

# Stoke Holy Cross Primary School



## Prospectus

# Stoke Holy Cross Primary School

Dear Parents and Carers

Thank you for your interest in our school.

Stoke Holy Cross Primary School aims to support all its pupils and staff in reaching their full potential. We are delighted to have been recognised as 'Outstanding' by Ofsted in 2007 and again in 2013. The school provides a welcoming, caring ethos, with staff and pupils working in full partnership with parents, governors and the wider community. We achieve this by providing all pupils, including those with disabilities, with a secure, caring and friendly environment where discipline is firm, fair and consistent. We ensure that all pupils receive equal regard and access to the curriculum and we provide a balanced education within the framework of the National Curriculum to help each pupil reach his or her full potential.

Stoke Holy Cross Primary School caters for pupils between the ages of 5 and 11 years of age. It is situated in the village of Stoke Holy Cross, some four miles south of Norwich and serves the areas of Stoke itself, Dunston, Caistor St Edmund, Upper Stoke Holy Cross and Shotesham. Pupils from these outlying areas are brought to school by bus.

Our modern, single storey school building was considerably extended and redeveloped in 2009, winning a craftsmanship award for the quality of workmanship. Alongside four purpose-built Key Stage 2 classrooms we now have a new library, ICT suite, food technology room and support rooms. This is in addition to the three classrooms and large hall of the original building. We have recently developed our Outdoor Learning environment with two grants from the Big Lottery Fund. This has provided us with a trim trail, an outdoor stage, an art area and storytelling arena to complement our already established playground, playing fields, woodland areas and pond.

The school is part of the 'Framingham Seven' cluster, with close liaison with five other primary schools in the area and the High School. Staff and headteachers meet regularly to discuss issues relevant to the service and the community.

We hope this prospectus gives you a flavour of what the school has to offer. If you are considering Stoke Holy Cross Primary as an option, my staff and I would be pleased to show you our school and answer any questions you may have.

The visits are usually informal but it is always advisable to make an appointment so that a member of the teaching staff or I can show you around. Should all of us be teaching, senior children will be asked to look after you.

I hope you will take advantage of the opportunity to visit the school.

Yours sincerely

Jeannette Chaney  
Head Teacher

*Please note: The information contained in this prospectus is correct at May 2018*

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# Stoke Holy Cross Primary School

## School Information

Address:	Long Lane Stoke Holy Cross Norfolk NR14 8LY
Telephone:	01508 493132
Fax:	01508 493132
Email:	<a href="mailto:office@stokeholycross.norfolk.sch.uk">office@stokeholycross.norfolk.sch.uk</a>
Website:	<a href="http://www.stokeholycross.co.uk">www.stokeholycross.co.uk</a>
Pupils on roll:	207 in January 2018
Type and age range:	Primary School 5 – 11 years
Headteacher:	Miss Jeannette Chaney
Chair of Governors:	Mr Steve Hurrell
School hours:	Morning 08:45am – 12:15pm Afternoon 13:15pm – 15:15pm



# Stoke Holy Cross Primary School

## Aims and Values

Stoke Holy Cross Primary School aims to support all its pupils and staff in reaching their full potential within the context of the 21<sup>st</sup> century. The school provides a welcoming, caring ethos, with staff and pupils working in full partnership with parents, governors, other schools and the wider community.

We will achieve this by:

- providing all pupils with a safe, accessible, secure, caring and friendly environment where discipline is firm, fair and consistent;
- providing all staff, governors and visitors with a safe, secure and accessible environment;
- ensuring that all staff, governors and visitors receive equal regard and equal opportunity;
- ensuring that all pupils receive equal regard and access to the curriculum;
- providing a balanced education embracing the framework of the National Curriculum to help each pupil reach their full potential;
- ensuring value for money and sound financial management.

The values we will encourage in our pupils are:

- a desire to do their best for others and themselves;
- respect for the work, values and ideas of others;
- a desire to enhance the reputation of the school;
- a desire to take care of and improve their learning and wider environment.

The values we will apply to the work of the school are:

- putting the needs of the pupils first through the development of the highest quality professional planning, preparation and provision for the pupils in our care;
- offering a safe and secure learning environment where the needs of pupils are responded to with care and consideration;
- promotion of personal and professional development and overall well-being of pupils and staff;
- recognising the worth of all members of the school.

