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## **SCHOOL PROSPECTUS 2019/20**

*Strive      Think      Act      Respect      Shine*



**Norton Church Of England Primary School** is situated in the heart of Norton Village, has many unique qualities and strengths. With 151 pupils on roll there is a wonderful community spirit. We are big enough to offer a good range of activities and facilities, yet small enough to offer a personal touch - every child matters.

Children can start at our pre-school from 2 years 9 months. Norton Little Learners is situated within the school building. This makes for a smooth transition into the school as the children are familiar with the school environment early on. Children leave at the age of 11 when they go on to a variety of local secondary schools.

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### *A note from the Head Teacher,*

*I am proud to lead a wonderful team who are dedicated, skilled and caring. Everyone who works at Norton has shared values and aims; ensuring that each child reaches their full potential. We know that this can only be achieved when children feel confident enough to learn from their mistakes and challenged to reach personal goals in a happy and exciting learning environment.*

*Being Head Teacher of a small school, I am fortunate to know each and every pupil and enjoy the close links I have with them as well as with their families.*

*The Norton team provides exciting learning opportunities where children can express themselves and develop their self confidence. With a strong moral base running alongside excellent teaching, we support children to become successful, confident individuals ready for the challenges of secondary school and beyond.*

**Jane Farren**



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# NORTON SCHOOLS MISSION STATEMENT

Through our curriculum we teach our Christian values: courage, friendship, peace, forgiveness, thanks and truth so that our children are prepared spiritually, morally and culturally for life in modern Britain.



- **Courage**, we always have the courage to try new and exciting things, and we can always ask for help if we need it!
- **Friendship**, our school is full of wonderful friendships, they come in all shapes and sizes, different ages and genders!
- **Peace**, although we are all different, our love and respect means that we live in a peaceful world.
- **Forgiveness**, we always forgive others and make up, as we hope others will do the same for us.
- **Thanks**, we are thankful for our friends, family, teachers, dinner ladies, cleaners and our amazing school!
- **Truth**, we strive to always tell the truth, to each other and to adults. We tell someone if we find things tricky and we know we will always be listened to!

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## NORTON SCHOOLS VISION

**Hope:** *(strive)* that our children lead happy and fulfilled lives through seeing the best in others and in themselves; they are resilient, forward looking and appreciative.

**Wisdom:** *(Think)* that our children have the essential knowledge, skills and behaviours to guarantee that they thrive in modern Britain; the wisdom to preserve the beauty of our planet; the wisdom to make informed, positive decisions.

**Community:** *(Act)* our children celebrate differences and value everyone in our Norton family and wider community; they celebrate belonging to a local, national and international community as they respect difference and expect inclusion.

**Respect:** *(Respect)* our children know that everyone has the right to be themselves. Norton is a place where everyone can feel safe, be happy and learn. Everyone at our school is equal and acts with respect and kindness towards each other. Our children respect themselves and are proud to be part of an inclusive school.

## OUR AIMS

We aim to provide an excellent education based on sound Christian values, enabling all children to reach their full potential. Our supportive, caring and secure learning environment will foster individual self-confidence and respect. We will work in partnership with the local community to promote children's safety and happiness and to celebrate their achievements.

## OFSTED

Ofsted inspected and praised the work of the school as good in January 2017. A copy of the report can be accessed on the schools website online, on the Ofsted website <http://www.ofsted.gov.uk> using our Unique Reference Number 115642 or you can request a copy from the school office.

## CLASSES

The local authority published admission number (PAN) for Norton school is 16 children per year. All teachers operate an open door policy. Home/school communication is essential in ensuring your child's happiness and well being. Information you will receive from the class teacher (via the school website) will include a daily reading diary, termly class learning overviews and homework prompts.

