need for your child to bring any stationery from home**.

There may be occasions when they will be encouraged to bring items e.g. photographs, toys or other objects to support topic work. You will be informed of these via the newsletter or in separate correspondence.

Please refrain from bringing in toys from home.

## Charging Policy

Legislation allows schools to charge for certain activities, which take place both inside and outside school hours. The School Governors have adopted Norfolk County Council's charging policy and these are the activities and materials for which you will be charged:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

## Charging Policy

In practice this means that no child will be exempt from any activity or visit through inability to pay a contribution. However, most educational visits will need to be funded by voluntary contributions from parents or carers and if there are insufficient funds to proceed, the visit may need to be cancelled.

### **Activities outside school hours**

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.



## Safety and Security

We are committed to safeguarding the welfare of children at our school. The safety and security of pupils, staff and visitors is taken very seriously by the Head of School and Governing Body and this aspect of our work is subject to regular review.

All staff recruited to the school are subject to an enhanced DBS check as are our regular volunteers. Supply teachers and external staff used to deliver our extra-curricular activities programme have DBS clearances checked before commencing work. All other visitors to school are overseen by staff and are not allowed unsupervised access to the children.

Staff have a legal duty to follow procedures laid down by the Norfolk Area Child Protection Committee if they see signs which suggest that a child has been a victim of abuse. The use of these procedures is a legal obligation placed upon the school and the use of them in no way infers that a parent/carer is being accused of wrongdoing.

There are occasions when children are photographed or filmed as part of school activities. Consent forms for this are included in the admissions pack for all pupils new to the school.

Pupils are required to access the internet to support aspects of their learning. All computers have a high level of filtering provided through the Norfolk Local Authority to minimise the likelihood of pupils encountering undesirable web content. The school has an ICT and e-Safety policy available to view. Children are taught about the safe use of the internet in lessons and have access with adult supervision. We annually participate in 'Safer Internet Day' to ensure the e-Safety message is reinforced.



Please note that smoking and dogs are not permitted in the school building or grounds.



### **Child Protection and Safeguarding Information**

Executive Headteacher : **Mrs Ashley Best-White**

Deputy Executive Headteacher for the Nebula Federation: **Mrs J Porter**

Senior Safeguarding Leader – Head of School: **Miss Rix**

Safeguarding Governor: **Jane Stocking**

**Contact Tel : 01603 898353**

## Special Educational Needs and Disabilities

In our school we believe that every child is special and that all children have individual needs. Many children experience difficulties with their learning at some time or another. Sometimes specific difficulties arise and we try to identify them as early as possible so that all children receive the support they need. Such children may fall into one or more of the following categories:-

- ❖ He/she has a significantly greater difficulty in learning than the majority of children of the same age, or may learn at a significantly greater rate.
- ❖ He/she has particular difficulties in one or more areas of the curriculum.
- ❖ He/she has a physical or health problem.
- ❖ He/she has an emotional or behavioural problem.

Children are supported through differentiated work programmes, group and individual work as appropriate.

If a child is having a learning difficulty which calls for special educational provision, then in accordance with national requirements we operate a staged approach. Pupils with a special need will be assessed and parents will be consulted at this stage. The pupil will then be given an Individual Education Plan, which will identify small achievable steps and give ideas about how parents can support their child. Parents/carers will be given the opportunity to share in reviews of progress.

Occasionally we need to seek the help of an outside agency such as the learning support service, behavioural support service, or Health Agencies such as Speech Therapists and Physiotherapists. Parental permission will always be sought before contacting an outside agency.

If you have any worries about your child at school, please make an appointment to see the class teacher. Mrs Board is the Special Educational Needs Co-ordinator (SENDSCO) and she is also available for advice.

In September 2014 the new Code of Practice for Special Educational Needs came into force. Our Core Local Offer is available via a link on our website.

## Volunteer Helpers

We are fortunate to have a very supportive body of parents who freely offer their time and skills to the school in a variety of ways. Their help is greatly appreciated and new parents and carers are encouraged to support us in any way they can. If you would like to help the school in this worthwhile and rewarding way, please come and tell us.

We currently have volunteers running the school library, hearing children read and organising extra-curricular activities during and beyond the school day.

## Transition into Primary School and onto High School

The school has good links with our cluster high school, Hellesdon High School and the St Faiths' Pre-School. During Year 6, pupils have opportunities to get involved in activities designed to support a smooth transition to high school.

More information can be found on Page 33.



Our school promotes pupils' spiritual, moral and cultural awareness well. Staff shares the school's vision and value with the pupils and the wider community. These include British values, such as tolerance and fair play. Pupils have a good sense of what is right and wrong.

