

Lyng Church of England Primary School School Prospectus 2018-2019





Lyng Church of England Primary School

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Details in this prospectus are correct at the time of printing (June 2018)

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School Results



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 in all areas of the curriculum. 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.

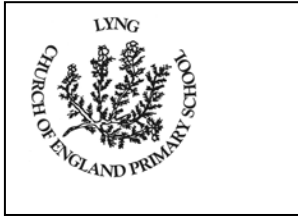
Thank you for choosing Lyng CE Primary as your school. We value good relationships with parents as partners in the education of their children. Our school is small enough that all the staff can get to know the children and families well- we want you and your child to quickly feel that you are part of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

Learning, Growing, Achieving Together

Together within our church school family, we sow the seeds of success, to grow happy confident individuals who become life-long learners, believing in themselves and aiming high.

Our Aims are to

- **Help** children become confident in their self-esteem and capacity to learn.
- **Enable** children to build positive relationships with other people, to understand and respect people, communities and environments, near and far.
- **Enable** all children to be successful learners who achieve their personal best and make good progress during their time at Lyng CE Primary School.
- **Engage** children in their learning with high quality teaching, fostering a love of learning
- **Build** effective partnerships with families and the wider community.
- **Inspire** learning in a wide and wonderful curriculum where experiences extend beyond the classroom.

Supported by:

- **Providing** a safe, caring and supportive environment in which we can happily learn together
- **Ensuring** everyone feels welcomed, included and valued as an individual.
- **Upholding** Christian values, ensuring they are at the core of our school community

In order to achieve our aims, we share these principles:

- We all work hard to achieve the best we can, and to reach our goals.
- We celebrate achievements whilst acknowledging that mistakes are part of learning.
- We are all different, yet we respect each other, accept and celebrate 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.

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. Our most recent addition is a large modular classroom, currently accommodating our oldest pupils. We have bright and airy classrooms, a spacious 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 network encompassing a large Interactive Touchscreen in every classroom, the library and hall and a bank of wireless laptop computers and ipads.

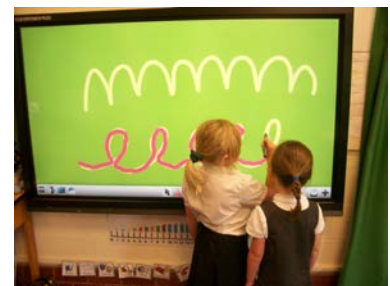


The school has disabled lift access for wheelchairs to both levels.

Both the boys' and girls' toilets have a cubicle accessible to a wheelchair.
our oldest pupils in Oak class.



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, an outdoor activity trail, 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 wildlife garden 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 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 Helen Smith, and the local Reverend, who are regularly involved in the life of the school and its activities.



As a result of the deeply embedded Christian values pupils' behaviour is excellent and the highly-positive relationships between all in the school community are based on mutual respect.

Church inspection March 2018

Our Christian Values



Lyng CE Primary School

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 a Buddhist visitor, African Dance and Theatre groups. The community has also supported the school in the various collections of vouchers, enabling the school to purchase additional resources.

We extend children's awareness of the wider community through charity events, for them to work for and contribute towards. Recently, a whole school sponsored walk raised over £500 for the Lyng Community Hall project

The School Council organise fundraising events, with money raised being donated to charity, as well as to help with school projects, such as the outdoor activity trail.

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.

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.

Curriculum Information booklet

A termly booklet is added to the website termly. This tells you about your child's learning for the term and provides ideas for helping at home. Parents are also welcome to make an appointment at any time throughout the year to discuss their child's progress.

An Annual written report, with Termly Progress Record in the Autumn Term

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

The Termly Progress record enables you to see how your child is achieving, with targets for the Spring term and suggested ways you can help at home. It also includes an attendance figure for the term.

Activities, 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 your child, or check book bags weekly, if they have any letters 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.

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.

Friends of Lyng School

Parents will automatically become a member of our Friends 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, Film club, Disco, Christmas Fayre, Bag 2 school, Book and Cake Sales, raffles and stalls at Sports day .

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, new library books, and school visits.

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 autumn term.

Children visit the high school during their final year. Staff from the Reepham High School visit us 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, a number of the primary 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, SEND adviser, educational psychologist, 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 Governors

The school governing body agree the aims and values of the school and the strategic direction. They approve the budget and monitor the school's policies and procedures, standards and curriculum. They also make decisions on the school hours, admission numbers, appeals and exclusions.

