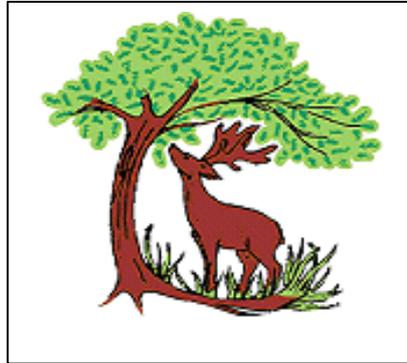


Hethersett Woodside Primary and Nursery School Prospectus 2019 – 2020



**Hethersett Woodside Primary and Nursery
School
Firs Road
Hethersett
Norwich
NR9 3EQ
Telephone: 01603 810674**

e-mail:

**office@hethersettwoodside.norfolk.sch.uk
website: www.hethersettwoodside.org.uk**

**“Growing Life Long Learners who
care, share and shine”**

Headteacher: Mrs Angela Jermy

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Headteacher's Welcome

On behalf of all of the children, governors and staff I would like to offer you a warm welcome to Hethersett Woodside Primary and Nursery School.

The purpose of this prospectus is to give you information about our school. It cannot tell you everything but can give you a flavour of how the school functions. If you would like to know more, please do not hesitate to contact me. I am always very willing to show children, parents and carers around the school.

If you visit, we are sure you will find that our school is a very happy and welcoming place for children and adults to work in. We are currently going through exciting changes at Woodside. From September 2019, we began growth to become a two-form entry primary school and during the school year 2019/20 we will be moving to a new purpose built school within the village of Hethersett. Children who start at Hethersett Woodside in September 2019 will be able to stay with us until Year 6 (age 11) when they will apply to move to high school.

At Hethersett Woodside you will find a very committed staff team who offer your child a nurtured and safe learning environment. We want you and your child to love coming to school and join us on an exciting learning journey whilst at our school. When your child starts at our school we will together engage in a partnership; this partnership will be committed to develop the potential of your son or daughter.

Choosing your child's first Nursery and School is one of the most important decisions a parent/carer makes and we hope this prospectus will give you the information about us which will help you come to the right choice for your child.

Angela Jermy

Headteacher

The information contained in this prospectus is correct at the time of publication. However, it must not be assumed that there will be no changes in present or following school years. Parents will be informed of any changes, which may affect their child.

About us

Hethersett Woodside Primary and Nursery school caters for children aged 2 to 11 years of age. The school opened in 1974. The school is divided into three stages: Foundation stage, which covers Pre-school, Nursery and Reception; Key Stage 1 (KS1) which covers Years 1 and 2; and Key Stage 2 (KS2) which will cover Years 3-6 by 2022. We have two to three classes in each year group.

On site, we have a state maintained Nursery class catering for up to 52 children, aged 3-4 years. We have just taken over the management of Pre-School called 'Ducklings'. Pre-School welcomes children from the age of 2 years 6 months.

Hethersett Woodside has excellent facilities and is well resourced. The school grounds are attractive with large areas of lawn lined with shrubs and trees. We have a superb outdoor classroom, picnic benches and a trim trail in the grounds. The grounds are used to the full for outdoor learning experiences such as PE, Forest Friends and enquiry learning sessions.

We run a very successful before and after school club called 'Woodside Wonders'. This runs in accordance with school terms.

We provide a purposeful, safe and secure environment for every child. We believe that children make best progress when they are fully involved in their learning, have high self-esteem and feel confident about what they are and want to do.

You can access our latest Ofsted report on www.ofsted.gov.uk. Ofsted has recognised Hethersett Woodside Infant and Nursery school as Outstanding since February 2007.

Our Aims and Values at Hethersett Woodside Primary and Nursery School

We want everyone involved with our school to join us in an exciting learning journey that can lead them to a fulfilling future life.

“Growing Life Long Learners who care, share and shine”

We work together to ensure we provide...

