

Ellingham & Woodton Primary Federation



Ellingham VC Primary School Prospectus 2019 - 2020



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Welcome

On behalf of the governors, staff and children I would like to welcome you to Ellingham VC Primary School.

Children are at the heart of our school and we strive to provide the very best possible education for each individual. We pride ourselves on the family atmosphere that permeates all aspects of school life; providing a caring, supportive and safe place for children to learn.

Our curriculum is creative, topic based and enhanced by outdoor learning. In the last year, Ellingham has been awarded the Eco-Schools Green Flag and was voted the Norfolk Eco Primary School of 2018-2019. We are proud of our eco-committee and all of the work that they do. Our children have a strong awareness of the world around them and the issues that it holds, which stands them in good stead for the future.

We are also proud to be a church school and have strong links with both the local church and the Diocese. Our Christian values are important to us and underpin the ethos of the school.

A child's early years are such an important time in their development, therefore we endeavour to make their introduction to school a happy and constructive one. We recognise that working closely with our parents has a positive impact and we are always keen to listen and to support you with your child's development, wherever possible operating an 'Open Door' policy welcoming contributions from home.

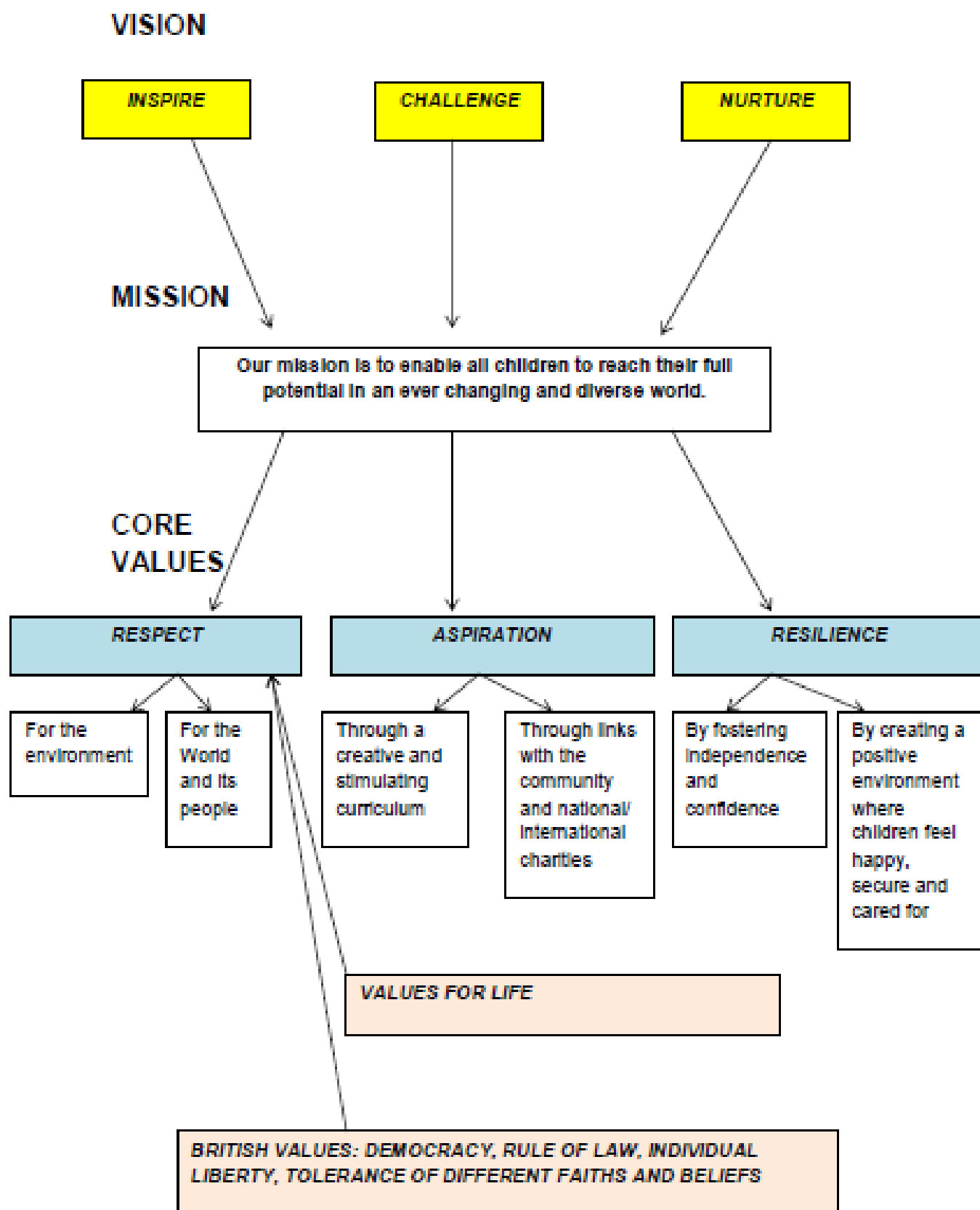
If you would like to find out more about our school, please do not hesitate to contact the school office. Visits are welcomed to the school at any time.



