



Lyng Church of England Primary School

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Details in this prospectus are correct at the time of printing (June 2016)

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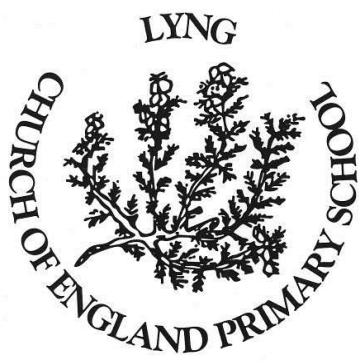
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Welcome to Lyng Church of England Primary School



I am delighted to welcome you to Lyng Church of England Primary School. As Head Teacher of this wonderful school, I lead enthusiastic team of professionals and together, we provide the happy, healthy, secure and stimulating environment which helps the children develop their own personalities, confidence and a real enjoyment of learning that we hope will remain with them always.

As a Church of England school, our Christian ethos helps children to gain a set of personal values, as well as to ensure everyone in our school feels valued and part of our community. We think it is vitally important that children develop responsibility, confidence and self-esteem to equip them for their role as future citizens.

We will provide a broad, balanced, high quality education to enable our children to achieve their maximum potential in all areas of the curriculum, ensuring opportunities for all to succeed. We have an extensive outdoor learning environment, as well as visits and visitors, to enthuse children in their learning. Our most recent good Ofsted report recognised the super progress and high achievement of our pupils.

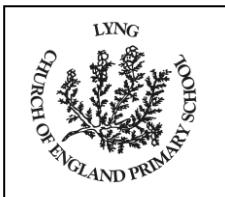
Thank you for choosing Lyng CE Primary as your school. We value good relationships with parents as partners in the education of their children. Our school is small enough that all the staff can get to know the children and families well- we want you and your child to quickly feel that you are part of the community.

We look forward to welcoming you in our school with its dedicated staff and committed governing body who put pupils at the heart of learning, helping them to feel valued and able to succeed within a positive school environment.

Yours sincerely

Mrs Helen Watson

Headteacher



Lyng CE Primary School Aims and Values



Learning Growing Achieving Together

Together at Lyng Church of England Primary School, we sow the seeds of success, to grow happy confident individuals who believe in themselves and aim high.

We aim to:

- Enable all children to be successful learners who achieve their personal highest standards and make good progress during their time at Lyng CE Primary School.
- Ensure each child feels included and valued as an individual.
- Promote Christian values, appreciating that we live in a society with many cultures and beliefs.
- Provide a safe, caring and supportive learning environment in which children can happily cooperate in work and play.
- Help children to become confident in their self -esteem and capacity to learn.
- Inspire learning in a wide and wonderful curriculum where experiences extend beyond the classroom.
- Engage children in their learning with high quality teaching.
- Build effective partnerships with families and the wider community.

We understand:

- We all work hard to achieve the best we can, and to reach our goals.
- We are all different - we respect each other and accept that we bring different beliefs, experiences, skills and talents.
- We are a Christian school, whilst we recognise that the people within it may not be.
- We are all responsible for treating everyone equally, keeping each other safe and cared for.
- We celebrate achievements whilst acknowledging that mistakes are part of learning.
- When we learn, we are growing as individuals in emotional, social, physical, spiritual, creative and intellectual ways.
- We become responsible future citizens when we learn about ourselves and our relationships, our local, wider and global communities and environments.

The School

Lyng Church of England Primary School is a small school situated in the heart of the village, in the Wensum Valley, and serving the parishes of Lyng, Sparham and Elsing.

We have an inviting modern building which has been remodelled since it was built in 1978. We have bright and airy classrooms, a library and an activities hall, which is also used as a dining room. The school also has its own kitchen with school meals cooked on the premises. The school has a computer suite with a computer network encompassing ‘wireless’ broadband network connection throughout the whole site, Interactive Whiteboards with data projectors in every classroom and a bank of wireless laptop computers.



The school has disabled lift access for wheelchairs to both levels. Both the boys' and girls' toilets have a cubicle accessible to a wheelchair.



We have wonderful, secure outdoor learning and play spaces which are an integral part of our school activities, providing children with a ready resource for learning across the curriculum. We have a playground, with play markings and a combi-goal as well as a large playing field. A willow dome provides shade and a quiet area for stories and other activities, also to relax in during warm days. Our woodland glade, tree circle and pond provide natural spaces for learning and play.



The children use all our outdoor areas, and beyond, to learn about aspects of our natural environment, and to gain experience of growing plants- our Kitchen Garden is often used to provide fruit and vegetables for our school kitchen, with surplus being sold at the school's 'market stall' run by the Gardening Club.

An enclosed Early Years area gives free access to the outdoors for our Reception children, so that they can explore, climb, imagine, create, dig, splash throughout the day.

The School Community

We see the school as an important part of the local community and are keen to develop links wherever possible. Many of the children come from The Wensum Valley Nursery School which has a mobile classroom within the school grounds. This ensures close liaison between the School and the pre-school.