(OFSTED Inspection July 2015 )

## Behaviour and Discipline

The aims of our Behaviour, Discipline and Anti-Bullying policies are to enhance the development of positive relationships between pupils, teachers, parents and other members of our community.

Our emphasis as a school is on modelling good relationships and praising and rewarding children for good behaviour and achievement. Positive reinforcement is used to promote good behaviour throughout the school.

Pupil's behaviour is good and they are polite and friendly. The older children take care of the younger ones.

(OFSTED Inspection July 2015)

Children are supported and encouraged to make good choices about their behaviour. Poor choices in behaviour are not tolerated and there are proportionate consequences for inappropriate behaviour, including exclusion from school.

Pupils are kind to each other and say there is very little bullying, they are confident that adults will help them if they have concerns.

(OFSTED Inspection July 2015)

### **Equal Opportunities**

All members of the school's community are treated with equal regard and we aim to offer equal opportunities in learning, regardless of intellect, age, gender, physical ability, capability, characteristics, racial or ethnic group, religious beliefs or social background. We encourage everyone to contribute towards a happy and caring environment in which there is respect and appreciation for all cultures. We expect all adults to act in the same responsible way. This school has a Single Equality Scheme. We do not tolerate discrimination towards anyone on the basis of their race, gender, sexuality or beliefs. Racist behaviour of any kind is not tolerated. Any such incidents are recorded and reported in accordance with Local Authority procedures.

## **Behaviour and Discipline**



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# Our School Rules

- ❖ I will be kind and gentle
- ❖ I will work hard
- ❖ I will look after property
- ❖ I will listen
- ❖ I will be honest

## Meals and Snacks

### School Lunches

Norse are contracted to provide cooked and packed lunches that comply with the Government's nutritional standards introduced in September 2008.



Their healthy, nutritious lunches are delivered daily to the school and the three weekly 'Seasons' menu cycle is notified to parents and carers in advance.

Special meal events are held during the year to which parents are invited.

We strongly encourage all infant pupils to have a **free** school meal every day under the new government policy. This is a hot meal choice only.

A school meal costs **£2.20**.

A vegetarian and jacket potato option is always available and special dietary requirements can be catered for if notified in advance.

For children that pay for their lunch the correct dinner money **MUST** be brought in on a **Monday morning for any meals to be taken that week** as they are ordered in advance and accounts are settled on a weekly basis. We are unable to give change. Your help with this is much appreciated.

Money needs to be in a sealed envelope with your child's name and class on and should state the days of the week on which a school meal is required. Sending in the correct money is essential, you can also pay by cheque. The payee is 'Harnser Federation'

Payment can also be made monthly, half-termly or termly in advance.

### Packed Lunches

You may prefer your child to have a packed lunch each day. This should be brought in a named plastic container.



To help support the school's teaching of health and nutrition, a few suggestions for the contents of a healthy packed lunch are detailed overleaf.

## Meals and Snacks

### **Main**

*Egg and cress multi-seed sandwich  
with cherry tomatoes*

### **Dessert**

*Nectarine and a fromage frais*

### **Drink**

*Fruit juice*

### **Playtime Snack**

Healthy snacks such as fresh fruit, raw vegetables, cheese or dried fruit may be brought for a snack at playtime.

These should be kept separate from any packed lunches as they are not stored together.

Water is always available, but you may prefer to include a non-fizzy drink. For safety reasons, hot drinks or soup are not allowed.

Under the Government's National Fruit and Vegetable Scheme, children in Ducklings Class and Robins Class receive a daily free piece of fruit or vegetable which they eat as a class before or after play.

### **Main**

*Chicken tortilla wrap with sweet  
pepper, carrot &  
tomato slices*

### **Dessert**

*Seasonal berries and  
a fruit scone*

### **Drink**

*A yoghurt drink*

For safety reasons please do not send nuts.

### **Water**

We remind children of the importance of drinking water to remain hydrated and alert during the day.

Chocolate and sweets should not form part of your child's healthy packed lunch.

We have one water fountain so encourage children to have their own, named plastic water bottle in the classroom.

Further ideas for varied and nutritious packed lunches can be found at:

[www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk)

**PLEASE NOTE FROM SEPTEMBER 2018  
WE WILL BE A 'NUT FREE SCHOOL'**

## Medical Care

### Sickness

Please telephone or email before 9.00am to let us know if your child is absent due to illness. This enables us to ensure that each child is safe and that both parent and school know of their whereabouts. Upon return, an absence note is required, as this is filed in your child's records.

Should your child be taken ill at school, our staff will contact you or the person you have nominated to collect, for care and treatment as necessary, at home.

In the case of sickness bugs, we request that your child is kept at home for **48 hours** after the last bout of sickness.

