

**A WARM WELCOME FROM
NEATISHEAD CHURCH OF ENGLAND
VOLUNTARY CONTROLLED PRIMARY SCHOOL**



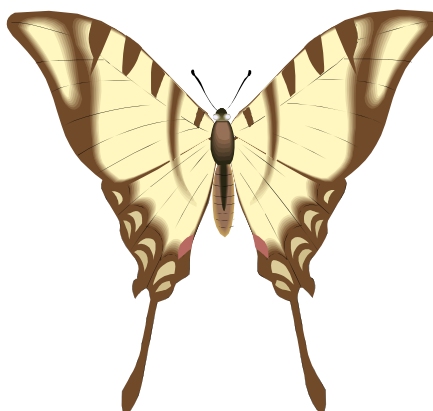
**PROSPECTUS
2015/2016**

**“Striving for excellence in a safe and caring
Christian environment”**

Neatishead Church of England V.C Primary School
School Road, Neatishead, Norwich, NR12 8XN

Tel: 01692 630241

Email: office@neatishead.norfolk.sch.uk
www.neatisheadprimaryschool.co.uk



Dear Parents,

On behalf of the Staff and Governing Body, we would like to take this opportunity to welcome you and your child to Neatishead C of E Primary School. We hope that the time you spend here will be happy and rewarding.

Neatishead is a small, thriving and friendly school. We see education as a process of co-operation between children, staff and parents. You have an important part to play in your child's education, and the school values the support you give.

This prospectus is designed to give you initial information about the School. As you read through, we hope you will discover many of the special qualities of Neatishead School. If you would like to know more, or visit the School, please contact us or visit the website. We would be happy to show you around and discuss our work here.

Mrs Karen Dukes
Executive Headteacher

Neatishead C of E V. C Primary School
School Road, Neatishead
Norwich NR12 8XN
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AIMS AND VALUES OF THE SCHOOL

THE SCHOOL'S AIMS

- To inspire a whole-School commitment to life long learning*
- To practice a culture of stimulation, challenge and high expectations*
- To nurture the physical, spiritual, moral and cultural development of pupils and encourage personal and social responsibility and foster attitudes of independence and respect for self and others*
- To celebrate the unique potential of each individual in the School community so that each feels valued*
- To offer a happy, welcoming and safe environment*
- To share best practices and adopt a fair and consistent approach*
- To interact and communicate with all parents and other partners fully and openly*
- To make an ongoing contribution to the development of the wider community*

THE SCHOOL'S VALUES

- We value ourselves and each member of our School community*
 - We value inclusion, equality and the individuality of each child*
- We value the nurturing of every aspect of a child's personality: intellectual, creative, physical and spiritual*
 - We value tolerance and respect for differences*
- We value the diversity of strengths within our School*
 - We value care, consideration and respect*
- We value the continuity that consistency brings*
 - We value happiness and enjoyment*
- We value positive attitudes and good behaviour*
 - We value a safe and caring Christian ethos*
- We value excellence in learning and teaching*
 - We value effort and application to tasks*
- We value our School team and its well-being*
 - We value the good facilities and environment that we enjoy, both inside and outside School*
- We value the partnership between parents and School*

SCHOOL ADMISSIONS

Children born between 1 September 2010 and 31 August 2011 will be offered a full time place in a reception class from September 2015.

We will ask all parents and carers their choice of full or part time attendance during the summer term prior to entry. Parents commit to this attendance pattern for all of the Autumn Term until the Spring Term when all reception children will start full time.

If there are more applications for places than there are places available, the Local Education Authority will give preference to children living nearest the school according to the following criteria in their order of priority:

1. Children with a statement of Special Educational Needs naming that school
2. Children in public care who live in the area served by the school
3. Children who live within the catchment area and have a brother or sister attending the school at the time of the admission.
4. Children who live within the catchment area and have no brother or sister attending the school at the time of their admission
5. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission
6. Children living outside of the catchment area and have no brother or sister attending the school at the time of their admission.

