



# The Bawburgh School

## Information Pack

2021-2022

Headteacher: Miss C. Stedman

Hockering Lane, Bawburgh, Norfolk NR9 3LR  
Tel: 01603 742329 E-mail: [office@bawburgh.norfolk.sch.uk](mailto:office@bawburgh.norfolk.sch.uk)

## Term Dates 2021-2022

<b>Autumn Term First Half</b>	Monday, 6 <sup>th</sup> September to Friday, 21 <sup>st</sup> October
<b>Autumn Term Second Half</b>	Monday, 1 <sup>st</sup> November to Friday, 17 <sup>th</sup> December
<b>Spring Term First Half</b>	Tuesday, 4 <sup>th</sup> January to Friday, 11 <sup>th</sup> February
<b>Spring Term Second Half</b>	Monday, 21 <sup>st</sup> February to Friday, 1 <sup>st</sup> April
<b>Summer Term First Half</b>	Tuesday, 19 <sup>th</sup> April to Friday, 27 <sup>th</sup> May
<b>Summer Term Second Half</b>	Monday, 6 <sup>th</sup> June to Wednesday, 20 <sup>th</sup> July (TBC)

# The School Day

8.35 a.m.	School doors open. The Headteacher and another adult will be on the playground in the morning to speak to parents and children before the day begins.
8.45 a.m. to 8.50 a.m.	Registration
8.50 a.m. to 8.59 a.m.	Children arriving late should go to the School Office to register and will be marked as L (Late arrival before the Register has closed)
9.00 a.m. onwards	Children arriving late should go to the School Office to register and will be marked a U (Arrived in School after registration closed)
9.00 a.m.	Assembly/First Session
10.30 a.m.	Break Time
10.45 a.m.	Second session begins
12.30 p.m.	Lunch Break
1.30 p.m.	Afternoon Registration Afternoon session
3.15 pm	End of the school day It is important your child and the school know who is collecting them at the end of the day, or if they have parental permission to walk home. Children being collected by taxi should wait in the Entrance Area.

# The Curriculum

*"The Bawburgh School is a good school. The School has an effective team where leaders, staff and governors work together well and are committed to continuing to improve the school"*

**Ofsted Inspection Report, March 2019**

Our school is focussed on raising standards in the basic skills that equip children for their future learning and for life, whilst making sure that learning is broad, rich, fun and relevant for everyone. The Curriculum is the entire planned learning experience in school; this includes the routines and responsibilities children have, as well as their lessons.

## Intent

At The Bawburgh School, we follow the statutory requirements of the new National Curriculum for Primary Schools introduced in September 2014. Our Reception children follow the statutory requirements of Early Years Foundation Stage Framework.

Wherever possible, our planning uses cross curricular topics alongside discrete subject teaching. Literacy and numeracy skills are taught in discrete daily lessons and staff promote their use in meaningful contexts across the curriculum.

We are also required to teach Religious Education (RE) as outlined in the Norfolk Agreed Syllabus. Parents have the right to withdraw their child from RE lessons. At present, no child is withdrawn from these lessons but arrangements can be made if necessary.

**Modern Foreign Languages** includes Spanish in Key Stage 1 and Years 5 and 6; French is taught in Years 3 and 4.

The staff have reviewed the way the curriculum is delivered and the range of activities the children experience. The school aims to be less rigid and respond to the needs and interests of the children as well as ensuring the set curriculum is covered.

**Mathematics** skills are taught in a dedicated lesson every day. Opportunities to use and apply these mathematical skills are provided across the curriculum.

**English** is also taught in dedicated lessons with children using literacy skills (speaking, listening, reading and writing) across all areas of the curriculum. Reading is important and parents are encouraged to share a book with their child at home daily. This complements reading undertaken at school both in groups, 1:1 with another adult, and independently. The school follows the "Talk4Writing" initiative.

**Science** is taught as a separate subject, to ensure children acquire scientific skills, as well as being part of the integrated topics children study.