***Updated emergency contact details are requested each September, but please notify us of any changes during the year.***

### Medicines

The school does not routinely administer medicines to pupils. However, if your child has a course of prescribed medicine and your doctor has advised that your child is well enough to return to school, we are willing to give medicine with your consent. Please complete F624b, Parental/Head Teacher Agreement for School to Administer Medicine form, available from the school office team. Mrs Youngs is responsible for coordinating first aid and medicines across the school. Alternatively, parents are welcome to visit the school to administer medication if it is needed during the school day.

From time to time it is inevitable that schools encounter outbreaks of head lice. To reduce the risk in our school we strongly advise:

- Daily brushing and combing of your child's hair
- Regular and thorough checking for evidence of lice or egg cases
- Not sending your child to school with untreated hair if head lice are discovered

## Attendance

Regular attendance at school is a major factor contributing to children's progress and success. Please ensure your child arrives punctually for school each day. The gate opens at **8.45am** and the register closes at **8.55am**. We strongly recommend that your child only misses school if he or she is unwell.

There is no entitlement to any leave of absence for holidays during term time. Please see School Attendance Leaflet for more information,

Our attendance figures for the academic year 2017-18 were as follows:

**95.99% Attendance at St Faiths'**  
**96.0% National Average**

### Severe Weather

In the event of severe weather overnight, a list of schools closing will be broadcast by BBC Radio Norfolk.

You can also access information via the following website:

[www.schoolclosures.norfolk.gov.uk](http://www.schoolclosures.norfolk.gov.uk)

If bad weather sets in during the day then we may need to close the school early. Should this be necessary, we will contact you or the person you have nominated as your emergency contact. We may do this via our Pupil Asset email and text messaging service. We will look after your child until you or your representative can collect them.

You can also register to receive either a text message or email from Norfolk County Council informing you of a school closure via the following link: [www.norfolk.gov.uk/disruptions](http://www.norfolk.gov.uk/disruptions)

Whilst email messages are free, recipients of text messages will be charged 25p for each notification received.

## School Policies

All policies are available for parents and carers upon request. Please ask at the Office. Alternatively, statutory policies are available to view on our school website:

<http://www.harnserfed.co.uk/>



“This school ensures children are safe, a view supported by parents.”

(Ofsted Inspection – July 2015)



## What to do if you have a complaint

Despite our best endeavours, there may occasionally be incidents which cause you concern. We aim to deal with these as quickly, efficiently and informally as possible.

Complaints, in the first instance, should be referred to the Class Teacher. If unresolved, the matter should be brought to the attention of the Head of School. If the matter is not dealt with to your satisfaction, then the Executive Deputy Head can forward your concerns to the Governing Body which is available for the consideration of complaints. A copy of this policy can be found on our website [www.harnserfed.co.uk](http://www.harnserfed.co.uk).

# The Governors

## Members of the Governing Body of Harnser Federation

Ashley Best-White	Head Teacher Governor
Judy Leggett	Chair of Governors
Kate Connelly	Staff Governor
Peter Spears	Co-opted Governor
Sylvia Mak	Foundation DBE/PCC
Ray Browne	Co-opted Governor
Rev Margaret McPhee	Foundation Bishop Governor
Ben Moulton	Vice Chair, Co-opted
Neil Aylott	Co-opted Governor
Stephanie Boyce	Parent Governor
Jane Stockings	Parent Governor
Ian Wicks	Co-opted Governor
Jill Steward	Co-opted Governor
Toni Rhodes	Co-opted Governor
Martin White	Co-opted Governor
Chris Englesen	Foundation DBE/PCC

Our school has a religious character as defined within current education legislation. The ethos statement of the school adopted by the governing body in response to this legislation is as follows:-

*'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an 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.'*

This statement forms part of the Instrument of Government of the school.

The Governors know the school well and provide a good level of support and challenge to leaders and managers.  
(Ofsted Inspection – July 2015)

## What Governors Do

The governing body's main role is:

- to provide a sense of direction for the work of the school
- to support the work of the school as a critical friend
- to hold the school to account for the quality of education it provides and the standards achieved

The governing body is responsible for:

- conducting the school with a view to promoting high standards of educational achievement
- setting appropriate targets for pupil achievement
- taking general responsibility for the conduct of the school – in practice, this should include how, in broad strategic terms, it should be run
- managing the school's budget
- making sure that the curriculum for the school is balanced and broadly based
- determining the numbers of staff
- establishing a performance management policy for staff appraisal
- drawing up an action plan after an inspection

### **The Full Governing Body of The Nebula group meets six times per year.**

In addition, there are two committees each comprising of up to eight governors. These committees look at curriculum, personnel, finance and premises matters.

Most governors are motivated by the satisfaction of knowing they are helping schools to improve the standard of education. The friendship and spirit that develops within the governing body is often a big source of satisfaction. Schools are fascinating places!