# Stoke Holy Cross Primary School

## Class Organisation

Our published admission number each year is 30. We currently have 207 pupils on roll. The school has seven single age classes. For September 2017 the class organisation is:

Foundation class	Foundation Stage (27)	Mrs C. Coman
Class 1	Year 1 (30)	Mrs L. Gorman
Class 2	Year 2 (31)	Mrs S. Bateman Mrs S. Swinton
Class 3	Year 3 (30)	Mr S. Berry
Class 4	Year 4 (28)	Mrs K. Lockley Mrs N. Axon
Class 5	Year 5 (31)	Mr P. Scott
Class 6	Year 6 (30)	Mr S. Claxton

## School Session Times

School begins with a bell at 8:45am.

Lunchtime is from 12:15pm to 1:15pm.

The afternoon session ends at 3:15pm.

Part-time Foundation class children only attend in the mornings. Their session ends at 12:15pm although we welcome them to stay for lunch and play which finishes at 1:15pm.

We ask that parents arrive promptly to deliver and collect their children.

## School Terms

Details of term dates for each academic year can be found on the Norfolk County Council website: [www.norfolk.gov.uk](http://www.norfolk.gov.uk) under 'Schools' in the section 'Term Dates'.

# Stoke Holy Cross Primary School

## Your Child's Learning

### High expectations, high achievements

A broad and balanced curriculum is established for all pupils where set programmes of study help to promote progression and continuity. Our curriculum aims to stimulate and encourage your child to acquire knowledge and to develop their individual skills.

Children's achievements are celebrated in many ways, from praise through stickers and housepoints to Headteacher's Awards. All children make progress at their own rate and in their own way. It is important that every child is viewed as an individual and given opportunities to build on their strengths and receive support to overcome weaknesses. Your child's class teacher will get to know them very well and will monitor your child's progress, informally on a daily basis and more formally in termly and annual progress meetings between staff. They will work with you and your child to plan the next steps of their learning.

Specific school documents regarding your child's learning have been formulated by a whole school ongoing review policy. These are available to view on our website and from a rack outside the school office.

# Stoke Holy Cross Primary School

## The Foundation Stage

The Foundation stage principles are based on 4 themes:

*A unique child* – every child is a competent learner, who can be resilient, capable, confident and self assured.

*Positive relationships* – children learn to be strong and independent from a base of secure relationships.

*Enabling environments* – the environment plays a key role in supporting and extending children’s development and learning.

*Learning and development* – Children develop and learn in different ways and at different rates and all areas of learning and development are equally important and interconnected.

The Early Years Foundation Stage is organised into 7 areas of learning and development:

### ***Prime areas***

Personal, Social and Emotional Development

Physical Development

Communication and Language

### ***Specific Areas***

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

The outdoors is a natural environment for children, there is a freedom associated with the space that cannot be replicated inside. Outside is the perfect place to learn through movement. Outdoor play fulfils emotional, social, physical and cognitive needs. Foundation class and Class 2 have daily use of their own specially equipped and carefully planned outdoor area.

The Foundation Stage curriculum incorporates all aspects of the child’s development with learning through experience, play and discovery being very important elements. A rich language environment using stories, songs, rhymes and discussion underpinned by the Letters and Sounds programme encourages the development of literacy skills. Problem solving, reasoning and numeracy is activity based to support skill acquisition.

# Stoke Holy Cross Primary School

## Key Stage 1

The Key Stage 1 curriculum builds upon the skills children have developed through the Foundation Stage Curriculum. Schemes of work based on the National Curriculum are used.

The core curriculum comprises:

- English
- Mathematics
- Science
- Computing

Additionally, the children study the following foundation subjects:

- Art and Design
- Design Technology (DT)
- History
- Geography
- Music
- Physical Education
- Religious Education

Children are also taught Personal, Social and Health Education (PSHE) and PATHS.

Whenever possible these are approached in a cross curricular way and opportunities for play and discovery continue to support individual needs.



# Stoke Holy Cross Primary School

## Key Stage 2

The Key Stage 2 Curriculum is a continuation of the Key Stage 1 programme. Detailed schemes of work, again based on the National Curriculum, for English, mathematics, science, computing, history, RE, geography, music, art, PE, DT, Primary Languages and PSHE/PATHS are used. Whenever possible these are approached in a cross curricular way.