If you would like to apply for a place at Neatishead Primary School please contact Admissions Dept. at Children's Services on 0344 800 8001. It is important that you make sure that your application for a place is received by 31st December. You will usually hear whether your child has a place at the school by the end of April.

TRANSFERS

At the end of Year 6, the majority of our children transfer to Broadland High School, with whom we maintain close links. Year 6 pupils visit their allocated High School in their last summer term to make their transition as smooth as possible.

THE SCHOOL BUILDING

Neatishead School is a co-educational, Church of England Voluntary Controlled Primary day school for children aged from four to eleven. The school was founded in the village in 1846 by the Preston family and enlarged in 1863. Free education came to Neatishead in 1900 when the school became 'Aided'. In 1970, the school was designated 'Voluntary Controlled' which means that the Foundation Governors are appointed by the Voluntary body concerned, in this case, the Church of England. A new school building erected on the field behind the old school was completed in 1989 and the children moved into the present premises in the September of that year. The Bishop of Norwich formally opened the new building in March 1990. The formal name of the School was changed to Neatishead Church of England Primary School in 2004.

Accommodation consists of three learning areas and an ICT Suite separated by a wide arched corridor, the central part of which forms a library where the children are able to access reading and reference books. A reception area by the front door, the Headteacher's office, a staff room and the sports hall complete the accommodation.

The modern design of the building can easily accommodate pupils and adults needing wheelchair facilities and the doorways, corridors and entrances are all user friendly in meeting these needs.

The school is set in attractive grounds including a playground/netball court and a playing field to the rear of the building. At the front of the school is a fenced area for outdoor play and other curriculum activities for the younger children.



SCHOOL STAFF

Teaching Staff

Mrs Karen Dukes	Executive Headteacher
Mrs Laura Davies	Class Teacher – Red Skippers
Mr Tony Murphy	Class Teacher - Peacocks
Mrs Rachael Oxbury	Class Teacher - Emperors

Support Staff

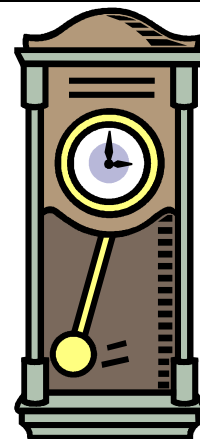
Mrs Helen Clarke	Secretary	First Aid
Mrs Lynne Wall	Learning Support Assistant	First Aid
Mrs Tracey Andrews	Learning Support Assistant	First Aid.
Mrs Kerrie Campbell	Learning Support Assistant	First Aid
Miss Elysia Ferrier	Learning Support Assistant	
 Mr Joe Root	 Caretaker	
 Mrs Jennie Crabtree	 Kitchen Assistant	
Mrs Carol Hughes	Mid-day Supervisor	

SENCO Mrs J Edwards

SAFEGUARDING OFFICER Mrs K Dukes

THE SCHOOL DAY

08.30 am	Children arrive at school. A member of staff is on duty from this time.
08.40 am	Registration and Teaching Session
09.00am	An act of Collective Worship
09.15 am	Teaching Session
10.30 am	Break time
10.45 am	Teaching Session
12.00 noon	Lunchtime
12.55 pm	Registration and Teaching Session
3.00 pm	School ends



At the end of the school day a member of staff will bring all the pupils to meet their parents outside the school's main entrance or see them safely onto the bus which usually parks within the school grounds.

All children must be collected from the school premises by an adult and not from outside the school gate. When delivering or meeting children from school, would parents please ensure they do not park within the yellow lines outside the school gates and respect residents driveways adjacent to the school. There is a large car park at the recreation ground 30m from the school entrance.

COLLECTIVE WORSHIP

The school provides a daily act of collective worship which is predominantly Anglican. It is appropriate for, and includes all pupils attending the school, in accordance with the 1988 Education Act.

The key element of the worship is a time for reflection for both adults and children. The learning and experience that collective worship offers the children enables a special contribution to be made to their development as whole people spiritually, socially and morally. The teaching and learning is Christian based and the content of assemblies is to make children feel at ease and to have a sense of respect for the integrity of the individual.

