

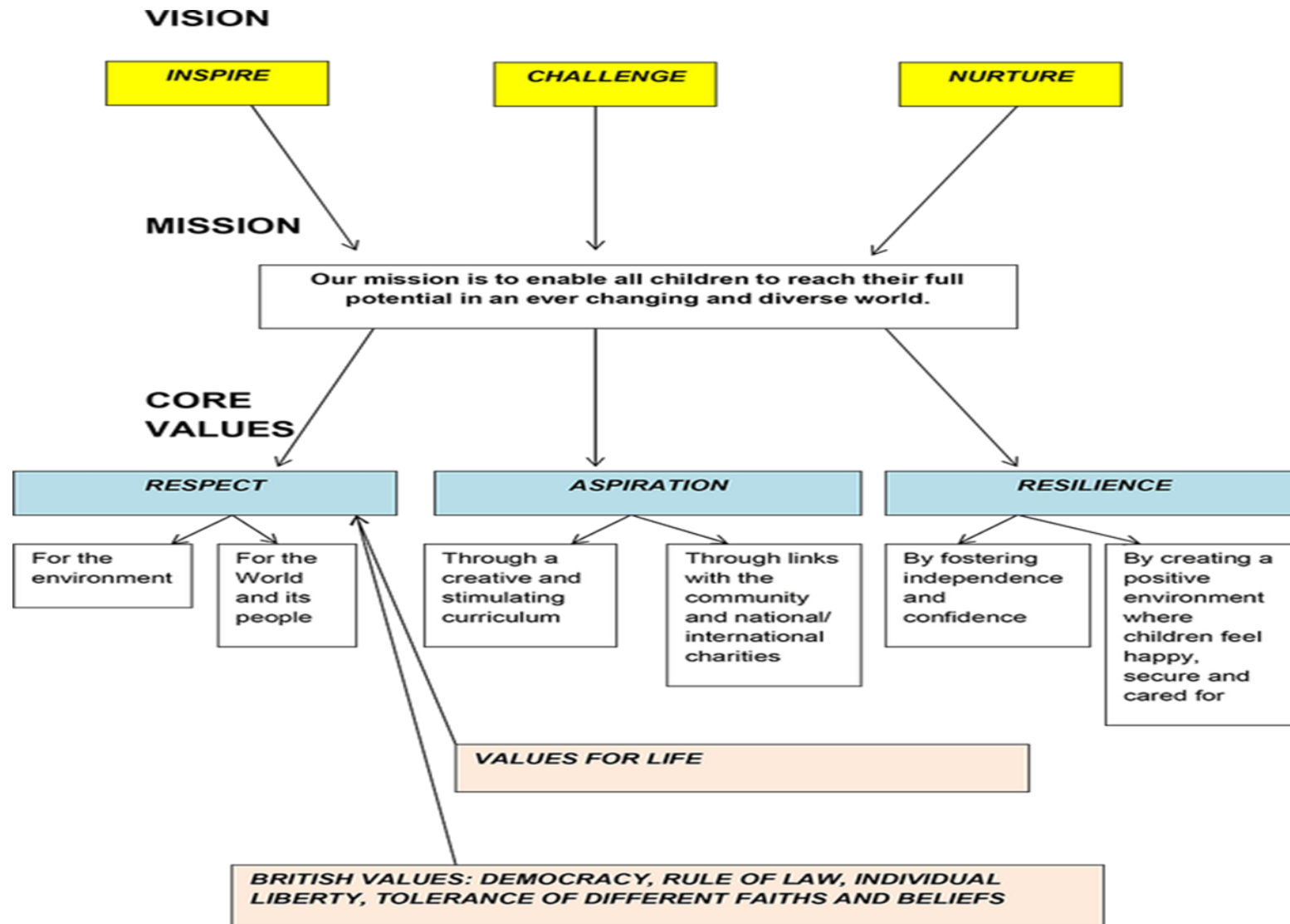
Ellingham VC Primary School



Ellingham VC & Woodton Primary Schools Partnership Prospectus 2018 - 2019



Vision Statement





Woodton Primary School
Norwich Road, Woodton
NR35 2LL
01508 482294



Girls football team with pupils from both schools.