The governing body is made up of representatives from various groups, including the church, local authority, parents, 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. Helen Rengert	Foundation Governor; Reverend
Mr Stefan Iwanczyk	Vice Chair of Governors; Parent Governor
Mrs Laura Moulard	Parent Governor
Mrs Helen Smith	Foundation Governor
Mrs Janet Cummings	Parent Governor
Mr B Rafftree	Staff Governor
Mrs Helen Watson	Headteacher
Clerk to the Governors:	Mrs Camilla Davis c/o Lyng Church of England Primary School

School Staff

All teachers and support staff 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

Miss Sarah Wharton
Miss Sara Beth Cartwright
Mrs Wendy Tebbutt
Miss Ashleigh Phillpot

Teaching Assistants

Mrs Camilla Davis
Miss Roxanne Dorr
Miss Harriet Keen
Mrs Elizabeth Smith
Mrs Katy Smith
Ms Nichola Smith
Mrs Julie Warnes
Ms Suzanne Wylie

School Secretary

Mrs Maria Rudd

School Caretaker

Mr Derek Peachment

Mid-day Supervisors

Mrs Amanda Clarke
Mrs Laura Moulard
Mrs Kayleigh Ward
Mrs Julie Warnes
Ms Kirsten Lane

Cook

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 2018, we have 101 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 authors, musicians, and drama groups 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.

Levels of attendance are high, as pupils say that they enjoy coming to school. Church inspection March 2018

Our curriculum aims to develop children's social, cultural spiritual 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.



Pupils were overwhelmingly positive about their school. You enrich learning by providing a wide range of visits to places of interest, such as Norwich Castle, and through visitors to the school.

Ofsted October 2017

Forest Schools

We include 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. In Key stage 2, classes visit Whitwell outdoor centre.

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.



Staff strongly emphasise play, physical development, shared story writing, social interaction and communication across all areas of learning.
Ofsted October 2017



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

Children in Key Stage 1 (Year 1 and 2) and Key Stage 2 (Year 3,4,5,6) follow the National Curriculum, which was revised in 2014. 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 CE 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 twice, and continues to focus on developing children's responsibility towards our world and environments. Our Eco Team have devised a logo for the school to demonstrate this.

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. This has included being involved in the design of the new library, and meeting transport officials to discuss traffic in the village. 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 and belief systems, such as Islam, Hinduism and Buddhism. 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.



*Because the Christian ethos is so important, pupils' spiritual, moral, social and cultural understanding (SMSC) is highly developed, regardless of the ability, background or faith of each pupil.
Church inspection March 2018*

Collective Worship

A daily act of collective worship takes place in the school, following Church of England traditions. The focus is often centred on our school's Christian values such as Compassion, Generosity, Respect, Trust, Courage. Christian festivals are celebrated in Lyng church. 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.

Parents attending the family lunch praised the work of the school in ensuring that their children are happy and safe and settle in quickly.

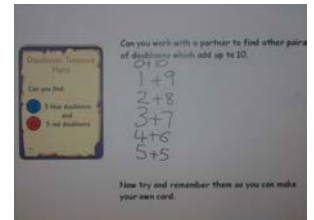
All children beginning their schooling are assessed in Reception using the Early Years Foundation Stage Profile. Parents are encouraged to share in this by contributing to each child's Learning Journey, which forms a significant part of the overall assessment at the end of the Reception year. We aim for children to achieve the Early Learning Goals (ELG) by the end of the Reception Year – this is the nationally 'Expected' level, with some children achieving just below 'emerging' or above 'exceeding' the ELG



*Provision in the early years leads to consistently good progress.
Ofsted October 2017
Church inspection March 2018*

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

Pupils’ progress and achievements are consistently at or above national expectations, with no significant differences for vulnerable groups of pupils.
Church Inspection March 2018



We aim for children every year group to achieve the nationally expected standard – most will achieve within this, with some pupils being below and with a few achieving at greater depth . We aim for all children to make good progress from their starting points. For some children, especially those with particular needs, well targeted support will enable these children to make those small steps of progress that help them achieve their more specific goals.

Homework

The Governors and Staff consider homework for primary aged pupils helps children consolidate learning, prepare for next learning, 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. We provide a guide to the types of homework we provide.

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 Reading 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, Art , Athletics, Street Dance, and Karate.

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

The primary aim of Lyng CE Primary School is to enable all pupils to take part as fully as possible in every part of school life by developing each child's self-esteem and confidence, recognising their strengths and encouraging them to achieve their best possible achievement.

At Lyng CE Primary School we will take steps to advance equality of opportunity, foster good relations and eliminate discrimination or harassment across all the protected characteristics (age, race, gender reassignment, disability, marriage and civil partnership, religion and belief, pregnancy and maternity, gender, sexual orientation) within the school community.

Our school strives to ensure opportunities are available to all and to help all members of our school community appreciate diversity within our communities. 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.

Children with Special Educational Needs and Disabilities (SEND)

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 receiving additional support or intervention 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 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.

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 or grandparent. The school will work with agencies supporting the family to ensure that any individual needs are met. The school has 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.