Most teaching is class based but opportunities are taken for more flexible timetabling arrangements to enable teachers' strengths and expertise to be available to a wider range of pupils. Opportunities are also taken for year groups to work alongside each other wherever possible.



# Stoke Holy Cross Primary School

## Religious Education and Collective Worship

Religious education and collective worship is given in accordance with the 1988 Education Act and the Norfolk Agreed Syllabus, a copy of which can be viewed at the school on request.

Assemblies are an important aspect of school life and these take place daily as either a class, key stage or whole school.

Parents wishing to exercise the right to withdraw their child from either the Agreed Syllabus for RE or the devotional part of the Assembly are invited to discuss the matter with the Headteacher.

## Extra-curricular Activities

We offer a range of clubs and activities that take place before or after school. These enriching activities are run by members of staff and outside agencies. During the year we will do our best to offer a range of activities for different age groups. Some of the clubs and activities that take place are:

- Art
- Basketball
- Threads
- Rugby
- Tennis
- Choir
- Netball
- Cricket

# Stoke Holy Cross Primary School

## Educational Visits and Visitors

Educational visits and visitors form an important part of the curriculum and take place on a regular basis. They provide an opportunity for the children to extend their learning beyond the classroom and gain new experiences.

In line with our charging and remission policy, parents may be requested to make a voluntary contribution towards the cost of these events. There will be no obligation to contribute and pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request. Should there be insufficient contributions to meet the costs, the activity will be cancelled.

We very much appreciate the support given by parents to enable these valuable experiences to take place.

## Home Learning

The purpose of home learning activities changes as children progress through school. For the younger children, developing a partnership with parents or carers and involving them actively in children's learning is the key purpose. For older pupils it allows consolidation and reinforcement of skills and understanding, and encourages the confidence and self-discipline needed to study on their own.

## National Tests

In the Spring and Summer Term of Year 2 and Year 6, the children participate in the nationally required Standard Assessment Tests and Tasks (SATs).

The class teacher assesses each child's development in speaking and listening, reading, writing, mathematics and science. In addition, each child undertakes a written test or task in reading, writing and mathematics.

In the Summer Term of Year 1 the children participate in a Phonics screening check. If your child's score falls below the standard, they will be given extra phonics help and can re-take the Phonics screening check in Y2.

## Stoke Holy Cross Primary School

Parents are informed of how their child has done at the end of the Summer Term as part of their child's Annual Record of Achievement.

### Special Educational Needs and Disabilities

All children have their own special and individual needs and the school is always aware of this.

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that a child does not make the progress we expect. In this case the parents would be consulted and steps would be put in place to support the child. The school works closely with the Local Authority Learning Support Team who are able to offer advice and help to parents and the school.

Stoke Holy Cross prides itself in being an inclusive school. We provide all pupils, including those with disabilities, with a secure, caring and friendly environment in which to flourish. Our new building has provided us with excellent access for all and a full range of disabled facilities. Copies of our Single Equalities Scheme are available to be viewed in the school office and on our website.

### School Council

Our School Council plays an important role in our school development and improvement planning. Pupils are involved in decision-making within the school and have their opportunity to make their opinions and ideas known. The School Council consists of pupils from Year 2 – 6, elected by their peers to represent their views. They meet regularly with the Y6 Teacher, the Headteacher and Governors to help take the school forwards. They are also responsible for organising charity fund-raising within the school.

# Stoke Holy Cross Primary School

## Green Team and Eco Schools

At Stoke Holy Cross Primary School, sustainable development has become part of the life and ethos of our school.

Environmental issues are covered as part of curriculum work in most year groups across a range of subjects. The school has an active committee of children and adults who meet to discuss environmental action for the school. The whole school and wider community are regularly informed and involved in the environmental activities going on in the school.

In 2004, we joined the Eco-School scheme. Eco-Schools is a Europe wide environmental award scheme. It aims to raise awareness and encourage pupil participation in managing the school building and grounds. Eco-Schools is both a programme to follow and an award scheme. In the Spring Term of 2010 we achieved our Silver Award.

The Green Team is a group of children who plan and undertake activities to improve the environmental performance of the school.

This year there are twelve Green Team members altogether. Each member was elected by other children in their classes. The Green Team has elected a Chairperson and Vice Chairperson



# Stoke Holy Cross Primary School

## Starting School

### Preparation for school

During the Summer Term before your child starts, you will have the opportunity to take part in our extensive induction programme. This includes:

- Meeting the teacher and getting to know the school
- Information meeting
- 'Taster' afternoons where your child can visit the Foundation classroom for an afternoon.
- A home visit from our Foundation class teacher and our Headteacher.