Welcome to Ellingham and Woodton Primary Schools

On behalf of the staff and Governors of Ellingham and Woodton Primary Schools, I would like to welcome you and your child, and to say thank you for your interest in our schools.

We have been working in partnership for many years and although we retain our individual identities, we find that working together brings huge benefits.

I hope you will feel, as I do, the happy, caring atmosphere that encompasses all aspects of school life. The support and the commitment of parents, governors and teachers to achieve the best education for the children is unquestionable.

I intend that both our schools will meet the challenges of an ever changing society with an enthusiasm and a commitment to excellence, with a well planned and structured curriculum and with a caring and compassionate approach to everyone.

I hope that this prospectus will give you an insight into the ethos of both schools, and when your child starts at either Woodton or Ellingham you can be sure that everything will be done to give your child an excellent and nurturing education.

Charlotte Whyte (Headteacher)



Ellingham VC Primary School
Church Road, Ellingham
NR35 2PZ
01508 518250



Pictures mounted and displayed as part of our Images Art Exhibition.



The Staff



Headteacher
 Deputy Headteacher
 Ellingham Finance Officer
 Woodton Finance Officer
 Ellingham Clerical Assistant
 Woodton Clerical Assistant

Mrs Charlotte Whyte
 Mrs Sarah Querelle
 Mrs Vicky Wood
 Miss Donn  Bradley
 Mrs Nicola Cave
 Mrs Karen Taylor



Ellingham VC Primary School

At Woodton

Miss Alison Snelling	Teacher EYFS/Key Stage 1
Mrs Sally Brooks	Teacher EYFS/Key Stage 1
Mrs Alison Morton	Teacher Key Stage 2
Mrs Sara Chilvers	Teaching Assistant
Miss Nicola Colbeck	Teaching Assistant
Miss Louise Moore	Trainee Teaching Assistant
Mrs Sarah Wilcox	M.S.A
Miss Louise Moore	M.S.A
Mrs Hazel Rowell	Cleaner in charge
Mr Mark Law	Schools Meals Supervisor

At Ellingham

Mrs Charlene Taylor	Teacher Foundation Stage
Mrs Hannah Grainger	Teacher EYFS
Mrs Amy Ward	Teacher Key Stage 1
Mr David Elias	Teacher Key Stage 2
Ms Tracey Kenyon	Teacher Key Stage 2
Mrs Nina Long	HLTA
Miss Emma Watson	Teaching Assistant
Mrs Sharon Rix	Teaching Assistant
Mrs Lucie Sayer	Teaching Assistant
Miss Sammy-Jo Costi	Learning Support Assistant
Mrs Janis Whyman	M.S.A. / Library support
Mrs Sharon Wright	M.S.A. / Nurture support
Miss Christine Taylor	M.S.A.
Mrs Maria Smith	M.S.A.
Mr Mark Hayes	Cleaner in Charge
Ms Paula Saunders	Schools Meals Supervisors



The Governing Body

The Governing Body of each school 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.

The Federated Governing Body of Ellingham and Woodton Primary Schools

Revd Elizabeth Billett	Foundation (Bishop's rep)
Mrs Charlotte Carter	Foundation (DBE) (W)
Mr Matthew Lambert	Parent Governor (E)
Mr Will Potter	Parent Governor (W)
Mrs Sarah Denny	Co-opted Governor (W)
Mrs Jane Paul	Authority Governor (E)
Ms Donne Wiseman	Co-opted Governor (W)
Mrs Charlotte Whyte	Headteacher
Miss Alison Snelling	Staff Governor

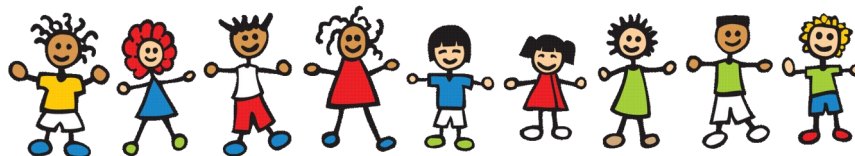
The Chair of Governors is Mrs Charlotte Carter
Vice Chair is Mrs Sarah Denny

Governor responsible for Safeguarding Mrs Charlotte Carter

Should you wish to contact one of the Governors a message can be left for them at either of the schools offices.