- ▶ opportunities for all members of our school community to have an equal role to play in school development and ensure every voice is heard
- ▶ a happy, safe nurturing environment for all
- ▶ a curriculum that is meaningful, purposeful and relevant, which develops enquiring minds and essential skills for life.
- ▶ healthy and positive attitudes to learning and living
- ▶ opportunities for learning beyond the classroom.
- ▶ reflective practitioners who engage in high quality professional staff development to benefit children’s learning

Our Staff at Hethersett Woodside

Headteacher: Angela Jermy

Deputy Head

Mr Jem Brereton

Assistant Heads:

Mrs Nicola Ingham

Mrs Samantha Easey

Teaching Staff:

Mr Anthony Rutland

Mrs Samantha Easey

Miss Elissa Reed

Mrs Emma Pugh

Mrs Linda de Bloeme

Mrs Lydia Pullinger

Miss Nicola Ransom

Ms Victoria Smith

Mrs Emma Gaffney

Mrs Louise Ferreira

Ms Jenny Pearson

Mr Edward Kearse

Support Staff including Cover Supervisors

Mrs Lorraine Hull

Mrs Jakki Reilly

Mrs Zoe Smalls

Mrs Janet Orford

Ms Sarah Catton

Mrs Jane Keeley

Mrs Sharon Watts

Mrs Heidi Hodds

Mrs Glynis Hartell

Mrs Jessica Holbrook

Mrs Kerry Lazarus

Mrs Michelle Larwood

Mrs Samantha Fieldhouse

Ms Louise Sabberton

Mrs Kelly Blake

Miss Jessica Evans

Miss Rebecca Dabbs

Mrs Sophia Egler

Nursery & Preschool

Teacher: Mrs Nicola Ingham
support staff

Mrs Wendy Raynor

Mrs Lorraine Harvey

Mrs Charlotte Barnard

Mrs Victoria Chapman

Nursery Nurse: Mrs Emma Johnson

Miss Gabby Wellsted

Mrs Deborah Warman

Mrs Susan Skinner

Office Staff

Mrs Helen Woodrow

Mrs Karen Prior

Mrs Joanne Adcock

Mrs Caroline Spatchett

Midday Supervisors

Mrs Barbara Wellsted

Mrs Christine Marshall

Mrs Julie Ashby

Mrs Sarah Rix

Mrs Kelly Blake

Ms Jade Alcock

Mrs Kerry Pearson

Caretaker

Cleaners

Mrs Lisa Harris

Mrs Shanel Smith

Governors

What are Governors?

Governors are similar to a Board of Directors who have legal duties, powers, and responsibilities. All governors serve for a term of four years and support the aims and values of the school. (Governors may serve more than one term if they wish to do so.)

Governors are appointed to help:

- Decide what is taught
- Set standards of behaviour
- Approve how the school budget is spent

The Governing Board is made up of:

- Parents
- School Staff
- Local Authority Representatives
- Co-opted Governors

Hethersett Woodside Governing Board

Co-opted Governors

Mr S Cooper (Chair)
Mr W Partner (Vice Chair)
Mr J Thomson
Mrs S Tuckwood

Parent Governors

Mrs L de Bloeme
Mrs J Knight
Mr A New

Clerk to the Governors

Miss J. Adcock

Staff Governor

Ms Victoria Smith

Local Authority Governor

currently vacant

If any parent/carer needs to contact the Governors,
please telephone the Clerk to the Governors and leave a message with the
office. Our school number is: **01603 810674**

Admissions

The school conforms to the Local Authority Admission Policy. By law, children must start statutory education full-time at the beginning of the term following their fifth birthday. All parents of children born between 1st September 2014 and 31st August 2015 must be offered a full time place from September 2019.

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 2019/20 and no later than the beginning of the term after their fifth birthday.

The admission policy for the Nursery age children is similar. Details of this is on the School website.

Behaviour

When your child enters our school community, they will be encouraged to get to know one another, learn to respect and value others. We promote positive behaviour management and use restorative approaches. We follow a set of agreed school rules.

Staff understand that children mature at different rates and that children enter school having had different experiences. Through our pre-school and family liaison, we aim to continue working positively to overcome any behaviour issues. It is essential that we work with parents when dealing with behaviour and aim always to use a range of strategies including raising self-esteem, modelling how to play cooperatively, peer support and giving clear and consistent boundaries.

For more information please read our Behaviour Policy



The Foundation Stage

The Nursery & Preschool

Willow Nursery is a maintained school nursery providing care and education for children aged 3-4 years. We are a provider of Government funded early year's education entitlement and offer, both the universal 15 hours and extended 30 hours entitlement. We adhere to the County Admissions Policy, a copy of which is available in the school office.