# Stoke Holy Cross Primary School

## First Admissions

Admission is currently in line with the **Norfolk First Admission to School Policy**. By law children must start statutory education full time at the beginning of the term following their fifth birthday. If your child was born between 1st September 2013 and 31st August 2014 they are due to start school in a Reception class in September 2018. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full time basis during the academic year 2018/19 and no later than the beginning of the term after their fifth birthday. The school's admission limit for our Foundation class is set at 30.

## Oversubscription rules for first admission to community and voluntary controlled schools (Norfolk Admissions Policy)

1. children with a statement of special educational needs naming that school
2. children in public care who are due to start school
3. children who are due to start school, living in the area served by the school who have a brother or sister attending the school at the time of their admission
4. children who are due to start school, living in the area served by the school with no brother or sister at that school
5. children who are due to start school, living outside the area served by the school who have a brother or sister attending the school at the time of their admission
6. children who are due to start school, living outside the area served by the school who have no brother or sister at that school.

Parents of children not offered a place at the school have the right of appeal to the Local Authority.

All admission inquiries and applications should be directed to Norfolk County Council's School Admissions Team in the first instance.

You are very welcome to contact the school to make an appointment to visit us.

# Stoke Holy Cross Primary School

## Uniform

Uniform is worn at Stoke Holy Cross to set standards and develop a sense of pride in being a member of the school community.

<a href="#">School Uniform available with Stoke Holy Cross logo</a>
<ul style="list-style-type: none"><li>• Navy blue reversible coat</li><li>• Navy blue sweatshirt or cardigan</li><li>• Light blue polo shirt</li></ul>
<a href="#">School Uniform</a>
<ul style="list-style-type: none"><li>• Grey, on the knee, skirt</li><li>• Grey trousers</li><li>• Grey shorts for summer</li><li>• Light blue polo shirt</li><li>• Blue and white summer dress</li><li>• Plain socks or tights – white or dark. No patterns</li><li>• Plain dark school shoes</li></ul>
<a href="#">Forest School</a>
<ul style="list-style-type: none"><li>• Waterproof coat and trousers</li><li>• Wellington boots</li><li>• Warm clothes, hat and gloves in winter</li></ul>
<a href="#">PE Kit (lower school)</a>
<ul style="list-style-type: none"><li>• T-shirt and shorts for indoors</li><li>• Trainers for outdoors</li><li>• Tracksuit or similar for cross country</li></ul>
<a href="#">PE Kit (upper school)</a>
<ul style="list-style-type: none"><li>• T-shirt in house colours (no slogan or football shirts)</li><li>• Black shorts</li><li>• Trainer for outdoors</li><li>• Tracksuit or similar for cold weather</li><li>• Swimming trunks or costume and hat (not shorts, bikinis or tankinis)</li><li>• Wellington boots for field</li></ul>

School uniform is available from Birds School Uniform, Birds (Argent Clothing Ltd), Unit D, 13 Yaxham Road, Dereham, NR19 1HB ([www.schoolwear-uk.com/](http://www.schoolwear-uk.com/) password: shc14). Please mark all clothing, including PE kit and shoes with your child's name.

It is advisable that **no jewellery** be worn in school, as problems arise over loss, damage or injury. Pierced ears require stud earrings but these should be removed for PE and on swimming days.

# Stoke Holy Cross Primary School

## Behaviour

### General

We believe that good behaviour is only achieved by making reasonable demands on children. They need to see that expectations are reasonable. Measures can only be applied in an atmosphere of understanding that promotes courtesy, thoughtfulness and helpfulness. Acceptable patterns of behaviour and good work habits will flourish in a firm, fair and friendly school.

The children at Stoke Holy Cross are expected to be polite, considerate and thoughtful. They are required to conduct themselves in a sensible manner in all areas of school, especially in class areas and corridors. All children in class must contribute to an atmosphere which allows careful thought and concentration on the specified task.

### Pupils' Charter

Our School Council have created a pupil charter, which is displayed in every room.

#### **These are our Rights:**

We all have the right to learn without disruption.

We all have the right to be heard and treated fairly.

We all have the right to be safe.