**PE** consists of a minimum of two PE lessons each week. These comprise of a range of gymnastics, dance, athletics, games, swimming and outdoor activities.

The remaining subjects are covered through an integrated, joined up topic theme across each year group. Within these, children focus on different areas at different times, as well as learning the skills of being, for example historians or artists. The skills and way children learn are as important as the knowledge they acquire and the children are encouraged to develop good behaviours for learning. Our curriculum encourages understanding environmental issues, British values and being part of the international community.

*"Teaching is good because teachers know their pupils well and ensure that teaching is typically well matched to pupils' individual needs"*

**Ofsted Inspection Report, March 2019**

### **Assemblies**

There are daily acts of collective worship of a broadly Christian nature, as required by law. These include opportunities to celebrate children's success and to reflect on the aims and values of the school. Parents have the right to withdraw their child from assemblies and should contact the Headteacher if they wish to do so. At present, there are no children who are withdrawn but suitable arrangements for their supervision will be made if necessary.

### **Life Skills**

Our school prides itself on delivering effective, age-appropriate Life Skills that meets the needs of all our pupils within an inclusive and supportive learning environment; using non-biased resources. Life Skills is taught by experienced and skilled teaching staff who are committed to

preparing your child to live and learn safely in the modern world, negotiating the transition into increasing independence with the development of knowledge, values and skills to make positive, healthy and safe choices. Life Skills will deliver a spiral curriculum that enables pupils to build on their prior learning by revisiting some themes to further develop knowledge, values and skills in an age and stage-appropriate manner. As such, some themes are repeated to enable a deeper exploration of the related issues.

### **Children with Special Educational Needs**

*"Disadvantaged pupils and those with SEND make good progress because the support provided for these pupils is individualised and carefully planned and evaluated"*

**Ofsted Inspection Report, March 2019**

Lessons throughout the school are planned to meet the needs of children of all abilities. Teachers and Teaching Assistants work together to support all children in setting and meeting targets, and to achieve their potential. Some children need more support to do this and this is offered in a range of ways. Children receive small group and one-to-one support with specific teaching programmes both within and outside the classroom to support their learning. Other children follow intervention programmes for a short period of time to boost their learning. Parents are consulted and kept informed at all stages in this process.

Children with additional needs or disabilities are not discriminated against in any way in school life. The School has a policy of inclusion.

Details of any aspect of the school's provision for children with Special Needs are available on request from the Special Needs Co-ordinator.

### **Visits and Visitors**

Children's learning and experience are increased by a wide range of visits out of school, both in the local area and further away. These include trips to Norwich Cathedral, The Pensthorpe Natural Park and The Royal Norfolk Show to name but a few. The children also have the opportunity to join the annual Year 5/6 residential trip. Visitors to school last year included representatives from Step On It and Bikeability. All of these events are explained in the weekly Friday Bulletin and class newsletters.

### **Class Structure**

Flamingos: Reception

Kingfishers: Year 1 and 2 children

Jackdaws: Year 3 and 4 children  
Hummingbirds: Year 5 and 6 children

*"Parental support for the school is high. Parents and carers have confidence in leaders and appreciate the work all staff do to help their children in school"*

**Ofsted Inspection Report, March 2019**

### **Additional Activities**

We offer a range of clubs which vary during the year according to the weather and to the demands of the children. These take place over the lunch hour or after school. These have included gardening, Zumba, Frisbee Golf, art and music. Details of all clubs are communicated through the weekly Friday Bulletin.

## **General Information**

### **Newsletters**

There is a weekly newsletter that is emailed to parents on Fridays with information about school, upcoming events and local activities. A paper copy can be requested and an up to date Friday Bulletin is always displayed on the Parent Notice Board and the school website.

### **Sending Money to School**

Any money coming in to school must be in a labelled envelope. There is a box available daily in every classroom for children to leave money. Cheques should be made payable to '**The Bawburgh School**'.

### **Water**

School can provide a water bottle at a cost of £1.00 or you can provide a water bottle of your own. Water bottles must be named.