From September 2019, we have taken over the management of our onsite pre-school, "Ducklings". This offers morning sessional provision for children from the age of 2 years.

It is very important that the children settle in happily, therefore, there is a phased admission of small groups of children for the first few sessions so that the children feel secure, confident and happy in their new environment. We encourage parents to stay until they feel happy that their child is settled.

Please see the Nursery section of our website for further details.

Reception

The Reception class is the first stage in mainstream school. Children will be offered a place in the school year (1st September – 31st August) that they reach their 5th birthday. Children differ in their emotional maturity and due to that, we work closely to build children up to full time education.

So that we can get to know your child well and for your child to feel happy and safe, we do have a two-week induction period where your child will experience different aspects of the school day. Following the induction period, your child will start full time, if they are ready.

Reception is part of the Foundation stage and follows on from the provision in Nursery. Mrs Ingham leads on the Foundation stage and ensures a smooth transition in to mainstream school.

Curriculum

We want children to enjoy learning through involvement in a meaningful, purposeful and relevant curriculum that develops lively, enquiring minds and gives children skills for life. At Woodside we plan the curriculum through half termly enquiry themes.

The National Curriculum is used to guide and support teaching and learning at the school. The Early Years Foundation Stage curriculum is used by Reception and Nursery.

The National Curriculum includes:

Core Subjects

English, Maths and Science

The Foundation Subjects

Design & Technology, Art & Design, Music, P.E., Geography, History and computing. The Norfolk syllabus for RE is followed.

Careful planning ensures that these subjects are matched with the age, ability and experience of each child. Computers and iPads are used throughout the curriculum, both as a teaching resource and as a tool for recording, collecting and sorting information.

Half-termly topic maps inform parents of learning and to offer suggestions of what can be done at home to support children's learning, as well as more detailed information, which is also sent out weekly.

We aim to ensure that all pupils:

- have equality of opportunity through the encouragement of positive self-esteem and the provision of an appropriate and differentiated curriculum
- learn through an active curriculum with involvement in practical and meaningful activities
- are encouraged to think for themselves and become increasingly independent and responsible for their own learning
- have opportunities to cooperate and work with others as well as by themselves
- in the school community develops an understanding of and sensitivity to the rights, responsibilities and respect of others as well as themselves
- experience a curriculum which is differentiated, with continuity and progression maintained as they pass through the school
- have access to a curriculum that is linked across subjects, as and when appropriate, through year group and whole school themes
- have their progress and achievements monitored throughout their time at our school and reports given to parents on a regular basis.

Key stage 1 & 2 Curriculum

At Hethersett Woodside we follow our school designed curriculum which is based on National Curriculum through each year group. This ensures we have progress and continuity across our year groups. Our long term and medium term plans indicate which objectives and skills are taught at each point across the year. For more information, see our website.

English

English is taught daily in school and includes shared and guided reading and writing, phonics teaching and an awareness of grammar. Each session is divided into direct whole class teaching and small group teaching.

Reading

- We encourage children to enjoy books and regard reading as a real pleasure.
- We offer a wide range of books, carefully selected for the quality of the text and illustrations.
- Our core reading scheme is Read Write Inc. which is extended by a variety of other schemes.
- Reading skills are taught daily in whole class and group reading activities.
- Children are most successful in reading if they are supported at home as well as at school. (Each child has a Home School Sharing Book which contains hints to help parents support their child with reading and wider learning)

Speaking and Listening

- We encourage children to become confident speakers and considerate listeners.
- Children are encouraged, through the use of role play, enquiry, philosophy and drama to use language in imaginative ways, which also helps to express their ideas and feelings.

Writing

We make writing opportunities purposeful so that children have a reason to write. We use 'Talk for writing' as well as following the expectations of the National curriculum. Children are taught to use self-assessment techniques and personal targets to improve their writing.

Handwriting

Emphasis is placed on teaching a neat, legible style of handwriting and the children are encouraged to develop a sense of pride in the presentation of their work. By the end of Y1 children will have experienced joined up writing with the expectation that they become proficient in the joins that they have been taught.

Mathematics

Our own school mastery curriculum is followed, which encompasses the contents of the National Curriculum as well as skill based objectives linked to the three aims of Reasoning, Fluency and Problem Solving.