There is an opportunity for experiencing worship, together with the community, in the local churches at least once a term or at the time of appropriate Christian Festivals. Clergy and Lay Ministers from the local churches participate regularly in school worship, and other suitable visitors may be invited to take part in special events.

Parents have the right to ask that their children be excused either wholly or partly from collective worship. Those parents who wish to consider this should discuss the matter with the Headteacher.

All pupils take part in weekly circle meetings, where every child's opinion is sought and matters, ensuring equal opportunities. The children discuss and make decisions regarding the running of the school and other topical and relevant issues.

THE SCHOOL CURRICULUM

In planning the School's curriculum we have sought to recognize that each child is an individual entitled to equal regard and opportunity. Our task is to develop the potential of each child, to provide learning opportunities where the child may take increasing responsibility for his/her learning. In this way we hope to develop the whole person. We see education as a tool that will bring about learning for life. The school is using the New National Curriculum Frameworks for all subjects except R.E

English, Maths, Science and Information & Communications Technology (ICT) form the core subjects and these are taught along with History, Geography, Design Technology, PSHE, Art, Music and Physical Education which are the foundation subjects. Religious Education is taught as a subject in its own right. Children follow lines of enquiry in their learning through 'themes' which integrate a number of subjects.

The majority of work in each curricular area is done with mixed age and mixed ability classes. A great deal of work, especially in English and Maths, is done in ability groups within the class. Most lessons contain a whole class teaching element, some group work or the opportunity to work individually or in pairs.

English

Reading:



Reading is of fundamental importance in the educational process and plays a vital part in our curriculum. The school uses a variety of reading schemes that have been amalgamated into a colour-coded system in order that children learning to read can access the widest range of material. We encourage a love of books, and ask parents to share in this by encouraging regular visits to the public library. Our school library has a growing selection of fiction, non-fiction and reference material. This is supported by other specific material, some of which is supplied by the Schools Library Service. Project Loans from the SLS are used in classrooms to support curricular themes, and to augment our library.

Writing:

It is important that children learn to write for different purposes and audiences. We plan these skills into our literacy lessons and aim to carry them over into other subjects. The range of writing tasks may include diaries, journals, poems, stories, reports, investigations, descriptions, instructions and notices. Spelling, handwriting and grammar are taught as part of the writing process. All are taught using a range of techniques including frequent oral sessions to underpin spelling and grammar.

Speaking and listening:

These are important communication skills that are developed through a variety of activities across the whole curriculum. Equal emphasis is given to speaking and listening, as they are both essential for learning and the development of personal and social skills. Development of these skills is also encouraged outside the classroom. We have weekly Circle Assemblies where every child has a voice.

Mathematics

Mathematics is taught in accordance with the New National Curriculum. Pupils develop their mathematical understanding through practical activity, exploration and discussion. They develop a range of mental skills and problem solving strategies leading to agreed written calculation methods. A wide range of materials supports our Maths curriculum throughout the school.

Science

Our aim is to develop the child's interest and awareness in the world around them, to encourage and develop their natural curiosity. We wish to foster an understanding of natural phenomena, to use science to solve problems and to develop positive attitudes to safety and the care of living things. This is extended in outdoor learning.



Information and Communication Technology [ICT]

ICT extends and enriches the curriculum and engages learners from Year R to Year 6. Skills are taught which focuses on word processing, coding, desktop publishing, control modeling, data handling, the use of spreadsheets and the internet. ICT skills and resources are applied in the exploration of other curriculum areas. SEN pupils have access to specific software to develop literacy skills. The school has an ICT suite of 11 computers. There are interactive whiteboards in the learning areas as well as a data projector and 22 net books for the children to use at home and school.