Dawn Read



Vision & Mission



Our School

Our Federation

Ellingham and Woodton federated in 2011 and have worked in partnership ever since. Although each school maintains its individual identity, the federation brings many benefits; it gives us the opportunity, as schools, to work collaboratively, sharing our ideas and getting together for different events and trips.

A Brief History

Ellingham was built in 1865 and retains many of its original features. In 1999 the old school was completely refurbished and a modern extension was added with 2 classrooms, a cloakroom, indoor toilets and additional storage space. Then in 2003 the school was developed further with the addition of another classroom. Finally, the latest addition was in 2009 when the hall and the adjoining walkway was added, making us the school that we are today.

The School Now

There are now 4 classrooms, a library, a hall and a newly added nurture room. We have a wonderful outdoor area with a range of facilities, including: A small wood, willow tunnel, wildflower meadow, pond and adventure trail. In addition to this the younger children have their own outdoor area to support their learning and the older children have their own barked area which they designed and created.



Our Staff

Teaching Staff

Headteacher	Miss Dawn Read
Deputy Headteacher/SENCo	Mrs Sarah Querelle
Swallows (Years 5 & 6)	Ms Tracey Kenyon & Mrs Jane Wells
Swifts (Years 3 & 4)	Mrs Hayley Bailey
Skylarks (Years 1 & 2)	Mrs Sally Brooks & Mrs Amy Ward
Sparrows (Reception)	Mrs Hannah Grainger & Mrs Charlene Taylor

Non-Teaching Staff

Finance Officer	Mrs Vicky Wood
Clerical Assistant	Mrs Nicola Cave
HLTA	Mrs Nina Long
Teaching Assistants	Mrs Lucie Sayer
	Mrs Sharon Rix
	Miss Emma Watson
	Mrs Louise Dimmock
	Mrs Alison Wren
SEND Teaching Assistant	Miss Sammy-Jo Costi
Nurture Support	Mrs Sharon Wright
Midday Supervisors	Mrs Janis Whyman
	Mrs Sharon Wright
	Miss Christine Taylor
	Mrs Maria Smith
Caretaker & Cleaner	Mr Gary Mallet
Norse School Meals	Ms Paula Saunders



Governors

The governing body federated on 1st September 2011 to form the Federated Governing Body of the Ellingham VC & Woodton Primary Schools Partnership. An equal number of governors is elected or appointed from each school catchment.

Chair of Governors	Mrs Charlotte Carter
Vice Chair	Mrs Sarah Denny
	Revd Elizabeth Billett
	Mr Will Potter
	Mrs Jane Paul
	Mr Matthew Lambert
	Mrs Donn�e Wiseman
	Mrs Denise Walker

Staff Governor	Mrs Vicky Wood
Headteacher	Miss Dawn Read

Message from the Chair

As a Governing Body we are very proud of our children and the school communities and we would like to thank all parents and staff for the support and encouragement they give. For children, this support nurtures key social and creative skills especially in the early years and helps build confidence and self-esteem. Parent interest and support in promoting the schools is invaluable and ensures that the schools have strong partnerships with their local communities.

As Governors we become involved with a variety of issues including finance, pupil welfare, public relations, building/grounds maintenance and staff appointments. However, without a doubt, we consider that our most important role is to monitor the welfare and education of the pupils.

All staff and governors work together with a common aim of providing a safe and vibrant learning environment in which all children can reach their potential and have an enjoyable experience in these schools.

Charlotte Carter

Chair of Governors

Inspire – Challenge - Nurture



Admissions

In line with the Norfolk Education Committee policy, children are admitted into school in September, usually on a full time basis. We endeavour to make your child's transition from pre-school or home, to the school as smooth as possible.