Science

The Science curriculum is designed to help children acquire scientific knowledge and understanding through a variety of topics. These include seasonal changes, materials, plants, living things and their habitats. The study of these areas helps develop the necessary scientific skills, which include:

- Investigation, problem solving and 'fair' testing
- Scientific enquiry
- The development of a good basic scientific knowledge
- The ability to communicate and record results of their findings

Through an enquiry approach to the science curriculum, we aim to help children to develop a positive, caring attitude to the environment.

Science is taught with an emphasis placed on a variety of fun and interesting practical activities, which encourage the children to enquire about the world around them.

Computing

Computing is taught through:

- Algorithms
- Creating and debugging simple programs
- Logical reasoning
- Using technology to create, organise, store, manipulate and retrieve digital content
- Common uses of technology beyond school
- Internet safety

All children have access to a class set of laptops, which are networked through our server and have filtered internet access. There are Interactive White boards in every classroom area. Children have regular access to cross-curricular software and the internet. All children have access to ipads. We also have an e-safety policy which gives guideline for the use of computers for children and staff.

Design and Technology

In Design and Technology, we encourage children to be creative and imaginative to design and make products in a variety of contexts.

We teach children to use specific DT skills, to evaluate and improve their designs. Opportunities are given to use these skills across all areas of the curriculum.

Art and Design

Children are given opportunities to represent experience in visual and imaginative form. They are encouraged to work practically and imaginatively with a variety of materials, tools and methods, exploring the elements of art and design, including colour mixing, texture, pattern and form in two and three dimensions. They are encouraged to talk about their work and how they achieve particular affects.

Children are taught to:

- experience and talk about different examples of art, craft and design from a variety of cultures, periods and places.
- describe works of art, craft and design in simple terms and explain what they think and feel about them.

Music

We use a support programme for music called “Sing up” to develop our music curriculum. Medium plans are followed with the scope to adapt plans to ensure individual teaching.

Regular opportunities are given for children to sing. Children have the chance to take up tuned instrument lessons in KS1 taught by external music teachers at a cost. We offer children opportunities to perform some of their songs to parents and the wider community at various times of the year.

We have a large school choir which children attend afterschool. The choir attends events in the wider community giving children the opportunity to perform to an audience.

History & Geography

Children develop an awareness of the world both past and present.

They learn about lifestyles in the past and find out about significant men, women, children, and events from the recent and more distant past, including those from both the U.K. and abroad.

Children listen and respond to stories and use a range of sources of information to help them to ask and answer questions, as well as identifying that the past is represented in different ways. The children are taught to recognise why people did things, why events happened, and what happened as a result.

Children acquire an awareness of localities in the UK. They make comparisons between their own experiences and another country. Children are encouraged to use geographical vocabulary and taught simple map skills.

Religious Education

The Religious Education curriculum is taught in accordance with the Norfolk Agreed Syllabus, a copy of which may be viewed at the school on request.

The children are taught about two major religions in a way that is appropriate to their age and level of understanding.

Assemblies provide opportunities for moral and spiritual development through the use of a variety of poems, stories, music and occasional visits from representatives of various religions.

Parents have a right to withdraw their children from religious education and collective worship. Please talk to the Headteacher about alternative provision provided as this will depend on individual circumstances.

Personal, Social and Health Education and Citizenship

Personal, Social and Emotional Development (PSED) is taught in the Foundation stage and Personal, Social and Health Education (PSHE) is taught in Key Stage 1 & 2. It is taught via a planned scheme of work from the PATHS and THRIVE curriculum. It aims to encourage children to think about how to:

- develop confidence
- take responsibility
- play an active role as citizens
- develop and maintain a healthy and safe lifestyle
- develop good relationships and respect differences between people.

At Hethersett Woodside we feel it is important that children learn about making responsible choices and we teach exciting and interesting lessons which inspire and encourage children to think about and discuss their feelings and viewpoints. We encourage good manners and politeness throughout the school.

Assessment

At Hethersett Woodside assessment is an integral and on-going process in all year groups. It enables us to continually monitor progress, identify the learning needs of individuals and set targets.

Formal assessment takes place in the summer term for Reception and Year 2 in accordance with statutory guidelines. In Reception, the Foundation Stage Profile is completed and judgments reported to parents.

In Year 2 Mathematics and Reading Standard Tests are undertaken. These are part of a body of evidence to support teacher judgements, which are reported back to parents.