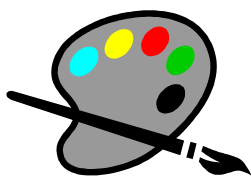
Geography

We aim to develop an awareness of the local environment and wider world, to foster interest and concern for the care of the earth and its people. Pupils are expected to investigate a variety of locations, distribution of populations and environments as well as physical geography and its effect on human activity. In order to complete this development, pupils will use a range of geographical skills including map work, data handling, fieldwork techniques and ICT.



History

In history we aim to develop an understanding of historical time. Pupils find out about significant events and people in history, change and continuity both locally and throughout the world. History is looked at in a variety of ways, for example from political, economic, social, religious, cultural or aesthetic perspectives. To help pupils investigate the past and present, a range of sources and information are used.



Art

Through art we aim to encourage children to observe and record accurately, to appreciate form, colour, pattern and texture, to express ideas and emotions, and to develop skills in using a wide range of media. In early years, we recognize the importance of drawing as an effective means of communication.

Design Technology including Food Technology

Our aim is to develop an understanding of problem solving techniques and the ability to apply them to new situations; to understand what is meant by design and to develop skills in using a range of hand tools.

Music

Music forms an important part of the curriculum for all pupils, with opportunities to sing, play percussion instruments, etc. We have a school choir. Music listening is an integral part of school collective worship, giving an opportunity to appraise music from a range of times and cultures. Sometimes, musicians visit the School to perform and run workshops. Within school, children have the opportunity to play the recorder and learn music notation as a prelude to learning other instruments. It is possible to arrange music lessons for specific instruments for a small charge.



Physical Education and Sporting Aims and Provisions

The School has a hall, playground and playing field. All children have experience with a range of small and large apparatus learn ball skills and play a range of games including football, netball, cricket, rounders, short tennis as well as gymnastics, dance and athletics. Football, running and netball clubs operate during the year, and in the summer athletics and cricket clubs are also run. Swimming for children in Yr3/4/5/6 takes place at Broadland High School on a weekly basis throughout the school year. The School has established sporting links with our federated school and other schools in our area. The school employs a qualified sports coach who ensures a broad and balanced range of sporting activities. We use Cybercoach to extend physical activities during the week.

Religious Education

Our aims are to provide the children with a depth of understanding of the Christian Faith and an awareness and knowledge of other religions and their cultures. We work towards achieving our aims by following the Norfolk Agreed Syllabus for Religious Education (2012), a copy of which may be viewed at the School on request.

Wherever possible, Religious Education will be taught in a cross curricular way recognizing the valuable links with other subjects. We value the particular links that RE has with spiritual development, multicultural education, philosophy, and personal, social and health education. Parents have the right to ask that their children be excused either wholly or partly from religious education. Those parents who wish to consider this should discuss the matter with the Headteacher.

Modern Foreign Languages

Pupils enjoy a variety of languages based on curricular topics. At KS2 pupils study French using a variety of interactive programmes as a discrete subject in preparation for high school.

Sex and Relationships Education

The School follows the Norfolk County Policy and Schemes of Work for sex education, with an emphasis on family values and on caring relationships. The Head will be involved with the more specific teaching for children in Yr 5/6 and parents will be invited to school to see and share the resources used. Parents have discretion over whether or not their children attend these sessions.

EXTRA-CURRICULAR ACTIVITIES

We aim to enrich our children's school life by offering a range of extra curricular activities. Sports clubs are offered at different times of the year. We also have a school choir. These activities are geared towards supporting the curriculum, developing skills and most of all having fun.

We are proud to be members of "The Norfolk Children's University"

Being located so near to the Broads, at certain times during the year, we are fortunate to be able to take advantage of organized environmental/conservation days.



GIFTED & TALENTED/SPECIAL NEEDS

At Neatishead Church of England Primary School we aim to provide for the needs of all our pupils. Policies are in place and are available on request.

EQUAL OPPORTUNITIES

The staff and Governors of Neatishead Church of England Primary School are committed to a policy of equality of opportunity and regard for every learner, and believe that all pupils of the School have right of access to its opportunities regardless of ability, age, gender, physical characteristics, racial or ethnic group.

