The Bawburgh School

Information Pack

2026-2027

Executive Headteacher: Miss C. Stedman

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

Term Dates 2026-2027

Autumn Term First Half	Thursday, 3rd September to Friday, 23rd October
Autumn Term Second Half	Monday, 2nd November to Friday, 18th December
Spring Term First Half	Tuesday, 5th January to Friday, 12th February
Spring Term Second Half	Monday, 22nd February to Thursday, 25th March
Summer Term First Half	Monday, 12th April to Friday, 28th May
Summer Term Second Half	Monday, 7th June to Monday, 19th July

The School Day

8.40 a.m.	School doors open. A member of staff will be on be on the playground, but class teachers will be in their classrooms to welcome the children.
8.40 a.m. to 8.45 a.m.	Children in School
8.45 a.m.	Registration
8.50 a.m. to 9.00 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) Parent/Carer to sign late book
9.01 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
12.15 p.m.	Lunch Break
1.15 p.m.	Afternoon Registration Afternoon session
3.15 p.m.	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.

Aims

"This is a school where pupils are nurtured in all aspects of their development. Staff and pupils have warm, professional relationships. Pupils benefit from learning in a caring, safe environment that embodies the school's aim to 'go above and beyond'. Parents recognise this, happily recommending the school to other parents."
"

Ofsted Inspection Report, October 2024

At the Bawburgh School, we aim to create a learning experience that goes **Above and Beyond** to enable all children to exceed and reach their full potential. We nurture children's **Curiosity** and use this to create fun, safe and exciting learning opportunities. We develop children's **Resilience** so that they are able to learn from their mistakes and thrive. At The Bawburgh School, children learn how to **Collaborate** effectively with adults and their peers and through this they create a welcoming and inclusive community. The Bawburgh community has **Respect** at its heart and will provide children with a firm foundation to their academic journey.

The Curriculum

"The school has designed a curriculum that is broad, engaging and ambitious for all. This starts from the early years. The knowledge and skills pupils need to learn are carefully sequenced. Teachers explain learning well and use resources to support pupils' understanding."

Ofsted Inspection Report, October 2024

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. We plan lessons that are adapted to meet the needs of all children, taking account of their personal needs and ensuring that the best possible progress is made. Pupils in Key Stage 1 and Key Stage 2 learn through a subject based curriculum. English, reading and mathematics are taught in dedicated daily lessons, with links being made to other areas of the curriculum. Subjects include English, Mathematics, Science, Computing, R.E, History, Geography, Art, Design Technology, Music, French, Physical Education and Life Skills.

RE
Our Religious Education curriculum fully meets statutory requirements and is based on the new Norfolk Agreed Syllabus for Religious Education. RE provides a positive

context within which the diversity of cultures, beliefs and values can be celebrated and explored. Parents may exercise their right to withdraw their child for RE/collective worship, although we would encourage you to discuss any decision to do so with the Executive Head teacher, Head of School or RE Subject Leader.

Modern Foreign Languages

Learning a foreign language is part of the primary National Curriculum and is a requirement for all children within key stage 2 (KS2). The Bawburgh School has adopted a whole school approach to the teaching of French to all pupils, taught through Language Angels. Our goal is for the children to be passionate, curious and confident about their own foreign language learning abilities when they finish the primary school phase of their education.

Mathematics

At The Bawburgh School, we have high expectations and aspirations for every child, with a clear message that every child can succeed in maths. We have implemented across every year group the 'mastery approach'. Our maths lessons are planned so that we 'teach for mastery'. Essentially, this is the expectation that all pupils will gain a deep understanding of the maths they are learning within the framework for mastery teaching. For understanding in maths to be secure, learning needs to be built on solid foundations. These solid foundations begin in reception and follow a clear route through to year 6.

Phonics

At The Bawburgh Primary School, we aim to deliver high quality phonic teaching which secures the crucial skills of sound/word recognition that, once mastered, enable children to read fluently and automatically enabling them to concentrate on the meaning of the text. Phonics at Bawburgh is taught using the DFE approved scheme, Monster Phonics. This is a whole-class systematic synthetic phonics scheme with decodable books for children in Reception and Key Stage 1. It is also used as an intervention in Key Stages 1 and 2.

English

We follow a Mastery approach to English through the programme 'Pathways to Write.' Units of work are delivered using high quality texts and children in all year groups are given varied opportunities for writing. Skills are built up through repetition within the units, and children apply these skills in the writing activities provided. Many opportunities for widening children's vocabulary are given through the *'Pathways to Write'* approach, and this builds on the extensive work we do in school to provide our children with a rich and varied vocabulary.