There is also a statutory phonic check for all Year 1 children and results of these are reported to parents with their end of year report.

Results summer 2019

Phonics Screening Check - 80% of Year 1 children

EYFS data – “Good Level of Development” was achieved by 74%

Year 2 – All children have completed SATs papers for maths and reading, and interim assessments for reading, writing and maths have been completed. The teacher assessment scores are shown below.

Subject	Cohort	A	D/U	BLW	PKF	WTS	EXS	GDS	%<EXS	%>EXP	%GDS
Reading	58	0	0	0	2.2%	22.1%	45.3%	30.5%	24.2	75.8	30.5
Writing	58	0	0	0	4.2%	32.6%	52.6%	10.5%	36.8	63.2	10.5
Maths	58	0	0	0	3.2%	24.2%	48.4	24.2%	27.4	72.6	24.2
Science	58	0	0			11.6%	88.4%	-	11.6	88.4	-

BLW – Below the standard of the pre-key stage/PKF – Pre-key stage foundations for the expected/HNM – Has not met the expected standard/WTS – Working towards the expected/EXS – Working at the expected/GDS – Working at greater depth

School Times

8.50am (KS1) 8.45am (KS2)	Doors open. We welcome all parents into school to settle their children or talk to school staff.
8.50 – 10.30am	Morning session 1
10.30 – 10.45am	Assembly
10.45 – 11.00am	Play Time
11.00 – 12.00noon (KS1) 11.00 – 12.15pm (KS2)	Morning Session 2
12.00-1.10pm (KS1) 12.15 – 1.10pm (KS2)	Lunchtime
1.10 – 3pm (EYFS) 1.10 – 3.05pm (KS1) 1.10 – 3.10pm (KS2)	Afternoon session.

Please note that children will not be under our supervision until you pass them over to an adult. All children must be escorted to and from school.

Children arriving after 9.00am will be deemed to be late and will be marked 'Late' in the register.

Collection from School during school hours

We ask parents to come to the School office if they are collecting children during the course of the school day.

We do not allow children to leave the premises without an accompanying known adult. If the adult is not the parent of the child, we expect to be informed from the parent before we allow the child to go.

EMERGENCY CONTACT

It is essential that we have an **up-to-date** telephone number, mobile telephone number, and/or email address to contact you and/or your emergency helper during the working day in case your child is ill or has had an accident. Please let us know **at once** if your contact number changes.

Opportunities beyond the Classroom

The children's experiences in school are greatly enriched with opportunities beyond the classroom.

We have a superb outside environment consisting of hard play area, grass area, trim-trail and growing areas. Both our Nursery and Reception classes have immediate access to a designated secure outside play area.

Children enjoy a variety of trips out of school.

We invite outside visitors in to share their knowledge and enthusiasms with the children. Examples include a travelling Planetarium and other guest speakers.

Children also have opportunities to participate in **Forest Friends Activities**.

This involves children learning outside within the natural environment.

Social skills, cooperation and problem solving skills are all developed whilst utilising natural elements in all weathers!

We also encourage children to participate in a range of clubs organised at the school. Ongoing clubs currently include ukulele, violin, choir, multiskills, zumba and football.

These activities give all children the opportunity to further extend and reinforce their learning with practical hands on experiences.



Friends of Hethersett Woodside

The school has a very active 'Friends' association of which all parents at the school are automatically members. This association arranges fund-raising activities as well as social events. They make a valuable contribution to the school and help to fund many activities and new equipment for the school. Examples include picnic benches, library storage, books and theatre visits. A list of the present Committee members is listed below.

The current committee members are:

- Chairperson – Louise Copeland
- Vice Chair – Lucy Thompson
- Staff representative – Emma Pugh
- Secretary – Kimberley Powles
- Treasurer – Joanne Adcock

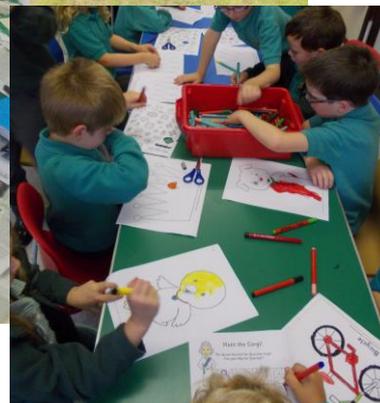
Woodside Wonders Breakfast and After School Club

Woodside Wonders is our very popular breakfast and after school club. Qualified adults run the club and it is for the use of children registered at Hethersett Woodside School.