PARTNERSHIP WITH PARENTS

Home-School Agreement

We expect all parents to be able to “sign up” to the principles outlined in our Home-School Agreement. The principal aims of this Agreement are to promote a close working relationship between home and school, to involve parents in the decision-making process and to help clarify roles and responsibilities and so lead to even greater success for the children.

All parents will be given a copy of the Agreement on their child's entry to the school.

Homework

Through our Homework Policy which is available on the school website we aim to:

- ensure that parents have a clear understanding of what children are expected to do;
- provide opportunities for parents, children and the school to work in partnership;
- encourage children to develop a positive attitude to working outside the classroom;
- encourage progression towards independence and individual responsibility; and
- extend and support school learning.



Reading is the basis of all learning and one of the most important skills for children to acquire. The process will be made much easier if parents can listen to their child read regularly, encourage their child and ensure that every child understands that reading can be fun and a pleasure

Parents can also help their children to learn by showing an interest in things around them, for example, by visiting worthwhile places of interest, or the library, or watching relevant television programmes together.

Teachers will send home a termly curriculum plan so that parents are aware of the topics to be covered and can give appropriate support.

Reporting to parents

A Parent/Teacher consultation evening takes place in both Autumn and Spring Terms when parents may arrange individual appointments with the class teacher to discuss their child's progress. If you have concerns at other times, please do not hesitate to get in touch with us. If you wish to talk about matters that require time and privacy, it is best to make an appointment so that the Head Teacher and/or class teacher will be able to set aside sufficient time to offer their undivided attention.

A written annual report will be sent to all parents giving details of their child's progress and there are opportunities to meet the teacher to discuss the report in a structured conversation.

A newsletter covering all other school matters is sent home to parents on a regular basis.

As part of routine class work, and sometimes under test conditions, the children will regularly be assessed or tested to gauge their progress and to indicate to staff their learning requirements.



Parents and School

A recent development at school, which is reviewed periodically, is the "Parent Skills List". If you have a particular skill that you feel could be used in school, or if you would like to help with a particular activity, please let us know.

OTHER MATTERS

Pastoral care

Class teachers are initially responsible for the pupils in their classes. The Headteacher has overall responsibility for the pastoral care of all pupils and staff. As far as possible, we operate an open door policy, encouraging trusting and sincere links between home and School, parents, pupils and staff. The health and safety of all those involved within the School community is promoted and emphasized through the School's Health and Safety Policy and the moral and social issues contained within the School's aims. High standards and expectations are promoted throughout the school and through the example set by parents, staff, governors and senior pupils in school.

School security

During the last few years we have improved the security of the school building and grounds. We have secured all outside doors and a mirror has been put up above the hall to monitor any pupils in the main corridor area. An entry phone system on the outer door is operated from the reception area. All visitors to school must wear a badge, so that the children and adults in school are aware of their presence, and sign in and out in a visitors' book. We feel that the measures we have taken have made our school as safe and secure as is realistically possible, without detracting from the warmth of welcome we wish to extend.

School uniform

We believe our uniform, with the federation logo, is a simple one, designed to involve parents in minimum expense but also to help foster a feeling of 'belonging'. The school uniform colours are red, black/grey and white as follows:

Red Sweat Shirts with the school logo. Red jumpers or cardigans may be worn but must otherwise be plain.

White Shirts or White/Red Polo Shirts with or without School logo.

Grey or Black skirts and school trousers.

Red and White striped/checked dresses for summer wear

Black shoes – low-heeled and securely fastened.
Trainers are not appropriate for "all day" footwear for school.



PE - PE drawstring bag, plain black shorts, a plain white T-shirt or red T-shirt with or without school logo. Trainers are essential for outdoor games and plimsoles for indoor PE. Warm outer clothing is desirable during winter months. Children who choose to play football will require football boots.

Swimming - Children from Year 3 upwards will swim at Broadland High School during part of the school year. They will need a towel, a one-piece costume, a swimming hat and a bag for wet swimming gear.