Classes are arranged as follows:

Classes	Year Groups
R	Reception
1	Year 1
2	Year 2
Hope	Year 3 & 4
Wisdom	Year 4 & 5
Community	Year 6

## SCHOOL STAFF

**Head Teacher:** Mrs Jane Farren  
**Assistant Head Teacher:** Miss Fran Bussey

**Teachers:**  
Miss Rosie Eaton  
Mrs Woodland (off on maternity)  
Miss Megan Donnelly (maternity cover)  
Mrs Fiona Cooper  
Mr James Gavaghan  
Miss Alice Mannings  
Mrs Charlotte Cook  
Miss Fran Bussey

**SENCo:**  
Mrs Jane Farren

**Mid-day Supervisors:**  
Sheila Smith (Mid-day Manager)  
Mrs Dawn Keel-Stocker  
Mrs Julie Jones  
Miss Eloise Smith

**Teaching Assistants:**  
Mrs Debbie Deas (HLTA) - Head TA  
Mrs Helen Frost (HLTA)  
Mrs Jane Murphy  
Miss Lauren Neate (HLTA) (also P/T Mid-day & P/T B&A Assistant)  
Miss Fionn Humphris (also P/T B&A Assistant)  
Miss Laura Emerson  
Miss Lois Everis (also B&A Assistant)

**Sports Coach:**  
Mr John Spencer (also P/T Mid-day Supervisor & P/T B&A Assistant)

**Bursar/School Business Manager:**  
Mrs Kimberley Bluck

**Admin Assistant:**  
Mrs Sheila Smith

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## GOVERNING BODY

The role of the governing body is to actively support the school in achieving an excellent standard of education.

The governors do their main work in three committees, which are, Resources, Ethos & Compliance and Standards & Learning. All committees meet regularly throughout the year and report back on their progress and matters arising at the full governors meetings. The full governing body formally meets five times a year.

The governing body consists of:

- 3 Parent governors
- 1 LA governor
- 1 Staff governors
- 1 Head Teacher
- 3 Foundation governor
- 3 Co-Opted governors

## ADMISSION PROCESS

Reception and year 7 places are processed and allocated by the admission team at Gloucestershire County Council. For further information on the admission process, please visit [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions). Please discuss any in-year admissions with Mrs Farren, Head Teacher.

## THE SCHOOL YEAR

The school year is made up of 3 long terms (autumn, spring and summer). Each term is divided into two, to give 6 short terms (terms 1-6). As soon as the next academic year has been finalised parents are notified of the term dates. See the school website for 19/20 term dates.

## STARTING SCHOOL in reception

We are very fortunate to have Norton Little Learners on site. Therefore, all of the children that attend Little Learners will spend time going into class 1 on a regular basis so they are familiar with the teacher, support staff and school surroundings. Attending Norton Little Learners does not guarantee a place at Norton C of E Primary School.

Parents are invited to attend two meetings during the summer term, prior to starting. One meeting will be a one to one 'getting to know you' meeting for parents/carers to discuss their child with the class teacher. The second meeting is for all reception parents, this will give you information about your child's school day, etc and answer any questions or concerns you may have.

To ease your child's transition into school, their first week is a slightly shorter day. Reception children start at the normal time of 9am, stay for lunch and finish at 1:10pm. After the first week they will all attend full time.

## SCHOOL UNIFORM

There is a school uniform and it is easy to obtain, reasonable in cost and highly suitable. Uniform provides them with a sense of belonging to the school community. Children are conscious that they collectively look smart and this contributes to self-discipline. *Please see appendix A for information about ordering uniform).*

Please ensure that everything is **named clearly** to avoid loss.

The uniform is:-

### **BOYS**

White Shirt/Polo Shirt  
Grey/Black Trousers or Shorts  
Royal Blue School Sweatshirt/Jumper  
Black/Brown/Navy Shoes

### **GIRLS**

White Blouse/Polo Shirt  
Grey/Black Skirt/Grey Pinafore/blue checked  
Summer dress  
Grey/Black Trousers (winter wear)  
Royal Blue School Sweatshirt,  
Jumper or Cardigan  
Black/Brown/Navy Shoes

### **PE KIT**

Royal Blue Shorts  
Red/Blue/Green/Yellow T-Shirt (House colours)  
Black Pumps (ideally velcro for infant children)  
Football Boots or trainers, for winter games  
Blue/Black plain Track suits (optional for the winter)

Please ensure that your child has their P.E. kit in school every day. Please note that jewellery is not allowed in school. One pair of stud earrings is the only exception and these should be removed or taped over for P.E. All children will take part in all PE and swimming activities unless a letter is received from parents requesting that their child should not participate due to a medical reason.

## **SCHOOL ROUTINE**

### **School day**

9am – 3:15pm.