Our school at Ellingham was built in 1865 and retains many of its original features. During 1999 the old school was completely refurbished and we had built on, a modern extension which gave us two well-equipped classrooms, cloakrooms, indoor toilets and stores. In 2003 we built a further classroom and store. Each classroom has an outdoor education area attached to it. We have a large playing field, wood and wildflower meadow. In 2008/9 a new hall was built and the old building remodelled with a Reception classroom and library.

Originally opened in 1877, Woodton School retains, to this day, the ambience of the traditional village school. Since September 2002 we have made considerable changes to the building to modernize and upgrade. The building work includes new staff facilities, indoor toilets, major refurbishment of both classrooms and the building of a multi-purpose hall which was extended in 2009. We have a large playing field and have recently upgraded the playground. There is a car park to ensure safe delivery of pupils.



Admissions

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

The Early Years Teachers meet with parents at an open afternoon before their child enters the school to discuss any questions, queries or anxieties.

Woodton serves the villages of Woodton and Bedingham and Ellingham serves Ellingham, Geldeston and Kirby Cane. We offer places when possible to children outside these villages and have pupils on role from afar away as Beccles and Bungay.

We are very aware of the role the schools play as focal points for the villages and we depend very heavily on the friendship and help of the parents and our friends in the community. We maintain close links with the churches serving the area.

School Organisation

Ellingham is organised into four classes.

- Sparrows are Reception and Year 1
- Skylarks are Years 1 and 2
- Swifts are Years 3 and 4
- Swallows are Years 5 and 6.

Woodton is organised into two classes.

- Willows are Reception, Years 1 and 2
- Oaks are Years 3, 4, 5, and 6.

All classes are composed of children of more than one year group and are of mixed ability. Each child will be taught as an individual, sometimes as a member of a small group or a class unit.

School Times

8.40 am—12 noon 1.15 pm—3.15 pm



We kindly ask that children do not arrive at school before 8.35 in the morning as it is not possible to supervise them before this time. Equally it is important that children are in school for **8.40am** to start the day promptly. It can be upsetting for them if they arrive after the other children have started their work.

When you collect your children at the end of the day, please come into the school grounds to do this. If you are likely to be delayed collecting your child, please let us know via the schools office as children can get upset if you are not there when they expect you.

No Jewellery !!
(except small
studs earrings and
these must be re-
moved by the child
for PE)

Please ensure
that all clothing
is clearly marked
with your child's
name.

School Dress

We encourage our children to take a pride in their appearance and to be neatly and tidily dressed. We expect the children to be dressed appropriately at all times and especially on school occasions, such as plays, services and visits.

All uniform is available from the Tesco website and is then delivered to the Beccles branch.

Footwear must be sensible school shoes that are black and with little or no heel. Children also will need a pair of welly boots to be able to play on the school fields during winter months. These can be stored at school throughout the year.

Swimming (Oaks and Swallows)

Sensible swimming suit or trunks (not the Bermuda shorts type), swimming hat and towel.

No
Jeans,
please.



For P.E.

All children need to change for P.E. The basic clothing required is a white top and navy shorts with plimsolls for indoors and trainers for outside. Tracksuits may be worn for outdoor activities, but this is entirely at parents' discretion.



Girls

Grey trousers
Grey skirt or school coloured dress
School sweatshirt
White blouse/ School polo shirt
Grey/white socks/tights
Book bag

Boys

Grey trousers/shorts
School sweatshirt
White shirt/School polo shirt
Grey or black socks
Book bag

Woodton's colour is maroon.

Ellingham's colour is navy blue.