Please ensure that all clothing and other property is appropriately labelled. School sweatshirts, plimsolls and wellington boots are particularly difficult to identify. Children are encouraged to look after their belongings. However, things do go astray and will be held in Lost Property until the end of each term, after which time they will be disposed of. Children are encouraged to wear slippers in the classrooms to help protect the carpets.

Items with the federation logo - red sweat shirts, white polo shirts, jumpers, cardigans, coats and book bags - are available to order at certain times from the school. Please contact the school office for more details.

Jewellery and watches

Children should not wear jewellery at school. If a child has pierced ears only plain sleepers or studs should be worn. Watches and earrings should be removed during sporting activities, including swimming, and long hair should be secured (as appropriate to the activity). If earrings cannot be removed they should be covered with plasters or similar material. Teachers will not be responsible for removing or replacing earrings and the School cannot accept any responsibility whatsoever for their safekeeping. Nail polish should not be worn at school.

School meals

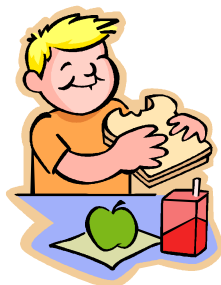
Lunchtime

All the children lunch in the hall between 12noon and 12.55pm. Hot meals, prepared and delivered by Hoveton St John's School Canteen, are available at a cost of £2.10 per day. Children in Reception, Year 1 and Year 2 receive a free school meal. A leaflet containing the term's menus is given to each child at the end of the preceding term. This is available on the school website. Vegetarian, dietary and packed lunch options are available.

Payment should be made on a Monday morning for the week ahead. Please send the correct money in a sealed envelope clearly marked with the child's name and a note of the amount contained. Cheques should be made payable to **Neatishead C of E Primary School**.

If you think you may be eligible for Free School Meals, please ask the School Secretary for an application form. Any enquiry will be treated in the strictest confidence. Should you be eligible for this service but not wish to take advantage of it, we still need to know. We do assure you that this information is strictly confidential.

Packed lunches may be brought to school but please ensure lunch boxes are labelled and securely packed. Please do not send glass bottles or fizzy drinks.





Break time

We think it is important that all children should have some refreshment during the morning sessions, and we provide fruit and/or vegetables during the morning break for Reception and Key Stage 1. Key Stage 2 children may bring a piece of fruit from home if they wish. Under 5's are entitled to free milk. Further information is available from the school office.

Cycles

If your child cycles to school, please ensure that their cycle is in a roadworthy condition and a cycle helmet is worn. There is a covered bicycle shed but a chain and lock is a useful precaution to take, as the school does not accept responsibility for cycles brought onto the school premises.

Discipline and Behaviour

Our Behaviour Policy is based on the rights and responsibilities of all members of the learning community and encourages consideration and respect. Our aim is that children should develop self-discipline, be able to be proud of their own work and behaviour and show respect and tolerance towards others. Our simple rules are concerned with the well-being and safety of the children. New children are quickly absorbed into the friendly and caring atmosphere of the school. We are proud of our school and our children and they usually live up to our high expectations.

However, failure to do so is not tolerated and will result in loss of privilege. Any persistent inappropriate behaviour will be brought to the attention of parents. A copy of our Behaviour Policy is on the school website.

Attendance

Every child should attend school regularly and punctually every day. If your child is absent from school for any reason, please send a note or telephone us giving an explanation for the absence. It would be helpful if this could be in advance if at all possible (e.g. dental appointment). If the school is not advised about a child's absence by 9.30 am, in the interests of safety and security you will be contacted at home.

Absences – authorized and unauthorized

We are now, under the Education (Pupil's Attendance Records) Regulations 1991, required to record whether or not absences of children are authorized. If no reason for an absence is given it will be recorded as unauthorized. All non-authorized absences are recorded on your child's report; therefore reasons for absences are vital.

The attendance register is marked at the beginning of both morning and afternoon sessions, and all absences are recorded then.