### **Fruit at Break**

Free fruit is available for Reception and Key Stage 1 children at break time. It is funded by a grant for healthy eating. Key Stage 2 children may bring a piece of fruit or a healthy eating cereal bar from home for break

time if they choose. In accordance with Department for Education's school food standards, chocolate, cake and crisps are not allowed.

We hold a Tuck Shop on Tuesdays and Fridays, with items costing 40p each. Children can choose from items such as cheese on toast, crumpets and slices of French stick with assorted toppings.

### **Stationery**

Children **do not need** to bring a pencil case and stationery in to school. The school will provide them with all the equipment they need. Replacements for lost items are charged at 50p per item. Should children bring their own equipment from home, they are responsible for it at all times.

### **Toys and Games**

Children should not bring toys and games to school. They are very distracting and can cause upset when they are lost or broken. This includes trading cards and sports equipment. Equipment is provided for playtime and wet plays.

### **School Lunches**

School lunches are available at a cost of £2.30 per day. There is a choice of a standard hot meal, a vegetarian option, a jacket potato or a packed lunch. A salad bar is also available. Dinner money should be paid through ParentMail. All school meals are freshly prepared by our Catering Manager, Mr Mills, who sources local suppliers where possible. The school has achieved Health Norfolk School status. Alternatively, children may bring a packed lunch from home.

From September 2014, all children to the end of Key Stage 1 are offered a free school meal as part of the Government's Universal Free School Meals for Infants programme.

If you receive a benefit that gives entitlement to Free School meals for children in any year, please contact the office for an application form.

### **Arriving Late and Leaving Early**

If a child arrives late for school, they must go to the office so that the school secretary can sign them in on the attendance register. If a child needs to leave school before 3.15pm, **they must be collected from school by an adult** who needs to sign them out at the office.

### **Absence from school**



**It is very important that children attend school regularly and are on time.** There is a clear pattern between under achievement and absence from school. If a child is ill, please let the school know that they will not be in school by 9.30a.m. each morning they are away, by phone (01603 742329) or by e-mail ([office@bawburgh.norfolk.sch.uk](mailto:office@bawburgh.norfolk.sch.uk)). If a child is absent to sickness or diarrhoea, they should not come to school for 48 hours. If a child needs time off from school for a medical appointment, a copy of the appointment letter should be sent into school.

The School follows the Costessey Schools Cluster Holiday Policy and absences will not be authorised other than in exceptional circumstances. Please refer to the Fixed Penalty Notice letter to parents on our website, regarding poor pupil attendance.

### **Extended School Provision**

- Clive's Breakfast Club
- Breakfast Club
- After School Club

**Breakfast Club** is available daily from 7.30a.m. until the start of the school day. The cost is £5 per session which includes breakfast. Booking and payment should be made in advance via ParentMail.

This will include breakfast which will be a cooked breakfast on Monday, Wednesday and Friday.

This service will not be available unless booked and paid for in advance. Anyone who arrives and have not booked and paid for in advance will be asked to return at 8.25 a.m. to attend the £2.00 Breakfast Club (no food included)

**After School Club** is available from the end of school until 6.00 p.m. We have a flexible fee structure according to pick up time:

- £1.00 until 3.30p.m.
- £4.00 until 4.00p.m. (snack provided)
- £7.00 until 5.00p.m. (snack provided)
- £9.50 until 6.00p.m. (tea provided)

Places must be booked a month in advance to secure a place. We can also take bookings on a half termly basis or an ad hoc basis which will need to be approved by the Headteacher. Booking Forms should be sent to the

office and payment should be made through ParentMail. Please note that if a child is collected after the session noted on a booking form, parents will be invoiced accordingly.

### **Contact Numbers**

It is important the school has up to date contact numbers for parents in case of emergencies. If any contact details change, please let the school know immediately. If the care arrangements for a child change, e.g. if parents are away on holiday, please let the school know who to make contact with.