Reading

At The Bawburgh School, we strongly believe that reading is a vital life skill, and we strive for all children to enjoy and value it. It is our aim to develop and create passionate readers for life. Reading is taught through guided group work and whole class guided reading sessions, which enable all children to have an equal opportunity to access high quality provision. As a school, we aim to foster an enthusiasm and love of reading and enable children to read with confidence, accuracy and fluency.

Science

At The Bawburgh School we aim to provide a high-quality science education which provides the foundations for understanding the world through the specific disciplines of biology, chemistry and physics. Children are encouraged to observe their world with a scientific approach. They plan, experiment, observe, record and consider evidence through a wide range of stimulating practical activities.

PE

PE consists of a minimum of two PE lessons each week and is delivered using real PE. This scheme helps to support every child with developing their physical literacy, emotional and thinking skills to achieve in PE, Sport and life. The scheme is a child centred approach which aims to challenge and support all children. It is fully aligned to the National Curriculum, and focuses on the development of agility, balance and coordination, healthy competition and cooperative learning.

As members of the school sports partnership, we have many opportunities for children to represent the school and participate in different sporting events alongside children from other schools. Children are always encouraged to participate in new or different activities.

Extra-curricular clubs are organised after school and during in lunchtime, to encourage increased physical activities and to experience activities that aren't currently taught.

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

"Pupils with SEND, including those with complex needs, receive carefully tailored support. They learn alongside their peers and have work skilfully adapted to meet their needs."

Ofsted Inspection Report, October 2024

The unique attributes and qualities of all children are celebrated within the school community and children are encouraged to meet their full potential in all areas of learning, as well as their personal and social development. Pupils with SEN and/or disabilities are supported through in-class support, small group activities and individual learning programmes, to tailor and adapt the curriculum to meet each child's specific needs. Lessons throughout the school are planned to meet the needs of children of all abilities and Teachers and Teaching Assistants work together to support all children in setting and meeting targets. Specialist advice and equipment are sought where necessary, and the school works closely with parents and families 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 Federation SENDCO.

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 includes trips to the theatre in London, The National Space Centre and, more locally, Dragons Hall and The Royal Norfolk Show to name but a few. The children also have the opportunity to join the Year 3/4 and Year 5/6 residential trip. Visitors to school last year included representatives from National Centre for Writing and Bikeability. All of these events are explained in the weekly Friday Bulletin and Dojo.

Class Structure

Robins: Reception, Year 1 and 2 children
Jackdaws: Year 3 and 4 children
Hummingbirds: Year 5 and 6 children

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. Details of all clubs are communicated through the weekly Friday Bulletin.

Into Opera
The school is part of an Into Opera Residency project, working on developing our creative arts curriculum and providing creative opportunities/experiences for the children.

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
We are a cashless school and use ParentMail and SchoolGrid (lunches) for any payment items. If money is sent into school it must be in a labelled envelope. Cheques should be made payable to **'The Bawburgh School'**.

Water
You must provide a water bottle for your child. 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 Fridays. This is crumpets with assorted toppings and cost 50p each.

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.

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 provided by Norse. Ayesha and Lisa, who are currently our Bawburgh Cook Manager and Catering Assistant, will prepare and cook all food on site at Bawburgh for the children. School lunches are available at a cost of £2.70 per day. There is a choice of a hot meal, packed lunches, plant based options, jacket potato and an allergen aware menu. Dinner money should be paid through SchoolGrid.

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 or see our school website.

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, e-mail (office@bawburgh.norfolk.sch.uk) or ParentMail. 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 the DFE guidelines 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

- Breakfast Club
- After School Club

Breakfast Club is available daily from 7.30a.m. until the start of the school day. The cost is £6.50 per session which includes breakfast. Booking and payment should be made in advance via ParentMail.

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 8.30 a.m. to attend the £2.00 Breakfast Club (no food included)

After School Club is available from the end of school until 5.30 p.m. We have a flexible fee structure according to pick up time:

£2.00 until 3.30p.m.
£6.00 until 4.00p.m. (snack provided)
£8.50 until 5.00p.m. (snack provided)
£12.00 until 5.30p.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 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.

Reward System

Name of Reward	How children receive it	When it is awarded
Half Termly School Values assembly	Class teachers choose children who have successfully demonstrated one of our school values (Collaboration, Resilience, Curiosity and Respect) and been an outstanding example to their peers across a half term.	Parents/Guardians will be invited to assembly where their child will be given a certificate, have their photo taken with their work and posted on their Dojo Class Story page.
Accelerated Reader	Bronze, Silver, Gold and Platinum badges and certificates for their achievement within the Accelerated Reader Programme	Child receive a certificate and badge, have their photo taken and posted on their Dojo Class Story page.
Headteacher Award	Children who have worked/performed/behaved exceptionally. A gold sticker is placed on their work and 10 Dojos.	Children will have their photo taken and this will be posted on their Dojo Class Story page.
Class Attendance Certificates	The class with the highest weekly attendance receives a £10 voucher. This can be saved and spent on whatever they would like for their class. Children will receive a punctuality Dojo at the end of the week, if they are on time every day. Each week, everyone with 100% punctuality will be entered into a draw and a winner from each class will get a dip in the box.	Awarded weekly. Recognised in the Friday Bulletin.
Behaviour System	Gold Star sticker and 5 Dojos - behaviour/attitude to learning is outstanding/demonstrated one of the school values. . Silver Star sticker 2 Dojos -	In the Celebration Assembly held each week. Gold Star children will be mentioned the Friday Bulletin.