Contacting you

There may be occasions when it is important that you are contacted quickly. It is therefore important that you help to keep our information up to date as to places of work, points of contact and telephone numbers during the day. We would also like to have an emergency telephone number of a friend or relative who we could contact if we are unable to speak to you directly. Please let us know any changes of telephone numbers as soon as they occur.



Family holidays

Authorization CANNOT be granted for absence during term time unless there are exceptional circumstances. You should appreciate that taking any time out during the school year makes continuity of learning difficult.

School health

A school nurse is attached to the school and carries out sight and hearing medical checks in your child's first year, as well as follow up appointments if required. Dental checks will also be carried out. Parents will always be contacted prior to these checks and given the opportunity to attend if they wish. To help prevent the spread of head lice we recommend that long hair is tied up or back.

Medicines

When a child joins the school, parents are requested to complete a form with regard to the administering of medicines. If a child needs prescribed medication to be administered at school, it must be delivered by a parent/guardian and the form completed. Medicines will be kept in the Staff Room and administered by a member of staff. No unprescribed medicines or tablets will be given to pupils at any time.

Asthma

Inhalers are kept in each classroom. They will be easily accessible for pupils, via a member of staff, at any time of the day and records are kept of administration. Parents are requested to fill in an asthma care plan available at the school office.

Accidents

Any accident should be reported immediately to the supervising teacher or midday supervisory assistant. For minor cuts and grazes, a member of staff will attend to the child and enter details into the Incident Book. For a more serious accident such as a bump to the head, the teacher on duty will assess the situation, make the necessary first aid arrangements and inform parents either directly or by sending a 'Bumped Note' home.

Child protection

The School is committed to promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the Norfolk Area Child Protection Committee if we see signs that suggest one of our pupils may have been a victim of abuse. Use of the procedures in this way is an obligation placed on the School by legislation and in no way implies that any parent/carer is being accused of wrongdoing.

Complaints procedure

If you are unhappy about any aspect of your child's education or experience at school please do not hesitate to discuss the matter with the class teacher. We would hope that this should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further, you should make an appointment to see the Headteacher. If after discussion with the Headteacher the matter remains unresolved you should tell the Headteacher you wish to make a formal complaint and the procedure will be explained fully.

Charging policy and educational visits

In drawing up the School's charging policy, the Governors are bound in many respects by the policies determined by Norfolk County Council in the light of the Education Reform Act. The Governors wish to support all the School does to broaden and enrich the education of pupils, and the policy is intended to enable all the activities with these aims to continue, and to be available as widely as possible. When such visits are arranged the School may ask for voluntary contributions towards the costs. Parents who have difficulty in meeting such charges should discuss the matter in confidence with the Headteacher.

An Educational Visit/Parental Permission Form will be given out when an admission form is completed. This gives the school "blanket permission" rather than asking for a permission slip to be signed and returned for each visit, whether it is a visit to Norwich or to the local church. Parents will of course be informed prior to any visit taking place.

If parents volunteer to transport children on a visit in their own car, we would ask for their understanding in our request to ensure that their car insurance policy includes the transportation of children on school activities.

Policies

Copies of all school policies are available on request to the Headteacher.

Smoking

The school building and site are strictly NO SMOKING areas. All visitors to the school are asked to observe this policy.

Dogs

We like pets. However, Norfolk County Council specifies that "No dogs are to be brought past the School gate".



THE GOVERNING BODY

One question often asked is who or what is 'The Governing Body'? It consists of people such as you who have a common bond – the pursuit of the best possible education for your child. To this end, they become actively involved in supporting the Headteacher in providing effective learning experiences for the pupils.

The Governing Body meets every term. The agenda and approved Minutes of Governors' meetings are available in the School Office for viewing at all reasonable times. Please come and read them when you can. Parents can become Governors through the election procedure, which is a statutory requirement.