### **Medicines in School**

If a child needs on-going medication (e.g. an inhaler), their parent or carer needs to complete a form from the office, so that the staff are aware. Inhalers are kept in the child's classroom. If a child needs antibiotics following illness, parents may come in to school to administer the medication at the appropriate times, or arrangements can be made to supervise self-administration. Please contact the office for further details.

### **Behaviour**

*"The behaviour of pupils is good. Pupils conduct themselves well at playtimes and around the school"*

#### **Ofsted Inspection Report, March 2019**

The school recognises good work and behaviour should be rewarded - please see the "Reward System" section for further details.

The school's policy is that all children should be safe and have the right to feel welcome, secure and happy. The school is committed to providing excellent pastoral care and support for children within its community. Children are able to talk to an adult if they have any problems. We operate an open door policy and encourage parents to contact us if they have any concerns. There is zero tolerance to any form of discrimination. The school has adopted Local Authority policies for reporting and dealing with any incidents which cannot be resolved internally.

*"Pupils' spiritual, moral, social and cultural development is promoted effectively. As a result, pupils develop their academic and personal skills well. Pupils leave the school well prepared for future learning and life in modern Britain"*

#### **Ofsted Inspection Report, March 2019**



# Reward System

Name of Reward	How children receive it	When it is awarded
<b>House Counters</b>	Children receive House counters for providing good answers to a question, being well behaved and showing positive attitudes to learning.	House counters are given daily as appropriate.
<b>Lunchtime and School Club Awards</b>	Children receive a certificate and badge for their good behaviour. The House with the most awards for that week receive 30 House Counters.	Awarded weekly. Recognised in the Friday Bulletin.
<b>Celebrate Success Certificate</b>	Class teachers choose children who have successfully demonstrated one of the Joy Of Not Knowing (JONK) learning behaviours (Reflective, Resourceful, Resilient, Collaborative, Creative and Curious) in their work.	In the Celebration Assembly held each week.
<b>Accelerated Reader</b>	Bronze, Silver, Gold and Platinum badges and certificates for their achievement within the Accelerated Reader Programme	In the Celebration Assembly held each week. Recognised in the Friday Bulletin and on the achievement display board.
<b>Headteacher Award</b>	Children who have gone 'above and beyond' in their work or behaviour. A gold star sticker is given and stuck on their work (if appropriate)	Mention in assembly and Friday Bulletin
<b>Class Attendance Certificates</b>	The class with the highest weekly attendance receives a certificate to display on their classroom door.	Awarded weekly. Recognised in the Friday Bulletin.
<b>Behaviour System</b>	Gold Star sticker and counter - behaviour and/or attitude to learning is outstanding.	In the Celebration Assembly held each week. Gold Star children will be

	Silver Star sticker and counter - behaviour and/or attitude to learning is a good example to others.	mentioned the Friday Bulletin.
<b>End of Year Achievements</b>	Audean Lister Memorial Collins Cup for dance C. M. B. Plate for confronting our fears Leonard Wade Memorial John Curtis Award Garrod's Cup for good attendance Music Award Art Award Rising Star Award Trevor Hedge Award Parish Council Award for achievement House Shield Sports Day Shield Headteacher's Year 6 Award Maths Achievement Awards Literacy Achievement Awards	During the final assembly of the Summer Term.