Our school is a Voluntary Controlled School established by the Church of England. This means that close links with the Church are maintained but employment of staff and the school's admission policy are the responsibility of the Education Authority. The Church has two representatives on the Governing Body, Mrs Gill Lambley, and the local Rector, both are regularly involved in the life of the school and its activities.



Harvest, Easter and Christmas celebrations take place in one of our local churches and an invitation is extended to include all those in the community. The children also distribute Harvest Gifts within the village and sing carols at Christmas to the residents of Hill Barn Residential Home. The Reverend visits to lead our collective worship each week.

We like to invite members of the local community to events at our school, for example The Macmillan Coffee Morning is very popular. A number of local visitors have also helped with our curriculum activities, such as our Chinese and Indian visitors, and Theatre groups. The community has also supported the school in the various collections of vouchers, e.g. Sainsbury's Active Kids vouchers, EDP "Get Equipped", mobile telephones and covers from Yellow Pages for recycling.

We extend children's awareness of the wider community through charity events, for them to work for and contribute towards.

For example, the School Council organised a Sponsored Walk for to raise money for the Whitwell Hall Red Squirrel Project



School news and events are also reported in the monthly local magazine "Hill & Vale" which is distributed to the four villages of Lyng, Sparham, Elsing and Bylaugh

Parent Partnership

We aim to develop a close partnership, involving parents in their child's education.

The education of pupils is considered the joint responsibility of parents and the school. We are committed to working with you to enable your child to feel happy at Lyng and make the best possible progress. Governors and teachers are responsible for making professional decisions concerning the education and welfare of pupils at school but your opinions are both sought and appreciated.

We can offer support and guidance to parents if you are at all unsure how best to help with your child's learning. Your time, full attention, praise and interest in what they are doing at school and in their homework is a really good place to start.

Home School Agreement

On registration of your child at the school you will be given a copy of the "Home School Agreement" to recognise the significance of home school links toward pupil progress and well-being. We hope that you will enter into this partnership by reading the agreement carefully with your child, signing and returning it to school. The signed agreement will become part of your child's school record and you will receive a copy to retain at home.

The following opportunities are offered to maintain communication between home and school:

Friday Drop In

Parents are welcome to visit their child's class for 'Friday Drop-in' which takes place each week for 10 minutes. This is an opportunity to share in an activity with your child, as well as to find out about your child's learning by looking at their work and classroom displays.

Consultation Meetings

We hold a Parents Consultation meeting in the Autumn Term and Spring Term. These meetings provide an opportunity to discuss your child's work and progress, as well as next steps in learning. An Open Evening in the Summer Term is an opportunity to visit the school, meet teachers, look at your child's work and visit new classes.

Parent Information booklet

A termly booklet is sent home. This tells you about your child's learning for the term and provides ideas for helping at home.

An Annual written report

This provides a summary of your child's progress and achievement for the year. Year 6 reports also include SAT results.

Parents are also welcome to make an appointment at any time throughout the year to discuss their child's progress.

Open evening, class assemblies and curriculum workshops are held when parents and governors may visit to enjoy sharing the work that goes on in the school

Newsletters are sent home via the children to inform parents of events and news about the school.

Please do ask children if they have any letters every week. We are forever finding old information at the bottom of book bags!

Website This has a range of information about our school, such as policies, pupil premium, school meals, curriculum and news.

Friends of Lyng School

Parents will automatically become a member of our Friends Association which replaced the Parents Teacher Association. The FOLS (Friends of Lyng School) are essential to the school and support us in numerous ways. Events and fund raisers have included an Easter Chick Hunt, Christmas Fayre, Family Breakfast, Bag 2 school, raffles and stalls at Sports day and a regular 100 club.

Regular informal meetings are held to discuss and arrange fundraising events to help provide extra resources for children in the school. Recently, FOLs have provided funds for outdoor learning resources, picnic benches, school visits in all classes and a touring theatre performance for the whole school.

We hope you will be keen to become actively involved with FOLS, either through attending meetings, or if this is not possible, helping with events and activities. Your support will always be greatly appreciated.

Pre School

We have good links with Wensum Valley Nursery, who share our site. Nursery children join us for a number of celebrations and activities. During the Summer Term prior to starting school, staff in both settings work together to provide a range of activities for nursery children at Nursery and in school to prepare the children for their move to our Reception class. Parents are involved in this process, with opportunities to meet with school staff. Our aim is to provide a smooth transition so that new reception children quickly and happily settle into their new class.

High School

Year 6 at Primary School is an important year. Not only is it the last year of Primary School it is also the last year of Key stage 2.

Children in Year 6 begin to receive information about High School in October. Preference forms for the high schools are completed and returned by the end of the term.

Children visit the high school during their final year. Staff from the Reepham High School visit regularly and there is very good liaison between our staff, which helps to assure a smooth transfer.

We have an informal parents meeting at school, attended by a member of the High School staff, with an opportunity to ask questions. Reepham High School holds open events prior to transfer for parents to attend.

The large majority of children transfer to Reepham High School. A small number choose other schools. While our best links are with Reepham, we strive for good liaison with any school to which children transfer, so that children feel confident about their move and parents are well informed.