### **Start of the day**

The back gate (behind the village hall) is opened at 8:45am for children to arrive into their classrooms and get ready for learning. The gate will be locked at 9am prompt. If you arrive after 9am, you should take your child/ren into the school via the main entrance and sign your child in.

### **End of the day**

Parents wait outside the back gate. The children come into the playground with their teacher and will only be given permission to leave the school once the teacher has seen the agreed adult collecting. If the adult collecting is not at the gate, children are taken back into school and a telephone call will be made if you are later than 10 minutes.

If you have arranged for someone else to collect your child, please inform the school. If the school has not received notification that someone different will be collecting a child, the child will be kept in school until contact has been made with the parent.

### **Parking**

We are very fortunate to have the village hall car park to use. Please avoid parking behind the village hall too close to the back gate as this is where parents and children gather. Parking is not permitted in front of the school, even if you are just dropping something into school.

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### **Break time**

Infants morning break is taken at 10:30am and juniors at 11am in the playground or on the field in the warmer weather. Class R also have an afternoon play time and class 1 & 2 join them some afternoons.

### **Lunchtime**

Hot dinners and packed lunches are eaten in the village hall over 2 sittings. You can send your child/ren into school with a healthy labelled packed lunch or Caterlink supply hot meals.

Free school meals are available for all infant children (Universal Infant Free School Meal) and families who satisfy the requirements as laid down by the local authority. For further information please contact the Transport and Benefits Department, Gloucestershire County Council on 01452 425435. All junior children will receive an activation letter which will enable you to pay online via ParentPay or at any Paypoint outlet as we are unable to accept cash or cheques in school for hot meals. There is a choice of three meals each day. Caterlink require money in the account prior to ordering meals. Please see the school website for the menu.

Lunchtime play is taken in the playground, the Multi Use Games Area (MUGA) or on the field in the warmer weather. Most days (weather permitting) the children will have the opportunity to join sporting activities held in the MUGA. If it is wet play, the children will have activities to do in a classroom, such as, puzzles, board games, drawing, interactive games or watching a film.

### **Milk & Water**

Parents/Carers can order milk for their child/ren which they will have during morning break-time on a daily basis. Milk is free for all under 5 year olds, but the parent/carer still has to register with Cool Milk by phone (0800 321 3248) or by visiting [www.coolmilk.com](http://www.coolmilk.com) for registration forms.

We expect all children to bring a named drinking flask into school for drinking water. These flasks are kept in the classroom and are available for them anytime during the whole school day. The bottles are washed weekly.

### **Fruit & Vegetables**

As part of the Government healthy school initiative, all infant children are given the opportunity to have a free piece of fruit/vegetable during morning break. We encourage all children to have a healthy snack during morning break. *Please see appendix B for a list of healthy snacks.*

### **Music**

All children from year 2 have the opportunity to play an instrument. We have specialised teachers in weekly to teach recorders, flute, clarinet, oboe, guitar, piano, ukulele and violin. We celebrate music achievements and enjoy assemblies and concerts at school.

If you would like your child to learn an instrument, please contact the school office for more information. Lessons are chargeable.

### **Swimming**

We are lucky to be able to use Tewkesbury School's swimming pool in Tewkesbury. The children are transported by the Tewkesbury School's minibus. Every child will swim for one term (approx. 10 lessons) each academic year. A letter is sent home to parents with details of the dates and cost of the swimming sessions.

## EXTENDED SERVICES

### After School Activities

We offer a number of after school clubs that are run by the teachers. A club permission form is required to enable your child to attend; children are allocated on a first come first served basis. If your child starts any club, attendance is expected. These clubs run for between 8 and 10 weeks each autumn, spring and summer terms.

Reception children can join some of the school clubs in the spring term, giving them the autumn term to settle into school life.

### Before and After School club - Chargeable

The before and after school club is run by members of school staff. A booking form must be completed prior to starting. You will be invoiced termly. The terms and conditions are outlined on the back of the booking form and on the school's website.

The before school club starts at 8am, Monday to Friday, offering breakfast if required. You must bring your child in through the front door and sign them in.

The after school club runs until 5pm on Tuesday and Wednesday, 5:30pm on Monday and Thursday. If your child is attending another after school activity, the adult responsible for that club will take your child to the after school club. You must use the front door to collect your child/ren and sign them out.