The Early Years Teachers (Mrs Taylor & Mrs Grainger) meet with the parents at a new intake meeting and various transition events to discuss any queries or worries. They work hard to ensure that new children to the school feel settled as quickly as possible.

School Day

School Times

8:40—12:00	Morning Session
12:00	Lunchtime
1:15— 3:15	Afternoon session
3:15	Home time



The day starts at 8.40am. The children in Sparrows have a separate entrance and will be greeted at the door. Children arriving after 08:50am will be marked as late in the register so please be punctual as learning starts straight away.

The day finishes at 3:15pm and children will be brought to their entrance (Sparrows) or to the playground (all other classes) for collection. Unless children are staying for after school clubs, children should be collected promptly at the end of the day.

School Uniform

We feel that the school uniform fosters a sense of belonging and pride in the school. Therefore we encourage our children to be neatly dressed at all times.

Please make sure that everything is named so that if things do go astray they can quickly be returned.

School Uniform

- Ellingham School sweatshirt (with school logo)
- Navy jumper or cardigan
- White blouse, shirt or blue polo shirt (can have a logo)
- Black/Grey trousers, shorts, skirts or pinafore dresses
- Navy & White Gingham Summer Dress or playsuit
- Navy/Grey tights
- White/Black socks
- Black school shoes (no high heels or trainers)
- Only a watch and simple stud earrings
- Long hair should be tied back



Order your uniform at My Schools



PE Uniform

- Plimsolls (or bare feet)
- Navy/Black shorts
- T-Shirt to match their house (Red, Green, Blue or Yellow)
- Navy/Black jogging bottoms and top
- Trainers for outdoor activities

Swimming Kit (Year 5/6 only)

- Swimming suit or trunks (not shorts)
- Swimming hat
- Towel

Our Curriculum

The curriculum is based on our values; we aim to inspire, challenge and nurture our pupils through our broad and balanced curriculum.

“The curriculum offered to pupils is a strength of the school. It is creative, uses the school’s grounds and local community well, and enthuses pupils.” Ofsted 2018



The curriculum at our school is planned and taught in accordance with the National Curriculum and Foundation Stage Curriculum. The New National Curriculum came into effect as of September 2014 and for Year 2 and Year 6 from September 2015.



At Ellingham the curriculum runs on a two year cycle, Sparrows teach the EYFS Curriculum, Skylarks teach the Year 1 & Year 2 Curriculum, Swifts the Year 3 & Year 4 Curriculum and Swallows the Year 5 and 6 Curriculum.



We take every opportunity to use the outdoors to develop children’s knowledge and understanding.

Inspire – Challenge - Nurture



Educational Visits

To enhance our curriculum further, all of our children experience regular educational visits to enhance their topic learning. All educational visits are planned in advance, are properly supervised, well organised and safe.

In KS2 children are also offered the opportunity to go on a residential trip where they stay away from home for a couple of nights and have opportunities to take part in some adventurous activities.

The school cannot subsidise trips and residentials, so we rely on voluntary contributions and sometimes there may be cancellations if insufficient funds are raised.



Clubs

We offer a wide range of after school clubs. Some clubs that you might expect to see include: karate, football, Kiddy Cook and Choir. We review the clubs regularly and try to link them to the interests of the children.

We sometimes have lunchtime clubs too that the older children run with the younger children.

An Eco School



We are extremely proud of our Eco-Committee and all of the work that they do. This year we have won Eco Primary School of Norfolk and have also been awarded the Green Flag.

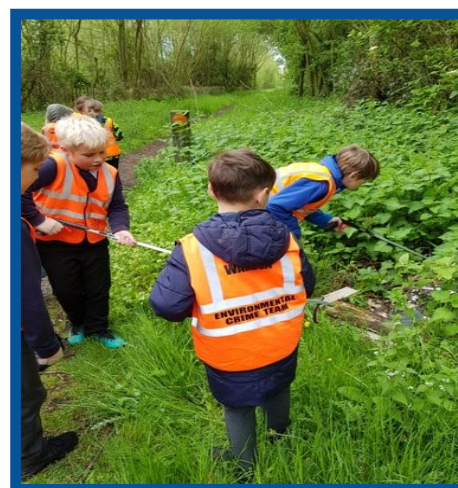
Our school is committed to helping the environment. In the past few years we have improved our world and our school through our hard work.