Links with Cluster Primary Schools

The School is a member of the Reepham Cluster. The aim of the cluster is to promote close links between Primary schools and their feeder High School, and to provide joint opportunities and experiences for children, across the curriculum. For example, the schools have a sports partnership that provides coaching and tournaments.

The cluster also provides opportunities for staff to work together through shared training activities.



School Support

The school has access to a range of agencies who can help when a child is experiencing difficulties. This includes speech and language support, sensory support, SEN adviser, educational psychologist and Family Support. We would discuss with you and always request your permission to seek additional support before doing so. The team would give further advice, assessment or may provide specialist teaching for a period of time.

School Nursing Team

We have a school nursing team that visit the school to carry out health checks, such as hearing. Parents/carers are always informed when regular checks are due to take place. If you are concerned about your child's health, additional check-ups can be arranged. We also work with the nurse and parents to set up a Health Care Plan where a child has individual health problems

School Governors

The school governing body decides the aims and values of the school and the strategic direction. As well as decisions about what is taught, they approve the budget and keep the school under review. They also make decisions on the school hours, admission numbers, children's welfare and the appointment of the Headteacher.

The governing body is made up of representatives from various groups, including the church, local authority, parents, governors co-opted from the local community and school staff. All governors serve for four years. Parent Governor elections are held at the end of a Governor's term of office or when a vacancy occurs.

Mr Edwin Pearson	Chair of Governors
Rev. Lyn Page	Foundation Governor; Rector
Mr Stefan Iwanczyk	Parent Governor
Mrs Laura Mouland	Parent Governor
Mrs Helen Smith	Foundation Governor
Mrs Dawn Swann	Staff Governor
Mrs Helen Watson	Staff Governor
Clerk to the Governors:	Mrs Camilla Davis c/o Lyng Church of England Primary School

School Staff

All teachers and teaching assistants are warm and encouraging. They build excellent relationships with the children, knowing them well and meeting their needs. They provide a motivating curriculum, delivered in a calm and purposeful atmosphere.

Headteacher	Mrs Helen Watson
Special Needs Co-ordinator(SEND)	Mrs Helen Watson
Designated Senior Teacher for Safeguarding & Child Protection	Mrs Helen Watson

Teaching Staff	Teaching Assistants
Miss Sarah Wharton	Mrs Camilla Davis
Miss Amelia Mendham	Mrs Barbara Pummell
Mrs Wendy Tebbutt	Mrs Maria Rudd (HLTA)
Miss Rebecca Willis	Mrs Nichola Smith
	Mrs Dawn Swann (HLTA)
	Mrs Julie Warnes
	Ms Laia Vives

School Secretary	Mrs Caroline Titchiner
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School Caretaker	Mr Derek Peachment
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Mid-day Supervisors	Ms Josephine Bowen
	Mrs Amanda Clarke
	Mrs Laura Mouland
	Mrs Dawn Swann
	Mrs Kayleigh Ward
	Mrs Julie Warnes

Cook Manager	Ms Annabel Fincham
Kitchen Assistant	Mrs Tracey Sutton

Admissions

The school's Admissions Policy is laid down by Local Authority and a copy can be obtained from Norfolk Children's Services or is available on our website. Children joining the school at stages other than Reception will start in the class appropriate to their age. The school's admissions number is 15 per year group.

Parents who are interested in gaining a place for their child at Lyng Church of England Primary School are invited to visit the school and meet the Headteacher. The website provides up to date news about our school.

New Reception children are offered a full-time place at the beginning of the academic year in which they turn 5 years old. Parents are entitled to defer admission or request that their child attend on a part-time basis for the first term if they feel this is appropriate for their child. However all children must start school on a full time basis during the academic year in which they will become 5 years old and no later than the beginning of the term after their fifth birthday.

Admission applications must be made direct to the Local Authority, either online at www.admissionsonline.norfolk.gov.uk or by completing the application form which you will receive direct from the Local Authority.

Class organisation and Pastoral Care

Year Groups

Our school has seven year groups and four class bases. Children are usually taught in mixed age classes. We believe this has benefits for your child:

- New children settle easily into well-established classes and routines
- The security of staying with the same teacher, and avoiding upheaval of changing classes each year.
- Very strong relationships are built up over the years between staff and families, developing strong home school partnerships
- Teachers get to know in depth the learning styles, strengths and areas for development of the children in their care
- Teachers can build on learning experiences the children have had in the previous year
- Children are able to work at a level that is appropriate to their needs and abilities.

Classes and Number on roll

Class arrangements vary from time to time depending on the numbers in each year group. We employ methods of whole class, group and sometimes individual teaching.

From September 2015, we have 104 children on roll with the class organisation as follows:

Cherry Class	Reception
Willow Class	Years 1 and 2
Rowan Class	Years 3 and 4
Oak Class	Years 5 and 6

Pastoral Care

It is the right of every child to arrive at school keen to learn and play, and to go home at the end of the day feeling happy. Children need to feel that they are part of a caring community at school and we strive to encourage an ethos of trust and respect. If you have any concerns or worries about the welfare of your child please do come and talk to us. The first point of contact for your child is their class teacher.