	behaviour and/or attitude to learning is a good example to others.	
Dojos	These will be given for providing a "good answer" to a question, being well behaved and for demonstrating JONK learning behaviours.	Stickers awarded.
Dojo Milestones	Rewarded when a child reaches the Dojo milestones.	Photo to be taken and posted on their Dojo Class Story page.
Whole Class Dojo Rewards	Each class will set their own termly Whole Class Dojo target.	If target achieved the children will have an afternoon class party session.
End of Year Achievements	Jonk Awards Progress Across the Curriculum Attainment Across the Curriculum Legacy Award (Rising Star Cup)	During the final assembly of the Summer Term.

STAFFING

C.STEDMAN	Executive Headteacher
E. MAUDLIN	Federation Deputy Head
J.BAILEY	Federation SENDCo
M.DRING	Class Teacher
C.JOHNSTON	Class Teacher
C.TAVERNER	Class Teacher
H.McGREGOR	Higher Level Teaching Assistant
G.DUFFY	Administrative Officer
C.WATTON	Secretary
L.BEARNE	1:1 Support
D.CRAIG	MSA/Breakfast Club/1:1 Support
M.CROSS	Teaching Assistant
C.HALLS	Teaching Assistant
N.LAIN	TA/Pastoral Assistant/MSA/Breakfast Club
R.LOFTS	Teaching Assistant/MSA
E.ROGERS	1:1 Support/MSA
Z.COURTNEY	Caretaker
A. GRANVILLE	Norse Catering Manager

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 BARFORD AND BAWBURGH FEDERATION GOVERNORS

CHAIR	Mr. C. Scott
LOCAL AUTHORITY GOVERNOR	Mrs. E. Jones
CO-OPTED GOVERNOR	Mr. C. Scott
CO-OPTED GOVERNOR	Mrs. S. Hawthorn
CO-OPTED GOVERNOR	Mrs. S. Lubbock
CO-OPTED GOVERNOR	Mrs. A. Mitchell
CO-OPTED GOVERNOR	Mrs. C. Plaskett
EXECUTIVE HEADTEACHER GOVERNOR	Miss. C. Stedman
STAFF GOVERNOR	Mrs. M. Dring
PARENT GOVERNOR	TBA
PARENT GOVERNOR	TBA
CLERK	P. Folkard

SCHOOL UNIFORM

WINTER

Black school trousers (non-branded black jogging bottoms for EYFS and KS1 ONLY)
Black school skirt or black pinafore dress
Red school crew neck sweatshirt or cardigan with logo
White long sleeved or short sleeved polo shirt or white long sleeved or short sleeved cotton shirt
Red fleece – optional
Red reversible fleece/waterproof – optional
Black or red tights

SUMMER

Black school shorts/trousers
Black skirt or culottes
Red school crew neck sweatshirt or cardigan with logo
White short sleeved polo shirt or short sleeved cotton shirt
Red gingham dress

P.E. KIT

Navy shorts, navy jogging bottoms or navy leggings (PE only)
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; open-toed sandals are not allowed.
Wellington boots to be kept at school for outdoor play during the winter months.
Black plimsolls for EYFS

BAGS

KS2 backpack
EYFS/KS1 Red book bag

SWIMMING

One piece swimming costume
Fitted trunks not shorts
A towel
Swimming hat
Goggles – optional
Pupils can request changes to swimwear for religious reasons.

Strictly no make up or nail varnish; Certain items of jewellery, such as the Kara bangle and certain items of headwear such as the turban or headscarf worn by pupils genuinely based on manifesting religious or racial beliefs of identity can be worn. Other jewellery should be restricted to plain stud earrings and must be removed for PE, Games and swimming.

Long hair must be tied back with a plain hairband. Headbands should be plain and close fitting, with no additional adornments.

Watch – A watch may be worn including one that includes fitness tracking. We strictly do not permit watches that can be internet-enabled or have a built in camera.

For any adaptions to the policy for pupils with protected characteristics, please contact Miss Stedman.

For school uniform grants – apply to Anguish's Educational Foundation on 01603 621023 or info@norwichcharitabletrusts.org.uk

Iron on school logos can be purchased from the school.

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