It is particularly important for parents/ carers to register for FSM if eligible, as this will provide additional funding to the school for these pupils)

More information about the Pupil Premium funding for our school is on our school website.

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 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.

*Pupils' behaviour in lessons and around the school is good.
They are polite and courteous and show respect to others.
They rightly say that bullying is rare and the incident book reflects this.
During our lesson visits, we noted the positive engagement of all pupils in their learning.*

Ofsted 2017

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 achieve and progress well, 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/ days out 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. Further information is in our Attendance 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 the website. 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. First names only are used if they are added to photographs or information with photographs. If parents request that photographs are not taken of their child, then we respect this. Parents are asked to only take photographs of their own child/children at events such as sports day and school plays.

We may request that photographs/ filming 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.

Data Protection

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. Our Privacy policy has details of what we use data for and how we ensure it is secure.

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 and midday supervisors 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.

Any prescribed medicine to be taken by your child should be brought in by an adult and handed in at the office. A consent form needs to be completed and signed. If necessary, a member of staff will administer doctor prescribed medicines provided they are clearly labelled by the prescriber with the child's name and dosage, and are contained in the original packaging. 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. We highly recommend 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 gate 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 or by taxi. 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 tell 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 at school.

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 and drop off on the zig zag yellow lines is not permitted.

Do not stop or drop off in the turning area next to the school or within 10 metres of 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

School meals are cooked daily on the premises by our school cook, Ms Lane. The Seasons Menu provides healthy balanced meals for lunch, which are prepared using fresh ingredients where possible, and within the National Food Standards for school meals, including allergens. Children are offered a main meal or jacket potato option, both with dessert. Seasons menus are available. If your child requires a specific diet eg dairy free, please speak to Ms Lane, as we can usually accommodate this.

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 (UIFSM) 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 day's lunches are required. Further details can be obtained from Mrs Rudd.

If you access certain benefits you will need to ensure that you have applied separately for Free School Meals, even if your child qualifies for the UIFSM scheme, as this affects the Pupil Premium funding the school receives. Please ask Mrs Rudd, or contact the county council for advice.

Packed Lunch

Children may bring a healthy packed lunch from home, which should include a drink. This may be on all days, or a combination of school/ packed lunch. We ask that school is informed of requirements at the start of the week. Please note that fizzy drinks, chocolate bars or sweets are not permitted in lunch boxes. As a school we promote healthy eating throughout the school. We request that peanuts or peanut butter items are not included in packed lunches.

Home for lunch

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 a bottle 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

We hope that all children will wear school uniform. Our school colours are jade green with white and dark grey. Book bags and jackets are navy. Our school logo incorporates “Ling Heather”.



- Trousers or skirt - plain grey
- Shirt or blouse - plain white (or white polo shirt- with logo preferred but optional)
- Sweatshirt or cardigan - jade green with school logo
- Girls summer dress - green check
- Pupils may wear plain grey knee length shorts in summer.
- Optional – Navy reversible waterproof/ fleece jacket with logo available from Birds supplier
- Shoes should be comfortable for all day wear, and should be dark in colour. School shoes, not trainers should be worn. Flip flops, clogs, ‘Ugg’ style boots or heeled (other than flat) boots/ shoes are not suitable for school.



PE Kit

Children are required to bring a change of clothing and footwear for all PE sessions. PE Kit should be in a separate PE bag clearly labelled with the child’s name and left in school all week. Please do not provide branded kit for PE.

The PE kit is as follows

- Tee-shirt - plain white *with or without* school logo
- Shorts - black
- Socks- plain white or black
- Tracksuit or jogging top/trousers (Year 3-6) plain navy or black.
- Plimsolls, black, for Reception Year 1 and 2 pupils
- Trainers, plain black or white for Y3,4,5,6
-



Swimming (nb not required for Reception , Year 1, Year2)

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.

Other Items

Book bag – plain navy with or without logo

Painting shirt- only if requested by the class teacher

Water bottle

Items with the school logo, such as sweatshirts, polo shirts, and the reversible fleece / jacket are available from Birds of Dereham store, and their on line ordering facility. Their website is www.schoolwear-uk.com. We can also order through school if required. Also available are sun hats, PE bags and book bags.

All possessions **must** be clearly named to prevent items becoming lost, and to make it easier to return items to their owner. If washable pen is used, please check regularly to ensure the name is still clearly visible.

Jewellery Children are not permitted to wear jewellery in school with one exception. Children with pierced ears may wear one pair of studs. These should be able to be removed by the pupil 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, learn and succeed 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 partners 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 including policies.

The school's most Ofsted reports (October 2017) can be found at [Ofsted.gov.uk](https://www.ofsted.gov.uk). and via a link on our school website.

The school's most recent church inspection report (March 2018) is available on the website.