Further help is available from the head teacher as necessary. Close liaison with parents is essential for the benefit of all children. Please let us know immediately if any change in home circumstances is likely to affect your child at school

School Curriculum



We want children to be enthusiastic about coming to school. We aim to provide an exciting curriculum including visitors to school, such as artists and musicians, and visits to educational establishments. We take opportunities to explore the school grounds, to take children's learning beyond the 'classroom,' across a range of curriculum subjects.

Our curriculum aims to develop children's social, cultural and moral values, helping each child to value themselves and others, as well as to develop a sense of appreciation and wonder at the world in which they live.



The school provides the pupils with good opportunities to learn and make progress in a range of subjects, including both French and Spanish. Learning is enhanced through a range of visits, activities in school, and charity events.

Ofsted March 2013

Forest Schools

We are extending this innovative educational approach to outdoor learning across the school. It is already well established in Key Stage 1 where children have regular Forest school activity sessions.

The philosophy of Forest Schools is to encourage and inspire individuals of any age through positive outdoor experiences over an extended period of time.

It promotes well-being, personal, social, spiritual, and creative development.



The Early Years Foundation Stage (EYFS)

Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up. The Early Years Foundation Stage [EYFS] promotes teaching and learning of children between birth and five years old. It gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life, whilst being kept healthy and safe.



...learning flows from indoors to out so that children can take advantage of the considerably improved outdoor area. The adults question and prompt effectively to promote good learning through a broad range of activities.

Ofsted March 2013

There are seven important and interconnected areas of learning and development in the Foundation Stage.

Three prime areas, crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive: Communication and Language; Physical Development; Personal, Social and Emotional Development

Four specific areas through which the prime areas are strengthened and applied: Literacy, Mathematics ,Understanding the World ,Expressive Arts and Design

Each area of learning and development is implemented through planned, purposeful play and through a mix of adult-led and child-initiated activity.

Learning indoors and outdoors is equally valued.

There are Early Learning Goals for each of the seven areas of Learning and Development, which we hope children will achieve by the end of their Reception year. All children are unique individuals so some may not fit this pattern of progress. Staff take this into account when they plan activities and experiences.



Key Stages 1 and 2

From September 2014, there will be a new National Curriculum. We have spent time as staff, carefully planning to ensure that we can continue with our successful rich curriculum, whilst implementing the new requirements. Children in Key Stage 1 (Year 1 and 2) and Key Stage 2 (Year 3,4,5,6) follow the National Curriculum.

The National Curriculum covers the subjects of English, Maths, Science, Computing, History, Geography, Art, Design technology, Music, PE. A language is a requirement for Key Stage 2. Currently we teach French and Spanish.

Religious Education is also a compulsory subject. At Lyng Primary school we follow the Norfolk Agreed Syllabus.

In addition to the National Curriculum, Lyng Primary School plans a PSHE/ Citizenship curriculum to promote the development of personal and social, moral, cultural, spiritual learning; an understanding of the local and wider society and environments, as well as learning skills to equip children with the skills to become lifelong learners.

Subjects are planned separately using the National curriculum and often taught as part of a cross curricular topic or theme over a half term. For example, a topic on Egypt would cover History, Geography, Science , Art; a topic on Healthy Me would include Science, PE, Technology, PSHE. Some subjects are taught separately notably English, Maths, Computing, RE and languages but also integrated into our curriculum themes, so that children are taught to apply their core skills.



The school often works together to plan a whole school theme day or week leading to children enjoying a richer experience, and spending time with other year groups through special events and activities.



The school enhances children's all-round development in many other ways for example, through the 'Eco-Team', and School Council.

The Eco Team has improved areas within school such as energy and recycling, and the healthy tuck shop. The school has achieved the Eco Schools' Green Flag Environmental Award.

The School Council is elected by the children and meets regularly. The council, with class councils, give children a voice in the way the school develops. They also organise activities to raise money for charities chosen by the school.



Personal and Social Development

The personal, social, health, emotional and citizenship development (PSHCE) of each child is as important as a child's academic progress. We plan to develop in children a growing understanding of themselves and others, and to develop their role as active and responsible citizens. To enhance this we use a range of materials. This promotes and social skills, self-awareness, managing feelings, motivation, empathy- all these areas underpin every aspect of our lives and help us to manage effective learning.



Health, Drugs, Sex and Relationship Education

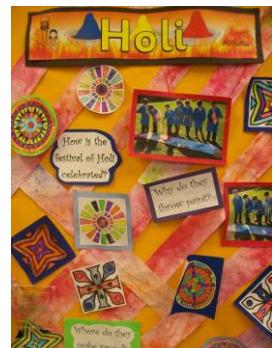
Health and drugs education is taught primarily through the National Curriculum for Science throughout the whole school. Sex and relationship education is also provided across the school at an age appropriate level, taught by teaching staff in consultation with named Children's Services Advisors when required. Our aim is to inform pupils of the important changes that are experienced by everyone as they grow from children into adults and help them to develop positive self-awareness, confidence and the importance of caring relationships. Parents are given an opportunity to view resources and reserve the right to withdraw their child from Sex and Relationship Education in consultation with the Headteacher

Religious Education

RE is delivered in accordance with The Norfolk Agreed Syllabus, (a copy may be viewed at the school). This helps children to learn from and about beliefs in Christianity, as well as other world religions.