The club takes place in our mobile classroom at the side of our school site. The club is very well resourced and during the session a healthy breakfast and afternoon snack 'tea' is provided. The children enjoy a range of activities inside and outside. They can relax, play games and enjoy socialising with other children until their parents pick them up after work.

The children do not have to come to the club every day. The children are collected from their classrooms and taken to their classrooms by staff each day. Places can be booked at the school office and further information about the club is available at the school office too.

Our School Club manager is Sarah-Louise Catton. Other support staff who work in Woodside Wonders are Barbara Wellsted, Gabby Wellsted and Megan Ireland.



Attendance Data

Absence from School

Absence will only be authorised by the Headteacher for ill health or for exceptional circumstances.

Any unexplained absence has to be recorded as 'unauthorised'. If your child is absent from school, you must phone us on the first day of absence, before 9.30am. We operate a first day absence phone check whereby if you have not made contact with the school the office staff will contact you,

Holidays in term time

Any time missed from school affects your child's learning. Holiday taken during term time will be recorded as unauthorised unless there are exceptional circumstances. You are asked to notify the Head teacher in writing at least 14 days prior to your holiday.

Charging Policy for School Activities

Governors agree to parents being asked to make a voluntary contribution towards the cost of any items or an activity, providing it is made clear that they are under no obligation to contribute and their child will not be treated differently if they refuse to make such a contribution. However, if there are insufficient parents willing to make such a contribution, it is unlikely that the activity will take place.

In line with the charging policy parents will be asked to make voluntary contributions to help towards the cost of:-

Educational Visits

Transport

Parental Concerns

The school is always pleased to answer questions and discuss issues with you. If you are unhappy about any aspect of your child's education or experiences at school, you should make an appointment to see the class teacher in the first instance.

However, if you are still unhappy and wish to take the matter further you should make an appointment to see the Headteacher. If, after discussion with the Headteacher, the matter remains unresolved you may tell her that you wish to make a formal complaint. The Headteacher will give you a copy of The Complaints Procedure. The Complaints Procedure is also available at the school office.

Lunchtime Arrangements

When your child is in full time education, you will have the option to choose:

- a school meal provided by NORSE
- or provide a packed lunch from home

Our school endeavours to encourage a healthy lifestyle and works closely with the catering team to ensure the best quality healthy food is offered to the children. Menus are available in each class on the school website and the school office. All children will be given a new menu as they are released.

Ordering a school dinner

All school meals are free for children in KS1 and £2.30 for children in KS2. All children are asked what they are having for lunch when the teacher is taking the morning register. Children are required to tell the teacher if they are having a hot lunch or a packed lunch from home.

If your child is on a school trip a school packed lunch will be ordered for them (normally cheese), you are requested to inform the school office if you will be providing your child with a packed lunch from home.

Packed Lunches

Children may bring a packed lunch to school. As part of our healthy schools aim we encourage the children to eat a well-balanced healthy packed lunch. We would ask parents to provide all of the necessary nutrients in their child's packed lunch. Some guidelines on what could be included are outlined below:

a roll, sandwich or wrap with a variety of fillings, fruit or vegetables, pasta salad, cheese, dried fruit, one sweet treat, yoghurt.

As part of our eco-schools we would also ask for your support in trying to reduce waste. We can do this by:

- Using plastic boxes that can be washed each night instead of cling-film/tin foil.
- Using greaseproof paper to wrap. This is the best environmental option.

Children are encouraged to drink water with their meal so we ask that an unbreakable cup or glass is provided in their lunch box. Please do not send any fizzy drinks, glass bottles, tin cans or sweets to school. We are a **NUT** free school. This is to ensure that any child with a nut allergy is catered for.

Healthy Snacks

The Government provides funding for children in Foundation and Key Stage 1 to have a free piece of fruit or vegetable each morning at snack time.

Class, School and Eco – Councils

At Hethersett Woodside we have very active class, school and eco-councils. We believe that pupil voice is vital in helping children take part in decision making and shaping the learning and activities in school. Recently class and School councils have organised a charity event in each class to raise funds for Water Aid after one pupil asked if the school could help this charity.