We have:

- Twinned Toilets in Uganda
- Raised money for Water Aid
- Started a school walking bus
- Developed our nature garden
- Encouraged healthy eating with Fruit Kebab Friday and Veggie Tub Tuesday
- Carried out Litter Picks
- Introduced Walking Wilbur (a walking bear)
- Sponsored Victor

Recently we have been working on improving our nature garden. The verbena plants are attracting butterflies and insects and frogs and newts have been spotted in the pond. Our school walking bus is very popular and it has helped with the traffic problems around the school.

We are currently making eco bricks by filling 2 litre bottles with plastic. These bricks will then make some raised bed planters in the garden area.



The Wider Community

Parent Teacher Association (PTA)

We are exceedingly lucky to have a very active and supportive PTA at Ellingham.

You will automatically become a member of the association when your child joins our school and we welcome parents who would like to attend the



meetings and help arrange fundraising events throughout the year.

Our Church

Ellingham is a Church of England school and has strong links with both the Church and the Diocese of Norfolk. We attend services at St Mary's throughout the year and are lucky to have

Reverend Alison who comes to deliver a weekly Collective Worship to the children once a week.



Blossom Preschool

As Ellingham does not have a nursery, we have established strong links with Blossom Preschool. It is based in the village and provides warm, friendly and professional supervision for children from the age of 6 months.



Local Community

Wherever we can we work with the local community and see ourselves as a hub for the local residents. We have helped to design the village sign and also litter pick at the local park.

Helping Others

Throughout the year the children consider and help the less fortunate, by taking part in a range of fundraising events to raising money for a range of charities.

Communication

We believe that schools and parents should be working in partnership for the benefit of the children. We send out a weekly newsletter by email to all parents to keep you up to date with what your child has been learning that week and any upcoming events.

We welcome parent volunteers in school for a range of activities such as reading, supporting the children with their learning and helping on school day trips.

Learning Conversations & Report

Each academic year we hold two Learning Conversations, when parents are invited to discuss their child's learning and the progress that they are making. These evenings are organised on an appointment system and we aim to give a fortnights notice in the school newsletter. At the end of the summer term, you will receive a summer report, which is written by the class teacher.

Website & Social Media

We are proud of our school and therefore want to shout about it! We will upload the newsletters and what the children have been up to regularly, so check out the website: <http://www.ellinghamandwoodton.co.uk/>



We have a school Facebook account where we will keep you up to date with what has been happening and any reminders. Please like the page so that you can see the most recent posts.

<https://www.facebook.com/ellinghamvcprimary>



We also have a school twitter account, to promote ourselves nationally. Please follow us to see the latest Tweets. [@ellinghamvc](https://twitter.com/ellinghamvc)

Attendance

We believe that regular attendance is crucial. Children who are persistently late or who have poor attendance do not achieve as well as those that do.

Summary 2017-2018

Attendance: 95.59%

Authorised Absence: 3.49%

Unauthorised Absence: 0.92%

95%	=	47 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	=	95 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 day
85%	=	142 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	=	190 LESSONS MISSED EACH YEAR 32 days in total or 6 weeks and 2 days

We are required by law to keep a record of any unauthorised absences from school and to publish these figures.

If your child is absent, please phone the school office and leave a message.

If you require time off for a reason other than sickness, please ask the school office for a leave of absence form. Please be aware that, except in exceptional circumstances, the time off will not be authorised, which follows current government guidelines.

If your child is sick or has diarrhoea, then we follow NHS guidelines to keep a child off of school for 48 hours.

Medicines & Inhalers

If your child needs medication during school hours, please speak to the school office. A form will need to be completed, giving permission to the staff to administer the medication.

The school holds a list of children with asthma. If your child has asthma, please let the school know.

Allergies

It is vital that you inform the school of any medical condition, including allergies that your child may have.

Pastoral

Your child's class teacher has responsibility for their well being. If your child is taken ill, or has an accident at school, we will contact you immediately. Therefore it is really important that your contact details are up to date.



Every child is different, every child is unique. We believe that with the right levels of inspiration, challenge and nurture that all children can reach their potential. Therefore from time to time your child may need some additional support or nurture work, this is nothing to worry about but if you are concerned please talk to the class teacher about this.

Safeguarding

Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional and sexual abuse. The staff will seek, in most cases, to discuss any concerns with parents/carers.

In accordance with local information sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children are safe and receive the right service.

The safeguarding leads at Ellingham are: Mrs Kenyon, Miss Read & Mrs Querelle.