We aim to promote Christian values, whilst helping children to appreciate that we live in a society with many cultures and beliefs.

In the Foundation Stage, this includes developing understanding that people have different needs, ideas, cultures and beliefs, which need to be treated with respect.



Collective Worship

A daily act of collective worship takes place in the school, following Church of England traditions. The focus is often centred on values such as Compassion, Peace, Respect, Trust, Courage. Christian festivals are celebrated in Lyng church, or our other local churches in Sparham and Elsing. Parents have the right to withdraw children from collective worship.

How we assess learning

Regular assessment takes place throughout the school year to monitor your child's progress and achievement. All assessment helps us to plan for your child's next steps in learning.

All children beginning their schooling are assessed in Reception using the Early Years Foundation Stage Profile. Parents are encouraged to share in this by contributing to each child's Learning Journey, which forms a significant part of the overall assessment at the end of the Reception year.

*Children in the Reception class develop a good knowledge of the sounds that letters make.
Ofsted March 2013*



The attainment of pupils at Key Stage 1 and 2 (Years 1-6) is assessed by teachers and recorded against the expectations provided by the National Curriculum during the year. Individual targets are set every term in reading, writing and maths to help pupils make good progress. Statutory Assessment Tests (SATs) are taken by Y2 and Y6 pupils in the summer term. Teachers also “track” the progress and set targets. Test results and teacher assessments together provide the overall assessment of individual pupil attainment. At the end of key stage two, SAT results are reported in your child’s annual report. The overall school results for the end of Year 2 and Year 6 are also published locally and nationally- individual children are not named on these reports

Homework

The Governors and Staff consider homework for primary aged pupils helps children consolidate learning, prepare for lessons, and develop a sense of responsibility for their learning. Support and encouragement for your child’s learning is needed if pupils are to achieve this aim.

The youngest children will be asked to read, and may have some key words or spellings to learn or information to find. As children move through the school, they will be expected to tackle more homework, building up to Year 6 when they will be preparing for the move to high school.

Reading with your child at all stages is important- practising supports fluency and comprehension once your child has gained some reading independence. All children are expected to read at home each day, and record this in their diary.

Every term, each child receives a booklet to take home which outline termly themes, with learning targets for literacy and mathematics.

Educational visits

Every effort is made to make learning relevant and enjoyable. Visits to museums and living history events, theatre-in-education and a residential visit to Kingswood Outdoor Activity Centre all help in this. They provide an opportunity for personal and social development, as well as enhancing the academic curriculum. All educational visits are staffed and organised following the Local Authority recommendations.



Extra-curricular activities

We have a range of extra-curricular activities which take place either during lunchtimes or after school. What is offered varies from term to term. These have included: Cookery, Gardening, Football, Multi Skills, Science, Athletics, Archery

We hold regular joint sporting events through our Sports Partnerships with other local primary schools. The school offers opportunities for children to learn to play a musical instrument, this year, tuition is for the violin. These lessons do have to be self-financing to cover the cost of the music teacher and instrument hire.



School Policy on Charging and Remissions

All essential curriculum activities are fully paid for by the school, although some additional and valuable, activities are only possible if parents make contributions to cover the costs.

When planning educational visits to take place during school hours, the school writes to parents of children involved, stating the cost. The school may then request contributions for the full or reduced cost.

We do make a charge for:

- Residential visits. (Pupils with a statutory right to remission of charges in connection with residential visits will be funded through the school from whatever permitted source the Headteacher considers appropriate.)
- Music Tuition (individual and small group) led by the County Music Service.
- Some clubs, where an external provider is running the sessions.

Financial hardship does not prevent a child from taking part in an activity- we will seek to ensure children are not prevented from attending, and may be able to offer some financial help. Parents are invited to contact the school secretary or headteacher for further advice.

Our charging policy has full details. A copy is available upon request. It can also be viewed on our school website.

Equality

Our school strives to ensure opportunities are available to all and to help all members of our school community appreciate that diversity in all respects, including gender, race, ethnicity, religion, and disability, is enriching. We aim to remove barriers to participation, contribution, access and learning so that everyone is given an equality of opportunity to develop socially, to learn and to enjoy their time at school.

Anti-Racism

The school regards any form of racist behaviour as unacceptable and it will not be tolerated.

Racism damages all young people. We recognise that all areas of knowledge and understanding which have shaped our world have been contributed by people from all races and cultures.

Children with Special Needs

Some pupils require extra help to access the curriculum or to acknowledge and demonstrate an acceptable standard of behaviour in school. We have equal regard for all pupils and make provision for children who have special educational needs. We aim to take account of each child's academic, social and emotional welfare and to seek the views, knowledge and experience of parents/ carers in meeting a child's needs.

Parents are invited to review progress and set new targets for pupils regularly and at least once per term. Teaching Assistants (TAs) support teachers in delivering a personalised curriculum that helps each child to reach their personal goals, with the opportunity for small group work as appropriate. The Headteacher is the SEND Co-ordinator (SEND) and there is a named governor responsible for SEND.