## OTHER SCHOOL INFORMATION

### Safeguarding Children

All staff have an important role to play in safeguarding all children here at Norton C of E Primary School. The designated safeguarding lead is Mrs Jane Farren (Head Teacher).

It is a statutory requirement that all staff and regular volunteer helpers of the school are checked by the Disclosure & Barring Service.

All visitors are checked before entering the school and accompanied at all times by a member of staff if they do not hold a DBS.

### Communication

Dojo and the school website [www.nortonprimary.eschools.co.uk](http://www.nortonprimary.eschools.co.uk) is the main source of communication. If you have a smart phone, an 'eschools' app is available to download free. Parents are issued with a login to enable them to access their child's class page.

The website is updated every Friday with all information and correspondence to keep you up to date with what is going on in school. This includes the weekly diary, termly calendar, letters, etc. If information is uploaded onto the other than Friday, a text will be sent. Paper copies can be collected from the school office if needed.

We have a texting service in school; this is used to notify parents of information uploaded onto the website, reminders, school closure, cancelled clubs etc.

Teachers are available just before school if you need to talk to them urgently. If you would like a more detailed discussion about an issue concerning your child, please arrange an appointment to see either the class teacher or Mrs Farren by contacting the school office.

## Attendance

Good attendance is crucial for your child's education (*Appendix C*). If your child is to be absent from school for any reason, please contact the school by telephone by 9:15am. Please send a letter to the school office to confirm the reason for absence when your child returns. If your child is absent from school and we have not been informed, you will receive a call from the Attendance Officer by 10am of that day.

Holidays in term time will not be authorised (*visit the attendance page on the school website for more information*). If you require your child to be absent from school during term time please make an appointment to see the Head Teacher.

Please try to avoid medical appointments during the school day whenever possible. If appointments are necessary, please send a note into school notifying us of the times prior to the appointment. Parents collecting children during school hours must enter through the main entrance and sign their child in/out.

## Accidents

If an accident should occur during school hours, the following procedure will be carried out:-

- The child will be treated by one of the school's trained first-aiders.
- An accident report form will be completed. In more serious cases, a copy will be sent to Shire Hall.
- In urgent cases, parents will be contacted immediately.
- A letter will be sent home to inform parent/carers if needed.

## Changes in Family Circumstances

Please notify a member of staff whenever there are changes in family circumstances - e.g. in cases of illness, bereavement, separation, divorce, etc. This enables the school staff to support the child concerned.

It is also important to let the school know as soon as possible of changes in address or telephone numbers. We appreciate, too, having any mobile numbers, which can be extremely useful in case of emergency. There is a 'Changes to Pupil Information/Contact Details' form which can be downloaded from the website or a copy can be requested from the office.

## Medicines

The procedure for children, who have to take medicines while at school, is as follows:-

- The medicine (clearly named) must be given into the school office (The medicine will be kept in a locked cupboard).
- A medical form **must** be completed requesting the school to administer any medicine (copies can be obtained via the website or the school office).
- It is the parent's responsibility to collect the medicine at the end of the day.
- If your child requires an inhaler, he/she should know how to use it and know where it is at all times. Please see the class teacher to organise this. A form **must** be completed (from the website or school office) for your child to have an inhaler in school. It is the parent's responsibility to make regular checks on the inhaler and to ensure that it is within use by dates.

## Parent Consultation Meetings

You will be invited to meet with your class teacher to discuss your child/ren's progress and look at your child/ren's work in the autumn and spring terms. A short report is sent home prior to your parent consultation meeting.

You will receive individual full written reports during July. This will also include key stage 1 & 2 results for years 2 and 6.

### **School Taxi**

If your child has a travel pass and travels to and from school via the school taxi it is important that you inform the school office if your child will not be travelling in the taxi for any reason. A member of staff will ensure they are handed over to the taxi driver safely.

### **Behaviour**

The school has a behaviour policy (Appendix D), this outlines the expected behaviour from pupils. .

### **Payments**

Payments for activities in school can be paid online via Parent Pay (an activation letter will be sent home), cash or cheques. Always send any money (cash or cheque) in an envelope clearly marked with the child's name and what the payment is for. The envelopes can be put in the red post box in the school office or your child can give the envelope to their class teacher at registration. Cash **MUST NEVER** be left on the school office desk.