The Office for Standards in Education (OFSTED), who act on behalf of the Department for Education and Employment, regularly inspects all schools. Our School was inspected in March 2014 and judged to be "Good" in all areas. Pupils enjoy school as is shown by their good attendance. One said "Everybody is really friendly towards each other. I have lots of friends" (Ofsted 2014.) Ofsted also commended the good progress made by children in all year groups.

Since federation with Salhouse Primary School in November 2013 the School's Governors are as follows -

Mrs K Dukes – Headteacher Governor
Mr Peter Jefford – LA Governor and Chair
Mr B Wigglesworth - Deputy Chair / Foundation Governor
vacant – Foundation Bishop's Governor
Mrs Julie Walls – Foundation Governor – DBE/PCC
Mrs A Gripton – Foundation Bishop's Governor
Mrs L Stone – Foundation Governor – DBE/PCC
Mrs L Davies - Staff Governor
Mrs A Feeley – Co-opted Staff Governor
Mrs L Conway – Parent Governor
Mrs J Gay – Co-opted Governor
Mr S Powles – Parent Governor
Mrs P Bond – Co-opted Governor
Mrs K Lynch – Co-opted Governor
Dr J Taylor – Co-opted Governor
Mrs H Clarke – Clerk to Governors



FONS – FRIENDS OF NEATISHEAD SCHOOL

FONS is an association whose aims are:

- to encourage involvement, co-operation and communication between Neatishead Primary School and the communities within our catchment area.
- to raise funds for the specific needs of the School that are not met by the LA.

All parents and guardians of pupils in school are automatically members of FONS. Any other interested people are welcome to join FONS in whichever capacity they choose.

Over the years FONS has provided money for many specific items which include the pergola, microwave oven, school leavers' presents and subsidies for school trips. To raise these funds we have an excellent record of activities including Summer Picnic, Christmas Fayre, Pamper Evening, Barbecue and more. These events also give parents, teachers, children, friends and the community the opportunity to meet one another in a social environment.

The FONS committee meets every month or so and all parents are most welcome. Dates of meetings will either be included in the school newsletter or posted at the school entrance. It is always good fun and very informal. We look forward to your support.



Neatishead and Barton Preschool



Committee

Chair	Mrs Karen Smithson
Secretary	Mrs Sarah Turner
Treasurer	Miss Kelly West

Staff

Supervisor	Mrs Helen Oakden
Deputy	Mrs Nicola Painter
Assistants	Mrs Teresa Chapman
	Mrs Jennifer Crabtree

Opening Times

Neatishead and Barton Preschool provides early years provision on Mondays to Fridays from 8.45am till 2.30pm during term time. Funding is available for children from 2 years old. Please see a member of staff for details. Parents and carers are most welcome to stay for the settling in period to ensure their child feels happy, safe and secure in their new environment. A session for rising 2's is run between 9am– 10.30am. These sessions are for younger children in the term prior to their second birthday, to enable them to experience preschool life and settle in with us. A parent/carer remains in the setting with the child.

Preschool/Primary school Links

Neatishead and Barton Preschool is charity based, run by a Parent and Community Committee. We can be found in the school grounds in a purpose built eco friendly building. We find that our close contact with the Primary school is extremely beneficial to the children as they grow and reach school age. The transition between Preschool and moving up to Primary school enables their integration into school life to be smooth and happy, as the children are already familiar with their surroundings.

Our setting aims to:

- Work in partnership with parents to help children learn and develop.
- Provide high quality care and education for children below statutory school age.
- Provide a caring, safe, secure and stimulating environment.
- Add to life and well-being in our community.
- Operate in a way which promotes diversity and ensures equality of opportunity for all children and families.

We organise our sessions so that the children can choose from a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in our sports sessions.

Fees		2 year olds	3-4 year olds
Session times:	8.45am – 12pm	£10	£9
	8.45am – 1pm	£13	£12
	8.45am – 2.30pm	£17	£16
Rising 2's	9.00am – 10.30am	£2	

Contacts

Tel: 07833796163 – email: neatisheadandbartonpreschool@gmail.com – web: www.nbps.org.uk
Find us on Facebook – Neatishead and Barton Preschool