If you have any concerns about your child's development or progress please talk to their class teacher in the first instance.

Our school has a team of skilled and experienced Teaching Assistants. Where specialist support is required, our School Support Team is able to work with the school and parents/carers to identify and advise on supporting children's special educational needs.

Gifted Talented and Able children

We aim to create the right opportunities for every child to work in a way that enables them to achieve their highest standards in line with their ability and interest. A differentiated approach to lesson planning ensures that just as we make provision for children with other special educational needs, we also provide rich and challenging experiences that are appropriate for gifted, talented and able children. In seeking to encourage a lifelong positive attitude to learning, we aim to ensure that all children have access to a curriculum that is appropriate to their needs and abilities.

Looked after Children

A child or children in the school may be living with someone other than their parents/carers. This may be, for example, a child who is with a foster family. The school will work with agencies supporting the family to ensure that any individual needs are met. The school is due to train a designated member of staff for looked after children who can take a lead in ensuring the pupil and family are able to access additional appropriate support.

Pupil Premium

The government has allocated an annual amount of funding called 'Pupil Premium' to all schools. The purpose of the funding is to raise achievement of children who:

- have (or have had in the last 6years) free schools meals(FSM) entitlement
- are looked after pupils
- are pupils with parents serving in the armed forces.

Each year, an amount per pupil belonging to the above groups is allocated to schools as a lump sum.

Behaviour & Discipline

We believe that school should be a place of happy security, and that good behaviour is essential for a positive and safe learning environment. Every child has the implicit right to be able to work in an environment that fosters courtesy and respect. Our children usually behave in manner which is a credit to themselves, their families and the school.



We encourage mutual respect and self-discipline which grows within clear codes of acceptable behaviour, recognising that consequences follow actions.

We endeavour to maintain a high standard of positive behaviour. A key factor in developing this is the encouragement and praise of a child's positive qualities, alongside high expectations, which are clear and consistent. At Lyng CE Primary School, we praise and celebrate in a range of ways- for example, children throughout the school earn team points for their team by working and behaving well.

Unacceptable behaviour will be dealt with promptly by the staff and Headteacher.

When misbehaviour does occur the punishment will usually take the form of sanctions such as loss of privileges, such as a playtime, or completion of a useful task. The child will also be given the opportunity to make amends where appropriate.

Where a child's behaviour is causing difficulties then parents will be invited to come to school to discuss it with the teacher. If it ever becomes necessary, the governors would follow exclusion procedures set down by the Local Authority.

Bullying

What is bullying? Bullying is a wilful, conscious attempt to hurt, threaten or frighten over a long period of time by physical or psychological violence by an individual or group against someone who is not able to defend themselves from this situation.

Bullying is taken very seriously. If parents become aware of any bullying, then the school would like to be informed so that the appropriate steps can be taken to deal with it immediately.

Through planned learning opportunities, children are made aware of the different forms that bullying can take including that related to Internet safety and "cyber-bullying". Outside agencies such as Community Police Officers are invited to support this training. In addition, <https://www.thinkuknow.co.uk> is a very useful website for children and adults to use to learn about Internet safety. It is suggested that you look at the relevant sections.

Every person from Lyng Church of England Primary School has the right to feel safe. The School's Anti-Bullying Policy can be viewed on request.

The pupils behave extremely well and respond very positively to their teachers. They are keen to learn and they concentrate in lessons

Behaviour around the school and in the playground is very good.

Pupils have excellent attitudes to learning.

Ofsted March 2013

Pupil Health and Welfare

Attendance

We want to do our best for all our pupils and believe that regular attendance at school is vital for them as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships.

Children should be at school, on time, every day that the school is open, unless the reason is unavoidable.

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

This includes:

The award of a certificate to individual pupils

Each term we award an Attendance Certificate to pupils with 100% attendance. We also award Bronze, Silver and Gold certificates each year for high attendance over the whole academic year. Gold certificate winners (100% attendance for the year) receive a school prize.

Class Attendance Award presented weekly in Assembly



Absence from school

The school can only authorise an absence for certain limited reasons. Any unexplained absences have to be recorded as 'unauthorised'

If your child is not coming to school please ring the office before 8.45am to let us know why so that their absence can be correctly authorised in the register. We do carry out a first-day-of-absence 'phone check' but this is demanding on staff time and so we ask you to call us wherever possible. If you bring your child to school late or collect him/her during the day please report to the school office first.

Holidays in School time

The Government, Local Authority and Reepham Schools Cluster (to which Lyng School belongs) request parents do not take holidays in school term time. Since September 2013, holidays in term time can no longer be authorised. Where there are exceptional circumstances, parents/carers who need to request time away from school for their child should first make an appointment to see the Headteacher prior to making arrangements. Each year, you will be sent a letter outlining this policy.

Safeguarding and Child Protection

Safeguarding children means keeping them safe and protected from harm. This school is committed to safeguarding and actively promoting the welfare of children. All staff and volunteers share this commitment. We have established, and will maintain, an ethos whereby our pupils feel secure and able to talk freely to any member of staff about their concerns or worries.