### **PTA – Friends of Norton School (FoNS)**

We welcome support from parents and see your child/ren's education, wellbeing and happiness as a partnership. One of the ways you can support your school is through our PTA. They arrange various events (advertised via the website) throughout the year to raise money and are always looking for support. Recently money raised has gone towards class laptops. The FoNS also gained the grant and organised the erection of the Multi Use Games Area which was erected in July 2014.

### **Order Norton School uniform online at [www.stparent.co.uk](http://www.stparent.co.uk)**

Dear Parent/carer,

Norton School uniform is now available for purchase online through School Trends. All the garments offer excellent value for money and are made from hard wearing, machine washable fabrics, specially decorated with our school logo.

To order Norton School uniform:

- Go to the School Trends website: [www.schooltrends.co.uk](http://www.schooltrends.co.uk)
- Click on Parents ordering
- Find school – Norton, postcode – GL2 9LJ, school town is Gloucester, Gloucestershire.
- Select 'Norton CE Primary School', check that you have the correct school as only items ordered through this account will have the school logo on them.
- Select 'view uniform' and
- Go to 'view and order garments' to make and pay for your selection.

If you go to the School Trends main website click on the link for 'Parent Ordering' and follow the instructions above.

Only items ordered through the Norton CE School account will have the school logo on them.

#### **Please note:**

House/PE kit colour:

..... is in house .....and will need a ..... T shirt for PE.

# Healthy Snacks

**Crackers**  
**Fruit**  
**Vegetables**  
**Salad**  
**Cheese**  
**Yogurt**



## Snacks that are not allowed:

**Crisps**  
**Chocolate**  
**Sweets**  
**Processed Foods (such as fruit winders)**

## Appendix C

### SCHOOL ATTENDANCE; FOOD FOR THOUGHT

A pupil whose attendance rate is about 90% means that he/she is absent for the equivalent of **one half day every week**.

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Absent half a day every week

In the whole year this means that he/she is absent for **4 whole weeks**.

September										July

Absent for four weeks

If through years Reception to year 4 the attendance continues at 90% he/she will miss the equivalent of about **one half of a school year**.

	September										July
Reception											
Year 1											
Year 2											
Year 3											
Year 4						Absent for half a year					

Do you think a 90% attendance rate will affect this pupil's chance of doing well in school?

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# PUPIL BEHAVIOUR POLICY

## **When we behave well or if we do very good work:**

- Our teacher notices and will tell us by smiling and saying something like 'well done'.
- We may get a sticker for our good work or behaviour.
- If our work is especially good and we have tried especially hard, we may get 'Star of the Week' for our work in sharing assembly. This also means we will get a house point and our name will go on the weekly diary.
- If we are noticed being a 'Norton Star' we will get a star to take home and a house point in sharing assembly.
- Midday supervisors will have stickers to give out for really good behaviour like being kind to our friends or for being helpful. This earns us a house point.
- If we keep up the good work or behaviour, we may be given a merit certificate in merit assembly. This gives us a house point and a really big clap from the mums and dads.
- If our homework has been really good we may get 'home work star of the week'. We will see the Head Teacher for a special sticker and our name will go on the weekly diary.

## **If we do not behave well and do not try our best:**

- Our teacher looks at us to show that they have noticed.
- If we continue we will get a warning and our teacher will say something like 'remember our rules'.
- If we carry on, our teacher will write our name on the board. If we do this again, and our name goes on the board twice, we will miss part of our playtime. We will need to explain why we are behaving in that way to our teacher.
- If we do something very wrong we may get a yellow card. We will get a yellow card if we:
  1. Carry on disrupting a lesson or assembly after we have been told.
  2. Are rude to an adult in school.
  3. Refuse to do what we have been asked to do.
  4. Hurt another person on purpose.
  5. Use bad language.
- If we are given a yellow card, our name will go in the teachers' diary and we will miss our Friday lunchtime play. We will go to the Head Teacher. She will not be happy we have been given a yellow card.
- If we get two yellow cards during that term, the Head Teacher will arrange a meeting with our parents /carers.

**If we are 'Norton Stars' everyone will be happy!**

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