Useful Equipment

Although equipment is provided by the school, pupils in Years 3 to 6 may find it helpful to have their own supply of coloured pencils, felt-tipped pens, eraser and pencil sharpeners. When their hand writing is well developed, we encourage them to use a pen to write with, and some children like to have their own fountain pen. Please make sure that these items are clearly named.

Discipline

We try to keep the school rules as few and as simple as possible. Our aim is to encourage self-discipline, good manners, consideration for others and good work habits. Children are encouraged to take responsibility for their own actions. If a child's behaviour gives cause for concern, we will try to involve the parents at an early stage, as we believe it is vital for school and parents to work closely together.

Pastoral Care

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. It is of great importance therefore, that the school has a daytime contact number and we are notified of any change of address or telephone number.



Child Protection Act/ Safeguarding

We are committed to promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the Norfolk Local Safeguarding Children's Board if we see signs which suggest that 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 infers that any parents or carer is being accused of wrong doing.

The procedures represent a legal obligation placed on the school to protect children.
The Safeguarding Policy is available to on the schools website.

Homework

Homework is a vital part of your child's education providing an essential link between home and school. A copy of our homework policy is available from the schools offices.



Absences

We are required by law to keep a record of any unauthorised absences from school and to publish these figures (2016/17) Ellingham's attendance 95.97% and unauthorised absence 1.0%. Woodton's attendance 95.41% and unauthorised absence 0.9%. We require a telephone call on the day of absence followed by a note on the child's return. It is our policy to telephone parents if we do not receive a message.

If you wish your child to be absent from school for any circumstances, please ask the schools office for a leave of absence form which will then go to the Headteacher for consideration under the current government guidelines.



Just some of the many sporting activities we regularly take part in. Our children experience a wide variety of activities so there's bound to be at least one to suit everyone.



Health Matters

Medicine in School

It is very unusual for a child to be well enough to attend school and to need medicine during school hours. If this is the case, under no circumstances may children be given any medicines to take themselves whilst in school. As part of the Health and Safety Regulations, a form will have to be completed before any prescription medicines can be given in school. Forms should be collected from the school office for completion.

School Asthma Records

The schools hold an index of children with asthma problems. This itemises treatment and dosage as and when problems occur. Should your child be an asthma sufferer, please contact the school office in order that we can keep our records up to date. Any change of treatment should be notified to the school immediately.

We wish to work in partnership with parents in order to assist each child in the management of their asthma and therefore to enable them to participate fully in all school activities.

Other Medical Conditions

Please come in to school and talk to us about any medical problems that your child is experiencing. We will then be able to keep a record of any action or treatment that may be necessary.

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



We try to ensure our children experience life through the eyes of many different people.



Parent Consultations

Each academic year we hold two Consultations, when parents are invited to discuss their child's work and progress with the Class teachers. These evenings are organised on an appointment system, and we try to give at least a fortnight's notice in the Newsletter. At the end of the summer term, you will receive a written report, which is written by the class teacher. There is also an opportunity to attend a third consultation evening should you need to discuss the report.

Parental Involvement

We believe that parents and schools should be acting in partnership for the benefit of the children, and we therefore encourage you to become involved with your child's life at school. This can take many forms. It may be possible for you to offer help in the classroom, either on an occasional or regular basis. We also run training sessions for parents on Tapestry, phonics, grammar and punctuation, maths and e-safety.

We will try to keep you informed of school activities and developments by means of the weekly Newsletter and we are always pleased to see you at our informal Sharing Assemblies which take place regularly. The children are always very pleased to see you there and share some of the work they have been doing.

We hope that every parent feels that they can come and talk to the staff about their child's work, health or happiness. Minor matters can usually be mentioned quickly when you collect your child, but for matters requiring more time, please make an appointment.

A copy of our Home-School agreement is enclosed in your new starters welcome pack.

Parent Teacher Associations

We are fortunate at both schools in having a keen and willing group of parents who help to run and participate in the activities organised by the two parent associations.