Equality and Diversity

At Hethersett Woodside we strive to ensure that all pupils can participate fully, are treated fairly, and that there is no discrimination or bullying on the grounds of race, gender, religion, colour, language, culture, social circumstances, sexuality or disability. The schools single equality scheme outlines what we are doing to make sure that everyone in the school is treated fairly and with respect. The policy makes reference to how the school is meeting the requirements of the following Acts:

- Race Relations Act 1976
- Disability Discrimination Act 1995
- Sex Discrimination Act 1975

We value individual differences and take every opportunity to celebrate the diversity of our school community. We actively promote Community Cohesion within the school whereby everyone's differences are valued and appreciated and positive relationships are encouraged in school and the wider community.

Relationships and Sex Education

A sensitive approach is taken with regard to sex and relationships education in this school. When questions arise, as they inevitably do, they are dealt with honestly and appropriately according to age. The children learn the differences between babies, children and adults. They are also taught that they have ownership over their own bodies and to respect others. Parents have the right to withdraw their children from aspects of sex education. Please talk to the headteacher if you have any concerns.

Health and Safety and Welfare Illness

Children suffering from diarrhoea or sickness must not return to school for at least 48 hours after the final bout.

Please do not send your child to school if obviously unwell, or if you have reasonable doubts, as they rarely improve during the course of the day. We are always pleased to see such children later in the morning session or after lunch if their symptoms do disappear.

Information and advice is readily available from the school about the current exclusion periods for infectious illnesses. We do not like to see children missing school unnecessarily or returning too soon. If in doubt, please telephone the Secretary.

Medicines in school

Medicines, other than those prescribed by a doctor, must not be brought to school. If you wish to give a child a dose of medicine (which has not been prescribed by a doctor) you are welcome to come into school yourself and give it at the appropriate time.

If medicine, prescribed by your doctor, needs to be administered during the school day, you will be asked to complete a form providing us with details of the dosage and giving permission for us to administer the medicine. The medicine must be brought in, in the original bottle with the prescribed sticker on.

Inhalers for asthma and hay fever can be kept in school and used under supervision at any time during the day.

For access to community health services for children and young people please phone the duty line on:

0300 300 0123

Health and Safety Issues

There are some health and safety issues that are felt very important to the wellbeing of the children at Hethersett Woodside, which we ask all parents to comply with:

Car Parking

As the school is situated at the end of a cul-de-sac, there is a problem of traffic flow and parking. Please abide by the yellow road markings outside the gates and leave the school entrance clear for emergency vehicles to come onto the school premises. Parents are also asked to be courteous to local residents and not park in front of their driveways or on the pavements. In the interest of their own safety, pupils and parents must not walk through the car park entrance to the school but enter by the appropriate pathway.

Trim Trail Climbing Equipment

Children are not allowed to play on the Trim Trail equipment without supervision. We ask that when parents are waiting on the playground for their children to come out of school in the afternoons, they do not allow younger brothers and sisters to play on this equipment, as this is in breach of our health and safety policy.

Jewellery

No jewellery except watches and stud earrings should be worn in school as accidents can happen in PE lessons, in the classroom and on the playground which could cause serious injury to a child. On P.E. days, long hair should be tied back.

When ears are newly pierced studs cannot be removed for a period of up to six weeks while the piercing heals. In such cases taping over the stud is recommended.

This needs to be carried out by the child's parent/carer. Staff are not allowed to remove earrings or tape up ears.

Dogs on the school premises

In the interests of hygiene and the safety of pupils, dogs are not allowed onto the school site.

Cycles

We welcome any parents and children who wish to cycle to school. All cycles/scooters left on the school premises are left at the parents' own risk and should be locked to the rails in the bicycle rack near the front and back gate.

Data Protection Act

The Data Protection Act (DPA) 1998 requires any organisation that handles personal information about people to comply with all data protection regulations. Since schools hold information on both staff and pupils, they are legally obliged to comply with the DPA's requirements.

From 25 May 2018, the General Data Protection Regulation (GDPR) will replace the DPA; this means that the way in which schools manage data will change. The Information Commissioner's Office (ICO) has advised all public bodies, including schools, to ensure that they prepare for and understand the new regulation.



Links with Parents

We want to make our parents, carers and families feel part of our school community and to share the learning journey with their children. We seek to work in partnership with all parents and carers and encourage all families to feel they can participate in school life.