The staff are able, through training and induction, to recognise when a disclosure requires action. Any concern for a child's safety or welfare will be recorded in writing and given to the Designated Safeguarding Professional in school. It is our legal duty to assist colleagues in other agencies with child protection issues. If a referral is made, we will inform parents if we are able. Our Governing Body ensures our recruitment practices are safe and compliant with statutory requirements. All staff and regular volunteers and visitors are required to complete DBS (previously CRB) checks.

A copy of the school's child protection/safeguarding policy is available on request from the office. If you think we need to do anything more to safeguard our children please come and talk to us.

E Safety

Norfolk school ICT systems are filtered to prevent children accessing unsuitable sites and materials whilst they are at school. Lyng CE Primary has an agreed set of rules for internet use. The use of social networking sites in school is not permitted. Children do not send/ receive messages without teacher knowledge or approval. We can provide guidance for parents on Internet Safety. Children are not permitted to bring mobile phones/ devices to school.

Social Networking sites

The governors have agreed that the use of social networking sites, such as Facebook, by parents to discuss school matters, or publish photographs of school members or pupils (unless they are your own children) is not an appropriate forum. A risk of harm could arise as children and their families may be identified. Governors are able to pursue legal action where there is a concern about the use of such sites by parents or others. Where parents wish to discuss issues relating to their child or the school, then this should be brought to the attention of the headteacher.

Photographs and Safe use of Images

At the beginning of every school year parents/carers are sent a consent form regarding photography/filming in different areas of school life such as photographs taken by the school during lesson time or at events for display or publicity. If parents request that photographs are not taken of their child, then we respect this. This can mean that we request that photographs of children are not taken at some events, but we do make sure that there is a ‘photo opportunity’ at the end of the event. Parents are asked to only take photographs of their own child/children at events such as sports day and school plays, unless they have permission from another parent.

Data Protection Act

The school holds individual pupil records to support teaching and learning and to monitor progress that is sometimes shared with the Local Authority and transferring schools.

Medical Needs and Medicines in School

There is always a member of staff in school who is qualified to administer first aid. Our teaching assistants usually deal with minor ailments and accidents. In the unlikely event that your child has a more serious accident, and requires hospital treatment, you will be contacted immediately.

If your child becomes ill at school, we will contact you so that you can collect them.

If necessary, a member of staff will administer prescribed medicines provided they are clearly labelled by the prescriber with the child’s name and dosage, and are contained in the original packaging. A consent form needs to be completed and signed. Please note: Staff do not administer non-prescribed medication.

If your child requires an asthma inhaler, please ensure that we are informed of dose requirements, including when they change. It is always helpful for children to have one inhaler for home and one for school, so it is always available.

To help us care for your child please make sure we are made aware of any medical conditions that occur. If your child has a condition which requires continuing care we shall complete a medical care plan with you and the school nurse to ensure we have all the necessary information.

Each year, we ask parents to complete an information form with contact details. Please ensure that the school always has up to date contact details, and that we are notified of any changes in address or telephone numbers for home and or work.

School Security

The double entrance gates and the pedestrian gate are kept closed during school hours. The main entrance has a security entry system and all other external doors have security locks. This allows easy exit from the inside, but does not allow entry from the outside once the children are in school.

Visitors approach school through the main entrance door, call at reception and sign the visitor's book. A visitor badge will be provided.

Children who arrive at school after 8.55 should use the main entrance, as the side doors will be locked

Transport

Bicycles

We have a cycle shelter where children can store their bikes during the day. Unfortunately we cannot accept responsibility for bicycles left on the bicycle shelter. A lock is advised.

Cycling proficiency training is available for children in Year 5 and 6 and we hope all children will take this course before they leave the school. Introductory cycle courses are organised for Year 4 pupils.



School Bus

A number of our children travel to school on the bus. This is organised by Norfolk County Council.

Arrangements to use the school bus must be made between parents and the Council.

If your children use the bus would you please encourage them, as we do, to behave sensibly whilst travelling on the bus. If behaviour that may risk the safety and welfare of other users is reported on several occasions, the bus company reserve the right to ban pupils from using the service. We will always do our best to work with you to encourage pupils to behave appropriately. Children are supervised at school when getting off and on the bus.

Off site, pupils are out of the jurisdiction of the school and become the responsibility of the bus company and the parents.

Parking

The school's own car park provision is limited and is not available for collecting/dropping off children.

Parking close the school is limited and can become congested during the drop off and collection times - we do ask that extreme caution is exercised, particularly at these times, to ensure maximum safety for all.

Access to the school needs to be available at all times for the bus and emergency vehicles. Therefore:

Parking on the zig zag yellow lines is not permitted.

Avoid stopping in the turning area next to the school and the junction with Pightle Way.

Additional parking is available at Lyng Village Hall car park. The Hall is in Richmond Place. This is the road directly opposite Wensum Road. Although a little further from the school, parking here does provide the opportunity for a walk together at the beginning and /or the end of the school day.

Complaints Procedure

We hope that all parents and members of our school community are able to give their active support and are happy with the quality of care and education provided.

If you are unhappy about any aspect of your child's education or school experience you should take the following steps.