You will automatically become a member of the relevant association, and even when your child moves on to a High School, you may remain an associate member and take part in the events that are organised.

The associations support the schools in a variety of ways, helping to organise fund raising and social activities. They have provided facilities and services additional to those provided by the Education authority, as well as subsidising visits and social events for the children.



The Community

The Church

Ellingham is a Church of England Voluntary Controlled school, and has traditionally maintained links with the church.

Although Woodton is not a Voluntary Controlled school, it has close links with the church and retain the traditions in the same way as Ellingham. Although the Ethos Statement below is written for Ellingham, it equally applies to Woodton.

In accordance with the most recent Education Act, assemblies and worship at the schools are firmly Christian based. The vicars from both parishes come in to school on a regular basis to take assembly and the children take part in services at the churches on special occasions like Christmas. Parents who wish to withdraw their child from the devotional part of morning assembly are invited to discuss the matter with the Headteacher.

Ethos Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

At both schools we promote 'British Values' through our spiritual, moral, social and cultural education and through our Christian ethos, which permeates through the curriculum and our assemblies to support the development of the whole child.

Helping Others

One of our aims is to make pupils aware of the community, and to care for others. Throughout the year, pupils do consider and help the less fortunate. Various fund raising events are organised by the pupils who decide which Charities to support.

Blossom Preschool at Ellingham

The Preschool is based in the village, holding five sessions per week in the village hall. Preschool is staffed by qualified supervisors, as well as parent helpers. Children are introduced to the school in the summer term each year by visits and introductory afternoons.

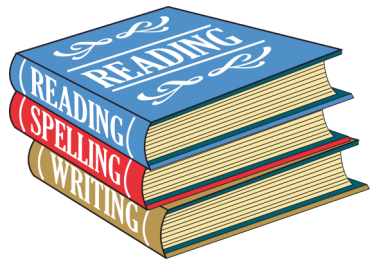


Stepping Stones Nursery at Woodton

The Nursery is situated on the school site, using our new hall extension. It is staffed by qualified supervisors and is well known in the local area for providing good nursery education.

For further details please contact Kim Harper 01508 482756





Literacy

We teach English in line with the curriculum 2014, adapting it to suit the needs of our pupils.

Much of their Literacy work is achieved through our termly themes, but sometimes it is appropriate to teach specific concepts.



We take every opportunity to use the outdoors to develop our children's knowledge and understanding. The Eco-committee promoting healthy eating and showing off their bug houses.

The Curriculum

Our children are taught in line with Curriculum 2014. We agree with and have adopted the ethos of the initiatives 'Excellence and Enjoyment' and 'Every Child Matters'. The schools provide a programme of learning that is both structured and flexible, and the work in each class is differentiated according to the ability of each child. Our work is based on themes each term and correlate across the schools so that the expertise of staff and the learning resources can be shared.

All children are subject to ongoing teacher assessment, in order to inform planning and development and to provide comprehensive information for parents. They are also learning to self-assess, so that they can take some responsibility for their own learning and ultimately become ultimately 'independent learners'.

Further details of each year groups curriculum can be found on the schools website.



In the foundation stage, much of the children's learning is based on structured play Activities.



Mathematics

We use curriculum 2014 for Maths and adapt it where necessary to meet the needs of our pupils, with emphasis on practical and mental maths and opportunities for problem solving.

The basic concepts in Maths are usually taught separately from other subjects, but they are often explored and utilised across the whole curriculum.





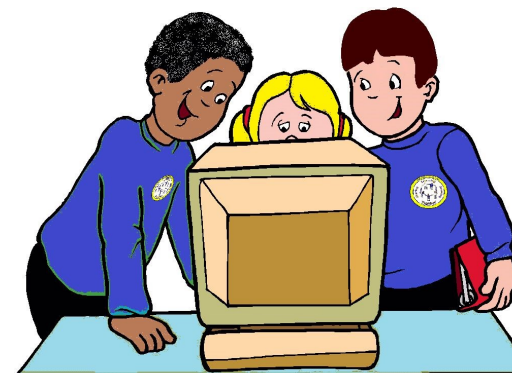
Physical education is taught not only as a subject in its own right, but also as a part of our policy on 'Healthy Lifestyles'. We offer a variety of after school clubs to encourage physical activity.