We aim to do this through a variety of ways:

- Provide a warm, friendly and welcoming atmosphere in school.
- an open-door policy with access to class teachers, teaching assistants and the Head on a daily basis
- regular consultation evenings to discuss children's progress.
- welcome parent-helpers in our classrooms following DBS checks.
- send out newsletters and booklets about initiatives and events.
- value a daily home-school sharing book.
- give our families regular information on the curriculum and out of school activities.
- hold workshops and open evenings.
- have a supportive parent-group who do fundraising and provide social events for children and families.
- conduct questionnaires to ascertain opinions.
- have access to a Parent Support Advisor who can deal with parental concerns at school and support at home.

Home-school agreement

In September 1999 the Government asked that Schools and Parents make a more formal commitment to partnership in learning called a Home - School Agreement. This document sets out how school, parents and children will work together to enhance the learning environment for the children. All partners sign this document to demonstrate their support of each other.

Parent Helpers

We welcome parental support at school. We are pleased to see parents in the classroom and are keen to hear of any special skills that parents could offer to help develop in the classroom. All helpers in school must complete a **DBS** disclosure application.

Supporting your child at home

We appreciate that all parents would like to support their children's learning and we provide many opportunities for parents to work with the school on this. We send home a variety of sharing activities such as reading, maths games and enquiry questions linked to themes in the class. We encourage dialogue with parents and children about these activities in our home-school sharing books.

Term Dates 2019/20

Autumn Term	Spring Term	Summer Term
Wednesday 4 th September 2019 To Wednesday 18 th December 2019	Monday 6 th January 2020 To Wednesday 1 st April 2020	Monday 20 th April 2020 To Tuesday 21 st July 2020
Half term Monday 21 st October 2019 To Friday 25 th October 2019	Half term Monday 17 th Feb 2020 To Friday 21 st Feb 2020	Half term Monday 25 th May 2020 To Friday 29 th May 2020

Designated staff development days:

2nd & 3rd September, 19th December 2019, 2nd April & 22nd July 2020

May Day Friday 8th May 2020.

Term Dates 2020/21

Autumn Term	Spring Term	Summer Term
Monday 7 th September 2020 To Friday 18 th December 2020	Monday 4 th January 2021 To Friday 26 th March 2021	Monday 12 th April 2021 To Wednesday 21 st July 2021
Half term Thursday 22 nd October 2020 To Friday 30 th October 2020	Half term Monday 15 th Feb 2021 To Friday 19 th Feb 2021	Half term Monday 31 st May 2021 To Friday 4 th June 2021

Designated staff development days

3rd & 4th September, 22nd & 23rd October and 22nd July, 2021

May Day Monday 3rd May 2021.

Please note designated staff development days are subject to change, for up to date information please see the latest copy of the school's newsletter.

School Uniform

School uniform is available to purchase from Stevensons on Ber Street Norwich. The school holds limited stock.

Girl's Winter Uniform

Grey skirt / pinafore dress/ black trousers

Emerald green polo shirt with school logo

Emerald green sweatshirt/ cardigan with school logo

Girl's summer uniform

Green check dress

Emerald green sweatshirt/cardigan with school logo

Sensible black footwear (no heels)

Boy's Winter Uniform

Grey or black trousers

Emerald green polo shirt with school logo

Emerald green sweatshirt/ cardigan with school logo

Boy's summer uniform

Grey or black shorts

Emerald green polo shirt

Emerald green sweatshirt/cardigan with school logo

Sensible black footwear

P.E. Kit for both Girls and Boys

White T-Shirt with School logo
Black Shorts
Drawstring PE Bag



Outdoor PE kit

Trainers
leggings/jogging bottoms (KS2)
black hoody with school logo (KS2)

Items available to purchase from Stevensons

Sweatshirts/ cardigans with Logo

Polo Shirts with Logo

Fleece (optional) with Logo

Book bag with logo

White P.E. T-Shirt with logo

P.E. Drawstring Bag

All clothing is available in ages 2 - 12



Please note we are not able to supply school trousers, girls' skirts or boys' shorts, dresses or black P.E shorts.

Price on asking

Please clearly mark all items of clothing with your child's name. As you can imagine, sweatshirts and fleeces without names all look the same!