We all have the right to join in and be happy.

#### **These are our Responsibilities:**

We will not interfere with the learning of others.

We will be polite to teachers, children and visitors and listen to others.

We will take care of our school, its equipment and people's belongings.

We will look after each other and help each other.

We will not let anyone be lonely or upset.

**When we behave well our school is a happy and safe place for everyone.**

# Stoke Holy Cross Primary School

## What happens if a child behaves inappropriately?

Sometimes children can find themselves in a situation where they have broken a school rule. Unacceptable behaviour will initially be dealt with by the class teacher with the Deputy Head or Headteacher being consulted and involved if necessary.

Appropriate sanctions may include:

- A reminder of expected behaviour
- A warning
- Loss of playtime
- Lunchtime detention
- Additional work if appropriate to the circumstances
- Withdrawal of privileges
- Exclusion from extra-curricular activities

Minor misdemeanours are not generally reported to parents. However, if a child continues with a pattern of unacceptable behaviour, or if they behave in a way that causes serious concern, then parents are informed of this.

Having said all this, it is important to recognise and celebrate the good behaviour that is so evident at our school and to do this we use a range of reward systems, ranging from stickers to house points, in order to celebrate effort, achievement and good behaviour.

## Anti-bullying Policy

Stoke Holy Cross School takes any allegation of bullying very seriously. We have an Anti-bullying Policy and will investigate any allegation of bullying carefully. We participate in Anti-bullying Week annually and have a detailed anti-bullying programme within our Personal, Social and Health Education (PSHE)/PATHS lessons across the school.

# Stoke Holy Cross Primary School

## Welfare

The health and welfare of your child is our first priority. We will always contact you if we have any concerns.

### Gender, Race and Disability Equality Schemes (Single Equalities Scheme)

In our school we have due regard of the need to:

- Promote equality of opportunity to ensure equality of education and opportunity for staff, children and all those receiving services from the school, irrespective of gender, disability or race.
- Promote positive attitudes to individuals with regard to gender, disability and race.

### Safeguarding

At Stoke Holy Cross Primary School we are committed to supporting all of our children to do well. We will do everything we can to ensure our children are safeguarded and protected from harm. It is everyone's responsibility to ensure every child is free from fear and able to learn and develop in safe, secure environments.

### Medical Care

Any child who becomes unwell in school will be cared for and comforted until you can be contacted. If your emergency contact details change, please notify the school immediately. In the event of an accident at school, first aid will be administered by trained members of staff. All accidents requiring first aid are recorded and reported to parents, by note or telephone call, for information.

### Food and Drink

School meals are not cooked on site but sent from a nearby school kitchen. All pupils in Foundation class, Class 1 and Class 2 are entitled to a free school meal through the Universal Infant Free School Meals scheme. We ask that you commit to booking the same meal arrangement for a half term at least and we have a meal option form available to help you with your selections. Alternatively, you may choose to provide your child with a packed lunch.

Pupils in the infant classes are provided with free fruit each day. Children in the junior classes may bring their own fruit snacks in for break times.

# Stoke Holy Cross Primary School

## Attendance

### Absence and Illness

Registers are taken at the beginning of the morning and afternoon. Any child arriving after this time will be marked absent.

The school is proactive in seeking reasons for a child's absence. This involves a process of telephone calls immediately after 9am on every day of absence to contact parents, other carers and finally, if necessary, the police, to ascertain that children are safe. Therefore, all reasons for absences should be notified to the school on each day of absence before 9am by telephone or letter.

Absences not supported in this way are deemed 'unauthorised' and will be noted on the child's Annual Report.

### Appointments during school hours

Appointments for doctors and dentists during school hours are sometimes unavoidable. Please notify the school of such an appointment and come to the school office to collect your child. We cannot permit children to leave school by themselves.

### Request for Absence in Term Time

Amendments to the [Education \(Pupil Registration\) \(England\) Regulations 2006](#) remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.** Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Applications for leave of absence must be made on a 'Request for Absence Form' available from the school office or school website.

# Stoke Holy Cross Primary School

## Parents and the School

### Working in Partnership

It is very important that we work in partnership to support your child in their education. Parents are welcome in school, particularly before and after the school day to consult with staff; before 8:45am and after 3:15pm. For matters that may take some time to discuss, it is always advisable to make an appointment.