Primary Languages

We not only believe that learning a foreign language is important in its own right, but have found that the stimulation of listening to and speaking new sounds, helps in the learning of English.

Key stage 2, inline with government requirements have timetabled foreign language lessons which in our schools is French.



Information and Communication technology/ computing is taught throughout the curriculum and with all age groups.



Religious Education

Religious education is taught in accordance with the county guidelines. Our aim is to enable children to understand the nature of religious beliefs and their influences. We try to encourage values and attitudes which will promote self respect, respect of others, a willingness to tolerate other people's beliefs and a respect for the natural world. Representatives of the local churches regularly visit the schools.

Parents who wish to withdraw their children from religious education are invited to discuss this matter with the Headteacher.

School Trips and Activities

During the year, whole or part day visits will be made to places of interest as part of the children's normal work in school. We consider the experience gained during such visits to be vital to your child's development and that they provide experiences in addition to a normal school day. Such visits are usually funded by voluntary contributions from parents.

In addition, for the older children, there may be residential trips during term time. Attendance at these is entirely optional.

Voluntary Contributions

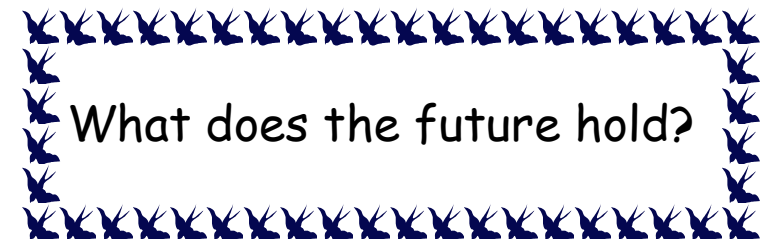
Prior to any school visit, parents will be advised by letter of the cost per child. This cost will include travel, entrance fees insurance, materials and equipment, and should an instructor be engaged for the activity, the cost of this will be included. The cost of residential trips will include the element of board and lodging.

Parents will be requested to meet the full cost of the child in respect of the visit on a voluntary basis. The trip will only go ahead if sufficient support is forthcoming. Some families may be eligible for additional support, please speak to the schools office for further information.

Charges for Practical Subjects

Charges may be made in respect of material for practical subjects e.g. food technology, design technology where parents have indicated in advance a wish to receive the finished product.

Children in Tudor costumes making orange pomanders.



What does the future hold?

Children stay at our schools until they are eleven years old, after completing Year 6. This gives them the opportunity to work through our planned curriculum and to take the End of Key Stage Two tests and assessments, confident that all areas of the National Curriculum have been addressed. During their time in Year 6, they are given roles and responsibilities to support their position as the eldest children and to help them develop in self esteem and confidence, ready for their move.

Our children move to a variety of High Schools. These include, Hobart at Loddon, Bungay High School, Sir John Leman at Beccles, Beccles Free School, Archbishop Sancroft at Harleston and Langley School near Loddon with whom we liaise to make the transition as carefree as possible. Should you have any concerns or just wish to discuss any aspect of transfer, please do not hesitate to talk to the Headteacher.

Key Stage 1 and 2 SAT results

At KS2 we are required to publish results when cohorts are 11 or more. Therefore, we only publish the schools results when there are 11 or more children in the year group.

However, all parents are notified of their child's results as soon as they become available.



Ellingham VC Primary School

Complaints Procedure

Despite our best endeavours incidents occasionally arise about which you are not happy. We would hope to deal with these as quickly, efficiently and informally as possible. Please therefore, refer any complaints in the first instance to the class teacher. Following that, if you are not satisfied with the outcome please speak to the Headteacher. The Governing Body has adopted LEA procedures for the consideration of complaints. A copy of our complaint policy is available from the schools office.