If the matter is not resolved, move to the next one.

- Approach the class teacher (the majority of concerns are usually resolved this way)
- Approach the headteacher informally or make an appointment
- Write to the headteacher formally
- Approach the chair of governors formally, c/o the school office.

Our Complaints policy provides more detailed information.



General information

Times of the School day

8.45 am School gate opens and pupils can come onto the playground. (a Teacher is on duty)

* Please note that children should not arrive on site before 8.40am

8.55 School starts.

* Anyone arriving after 8.55 should come into school via the front door

8.55 - 9.00 am Registration in each class

9.00 am Morning Sessions begin

10.20 – 10.35 Break time

12.15 Lunch time begins for Cherry and Willow

12.20 Lunch time begins for Rowan

12.25 Lunch time begins for Oak

1.10 Afternoon session begins

3.05 School ends



School Meals

The school can provide children with a school meal. School meals are cooked daily on the premises by our school cook, Ms Fincham. The Seasons Menu provides healthy balanced meals for lunch, which are prepared using fresh ingredients where possible. Children are offered a choice of dishes. A copy of the Seasons menu is available on request, with the current menu being displayed in the school and on our website. We hold regular family lunches, which are very popular.

From September 2014, children in Reception, Year 1 and 2 are offered a school lunch at no charge, as this will be government funded under the Universal Infant School Meals scheme. You need to register for this using a form available from the school office. For children in Years 3-6, a school lunch costs £2.20 per day. Money should be brought in a sealed envelope with your child's name and the days lunches are required. Further details can be obtained from Mrs Titchiner

If you access certain benefits you will need to ensure that you have applied for Free School Meals, as this affects the Pupil Premium funding the school receives. Please ask Mrs Titchiner, or contact the county council for advice.

Children may bring a packed lunch from home. Please note that fizzy drinks, chocolate bars or sweets are not permitted in lunch boxes. As a school with 'Healthy Schools Status' we encourage healthy eating throughout the school.

Those who wish to go home for lunch may do so but we ask them to return between 1.00 and 1.10pm. A written note is required informing the school that the child will be off the premises during the lunch break.

Water

As part of our health education curriculum, we teach the children about the importance of drinking sufficient water during the day. We encourage children to bring bottles of water to drink during lesson time. Bottles should be plastic- the sports variety if possible. These should be taken home each day, to be washed and refilled. Drinks other than water are not allowed in these bottles. We also have a water fountain available in school.



Break time

All children have a mid-morning break. Reception, Year 1 and Year 2 children are provided with a piece of fruit or raw vegetable daily, as part of the county scheme. Children in Years 3-6 may bring fruit or raw vegetable, or there is an opportunity to buy a snack from the healthy 'tuck shop'

School Uniform

The school uniform has the school colours of jade and navy. Our school logo incorporates “Ling Heather”.

Each item of uniform and PE Kit **must** be clearly named to prevent items becoming lost, and to make it easier to return items.

- Trousers or skirt/ pinafore - Plain navy blue or dark grey
- Shirt/blouse/polo shirt - White
- Sweatshirt or cardigan - Jade with school logo
- Girl’s summer dress - Green, striped or checked



Shoes should be comfortable for all day wear, and should be dark in colour. Flip flops, clogs, ‘ugg’ style boots or heeled boots/ shoes are not suitable.

PE Kit

Children are required to bring a change of clothing for all PE sessions. This should be in a bag clearly labelled with the child’s name and left in school all week.

Plimsolls are inexpensive and appropriate indoor PE as they are pliable and provide better grip on the hall floor. Trainers are most suited to our outdoor PE activities.

- Tee-shirt -White with or without school logo
- Shorts (above knee) -Navy, dark grey or black
- Socks and Plimsolls/trainers- plain
- Tracksuit or jogging top/trousers for colder weather



Swimming (Year3-6)

Girls – one piece swimsuit, towel

Boys- trunks or swim shorts which are above the knee, towel

A swimming hat is required for hair that is shoulder length or longer.

Items bearing the school logo, such as sweatshirts, polo shirts, and fleeces are available from Birds of Dereham store, and on line ordering facility. Also available are sun hats, PE bags and book bags.

Children are not permitted to wear jewellery in school.

Children with pierced ears may wear studs. These should be removed for PE and on days they go swimming. Staff are not permitted to remove a pupil’s earrings





Conclusion

We hope that your child will find Lyng Church of England Primary School a happy and caring place to come to, where they feel able to grow as individuals- in social, emotional, intellectual and personal ways – whatever their abilities and talents.

We do hope that you will enjoy your links with the school community.

We view education as a partnership between parents, the school and wider community and feel this is essential to each child's success. We see parents as the child's main educators in the early years and actively encourage them to continue to be partner's in their child's education.

The information contained in this prospectus is correct at the time of publication, but may be subject to updates or changes throughout the year. It is also available to view on our website.

If you have any point on which you require clarification, please contact the school office.

Our website contains additional information about the school.

Policies may be viewed at the school.

The school's most recent Ofsted report (March 2013) can be found at Ofsted.gov.uk.

The school's most recent church inspection report is available in school.