## Friends of St Faiths' C of E Primary School



The Friends of St Faiths' (or PTA) was founded in the spring term 2011. The Friends support the school very effectively by raising much needed additional funds and we are always on hand to support the school in all sorts of ways.

Our aim is to raise money to buy additional equipment, books and materials and also to support school improvement projects and provide funds towards school trips where possible.

We want to include the whole community in our fundraising efforts, not just parents, everyone can be involved either by lending a hand or attending events. We are hoping that parents will encourage their employers to get involved too and attract donations or sponsorship from many local businesses.

Look out for our newsletters or the designated 'Friends' notice board outside the entrance to the school office.

We work co-operatively with the St Faiths' Pre-School and the local church on many of our fundraising events.

Please come along to one of our meetings as everyone is welcome to attend any meeting to contribute ideas or volunteer to help. You don't have to make a regular commitment. Please talk to any of the committee members at any time if you'd like more information or if you want to join in.

**Chair - Sue Gurney**  
[gurney@mailcan.com](mailto:gurney@mailcan.com)

**Treasurer - Louise Joslyn**



# Admissions

## **The Application Process**

Parents who wish to apply for a place for their child are encouraged to make a visit. The Head of School shows prospective pupils around the school and provides their parents/carers with an admissions pack containing a copy of the School Handbook and an admission form.

All admissions to school are dealt with centrally by the County Council through a common application form that should be returned directly to them. The County Council will notify parents in writing about whether their child has a place at our school.

Children who reach the age of five between September 2017 and August 2018 will be admitted full-time from the beginning of the Autumn Term 2017.

## **Induction Arrangements for First Admissions**

When parents have been notified by the County Council of their child's place at the school, a letter is sent early in May detailing the school's arrangements for induction and admission.

To assist the transition into school, pupils are invited to attend three morning or afternoon sessions. During the second session, children are given the opportunity to stay for lunch and play with other pupils in the school. Between the sessions, parents/carers are invited to attend a short meeting with staff to find out more about the school and ask any questions they may have.

In addition to these induction sessions, the class teacher and teaching assistant arrange to make home visits and pre-school visits to help forge good relationships and learn more about each child starting the school.

The EYFS provision is outstanding because of the consistently high quality teaching that enables pupils to make very rapid progress.

(Ofsted Inspection – July 2015)

## National Test Results – SATs from Year 2 and Year 6 only

National Results are shown in brackets for comparison.  
Figures may not total 100% because of rounding.

### 2017 Key Stage 1 Results

**Phonics** 81% of children passed phonics screening test

### 2017 Key Stage 2 Results

**Grammar, Punctuation & Spelling** 88% of children achieved the expected standard  
25% of children achieved a higher score

**Reading** 63% of children achieved the expected standard  
13% of children achieved a higher score

**Writing** 63% of children achieved the expected standard  
38% of children achieved a higher score

**Maths** 75% of children achieved the expected standard  
13% of children achieved a higher score

## Term Dates 2018/19

### **Autumn Term 2017**

Thursday 6<sup>th</sup> September to Wednesday 18<sup>th</sup> October 2018

**Half Term – Thursday 19<sup>th</sup> October to Friday 26<sup>th</sup> October 2018**

Monday 29<sup>th</sup> October to Tuesday 18<sup>th</sup> December 2018

**Christmas Break – Wednesday 19<sup>th</sup> December – Thursday 3<sup>rd</sup> January**

### **Spring Term 2018**

Thursday 3<sup>rd</sup> January to Friday 15<sup>th</sup> February 2019

**Half Term – Monday 18<sup>th</sup> February to Friday 22<sup>nd</sup> February 2019**

Monday 25<sup>th</sup> February to Wednesday Friday 5<sup>th</sup> April 2019

**Easter Break – Monday 8<sup>th</sup> – Monday 22<sup>nd</sup> April 2019**

### **Summer Term 2018**

Tuesday 23<sup>rd</sup> April to Friday 24<sup>th</sup> May 2019

May Day – Monday 6<sup>th</sup> May 2019 (Bank Holiday - School Closed)

**Half Term – Monday 27<sup>th</sup> May to Friday 31<sup>st</sup> May 2019**

Monday 3<sup>rd</sup> June to Wednesday 24<sup>th</sup> July 2019

## Local Authority Contact Details

***Children's Services Department***

***County Hall***

***Martineau Lane***

***Norwich***

***Norfolk***

***NR1 2DL***

***Tel: 01603 222601***

***Children's Services - Schools Information Tel: 0344 800 8001***

***School Transport Tel: 0344 800 8020***

***Children's Services - Schools Information Tel: 0344 800 8001***