## STAFFING

<b>C.STEDMAN</b>	<b>Headteacher</b>
<b>M.DRING</b>	<b>Class Teacher</b>
<b>J.ELLIS supported by</b>	<b>Senco</b>
<b>S.BARKER</b>	<b>Assistant Senco</b>
<b>J.ELLIS</b>	<b>Class Teacher</b>
<b>C.JOHNSTON</b>	<b>Class Teacher</b>
<b>A.LEE</b>	<b>Class Teacher</b>
<b>E. MAUDLIN</b>	<b>Class Teacher (on maternity leave)</b>
<b>M. WILSON</b>	<b>Class Teacher</b>
<b>G.DUFFY</b>	<b>Finance Officer</b>
<b>C.WATTON</b>	<b>Secretary</b>
<b>C.EVANS</b>	<b>Teaching Assistant/Afterschool Club Assistant</b>
<b>C.HOLGATE</b>	<b>Higher Level Teaching Assistant</b>
<b>K.LISTER</b>	<b>Thrive Practitioner</b>
<b>R.LOFTS</b>	<b>Teaching Assistant/Midday Supervisor/Breakfast and Afterschool Assistant</b>
<b>H.McGREGOR</b>	<b>Teaching Assistant/Midday Supervisor/Breakfast Club Supervisor</b>
<b>K.TUMA-FABRICZY</b>	<b>Teaching Assistant/Afterschool Club Supervisor/Midday Supervisor</b>
<b>A. VINCINI</b>	<b>Midday Supervisor</b>
<b>R.VINCINI-SMITH</b>	<b>Teaching Assistant</b>
<b>C.MILLS</b>	<b>Catering Manager</b>
<b>S.GOUDIE</b>	<b>Kitchen Assistant</b>
<b>Z.COURTNEY</b>	<b>Caretaker</b>

The Governors have appointed these staff because of their high professional standards, both academic and pastoral. Staff are dedicated to keeping up to date with new educational thinking, and committed to developing the individual talents of your child.



# THE BAWBURGH SCHOOL GOVERNORS

LOCAL AUTHORITY GOVERNOR

Mr. S. Kelly

CO-OPTED GOVERNOR

Mrs C. Wyndham

CO-OPTED GOVERNOR

Mrs. N. Arundell

CO-OPTED GOVERNOR

Mrs. S. Lubbock

HEADTEACHER GOVERNOR

Miss. C. Stedman

STAFF GOVERNOR

Mrs. C. Holgate

MEMBERS

Mr. C. Mills

Ms. R. Kett

PARENT GOVERNOR

Mr. C. Scott

PARENT GOVERNOR

Mr. P. Ashworth

CLERK

K. Roe



# SCHOOL UNIFORM

## WINTER - BOYS

Black school trousers (not jogging bottoms)

White long sleeved school shirt or short sleeved polo shirt (Year R/1/2 only)

**Red school sweatshirt**

**Red fleece - optional**

**Red reversible fleece/waterproof - optional**

## WINTER - GIRLS

Black school skirt, pinafore dress or school trousers (not jogging bottoms)

White long sleeved school blouse or short sleeved polo shirt (Year R/1/2 only)

**Red school sweatshirt or cardigan**

**Red fleece - optional**

**Red reversible fleece/waterproof - optional**

## SUMMER - BOYS

Black school shorts/trousers

White short sleeved polo shirt - **a polo shirt with school logo is recommended for Health & Safety reasons**

**Red school sweatshirt**

## SUMMER - GIRLS

Black skirt or tailored cropped trousers (please check with school re suitability)

White short sleeved polo shirt - **a polo shirt with school logo is recommended for Health & Safety reasons**

**Red school sweatshirt or school cardigan**

Blue and white (striped or gingham) dress

## P.E. KIT

Navy shorts or navy jogging bottoms

**School P.E. T-shirt in your child's house colour**

**Navy sweatshirt**

**Gym bag - optional**

Trainers - these will also be used at playtimes

Smart black school shoes only for both boys and girls; open-toed sandals are not allowed.

Due to limited storage space, parents are requested their children use school book bags only

Wellington boots to be kept at school for outdoor play during the winter months.

Strictly no make up, tattoos or nail varnish; jewellery should be restricted to plain stud earrings only in the interests of Health & Safety and be removed for all PE sessions.

Please have every item named, as School is not responsible for lost property.

Parents will be able to purchase in store or online at Birds, Unit D, 13 Yaxham Road, Dereham NR19 1HB and on line orders can be made at [www.schoolwear-uk.com](http://www.schoolwear-uk.com)

On-line orders over £50 will be delivered directly to you free of charge; orders under this amount will incur a £4.75 charge but can be delivered to school free of charge for collection. Please quote BAW14 when ordering.