There are many ways that you can actively support your child's educational experience:

### Parents' Evenings

All parents are invited for consultation in the Autumn and Spring Terms by appointment. These evenings are particularly useful to help parents monitor their children's progress. An opportunity is also offered in the Summer Term to discuss your child's Annual Report if necessary.

### Community Assemblies, Cafés, Curriculum Afternoons

We have a regular programme of class and music assemblies where we welcome parents and members of our local community to join us. We have a special leavers' assembly at the end of the Summer Term which also acts as our end of year awards ceremony. Parents are welcome to Reading and Maths Cafes too. Some classes invite parents for curriculum afternoons such as 'Build An Anderson Shelter'!

### School Performances

The school participates in a full range of activities, both musical and dramatic, for example, concerts organised by the local cluster of schools or participation in choir concerts in Norwich. Christmas time gives every child the chance to take part in class activities, carol concerts and other productions. These could include singing, music, dance and drama.

### School Sports

Each season children take part in House fixtures in football, netball, rounders and cricket, and occasional fixtures against local schools. In the Summer Term all children take part in our School Sports Days. Parents are invited to watch the children compete and have fun!

# Stoke Holy Cross Primary School

## School Association

Our School Association was formed to encourage more parents to be involved with the school. The Association meets regularly to plan events that involve parents, teachers, governors and children in co-operative acts of 'fund raising and fun-raising' in a very real attempt to cement the home-school links that are so important. The School Association is a registered charity.

## Curriculum Evenings

Occasional meetings are held, enabling us to continue to keep parents informed on matters of educational interest.

## Newsletters

We produce a regular newsletter which is sent home through Pupil Asset or in book bags and is available to download from the school website. You can also keep up to date with what is happening via our Facebook Page.

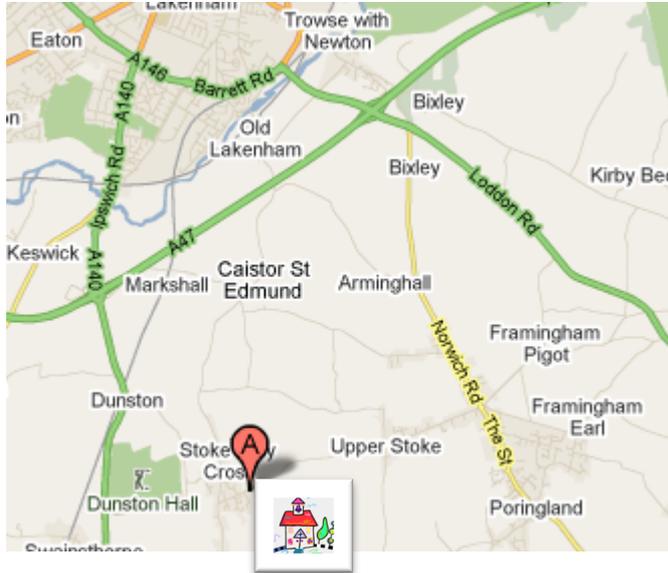
## Wrap-around Childcare

SO School's Out childcare operates in our school and provides a Breakfast and After-school Club. Further information is available on our website and from the school office.

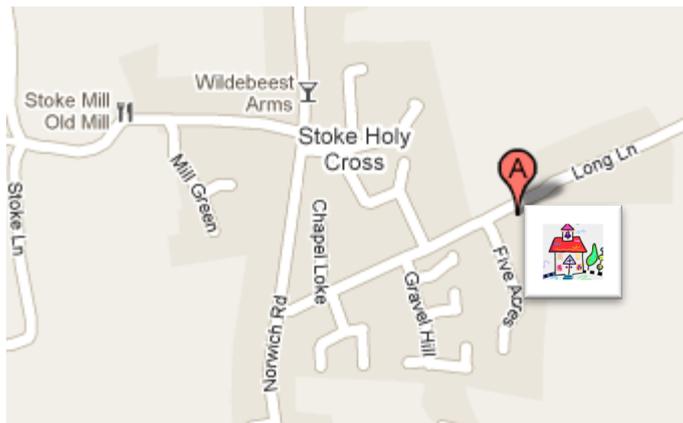


# Stoke Holy Cross Primary School

## How To Find Us



The village of Stoke Holy Cross is located to the south of Norwich.



The school is situated on Long Lane, Stoke Holy Cross.  
NR14 8LY.