

Love of Learning, Bright Futures, Happy Memories



HEACHAM JUNIOR SCHOOL

College Drive
Heacham
King's Lynn
Norfolk
PE31 7EJ

01485 571013

office@heachamjunior.norfolk.sch.uk
www.heachamjunior.norfolk.sch.uk

NEW STARTER GUIDANCE PACK

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



Love of Learning, Bright Futures, Happy Memories
Welcome message from our Executive Headteacher

“Love of Learning, Bright Futures, Happy Memories”

Welcome to our school. Our friendly, inclusive Junior school, which is situated in a large village on the West Norfolk coast, just a short walk away from our Infant School, which shares the same families, leadership team and curriculum. We also partner with Snettisham Primary School, which is a thriving village school 2 miles along the coast. As a team, we work together with you and your children in order to create the best opportunities for your child's future. We are proud to belong to West Norfolk Academies Trust as we know that collaboration plays an important part in delivering the best education to our pupils and families.

We deliver a knowledge-rich curriculum, written by our staff, that is ambitious and broad in its variety and scope. Our pupils learn specific knowledge that supports their progress and enjoyment. Our curriculum is enriched with opportunities to develop spiritual, moral, cultural and social skills suitable within our modern British Values. Our behaviour policy encourages respect, belonging, tolerance, kindness and thoughtfulness into all our pupils. It also means that we value and celebrate the differences between us. Our curriculum also raises our young children's aspirations and broadens their horizons through links with the wider community and world.

We have great facilities at our school, including extensive grounds, which house a trim trail, amphitheatre, outdoor classroom and pirate ship! We plan trips, visits and workshops every term to make learning fun and offer a good range of enrichment activities. Good achievement, happiness and good behaviour are our priorities with good care and guidance from our dedicated staff and governors.

There are also many opportunities for you to come and help. So please come to visit us and see for yourselves what we can offer your children in our vibrant school.

Ms. Louise Jackson
Executive Headteacher

We are proud members of
West Norfolk Academies Trust

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

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Love of Learning, Bright Futures, Happy Memories
School Leadership Team



Louise Jackson
Executive Headteacher



Emma Hunt
Executive Deputy Headteacher



Ellie Jones
Assistant Headteacher

Meet the Teachers



Jessica Morgan
Year 3



Yazzmin Tilbrook
Year 4



Lucy Gledhill
Year 5



Louise Prosser
Year 5/6



Gemma Wilkinson
Year 6



Carol Jones
Trainee

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Information for Parents

Uniform

Embroidered school uniform can be purchased from Sew on & Sew Forth 20 Beach Terrace Road, Hunstanton, PE36 5BQ. Telephone number 01485 534349 and their website is www.sewonsewforth.co.uk.

Uniform consists of charcoal grey skirt, trousers or pinafore. Sky blue polo top, burgundy sweatshirt/cardigan, burgundy fleece – all with school logo. In the summer blue check dresses and charcoal grey tailored shorts are permitted. Children should wear black school shoes (trainers or boots are not permitted). PE kit consists of sky blue t-shirt with school logo, navy blue or black shorts, navy blue or black tracksuit, trainers for outdoor activity and plimsolls for indoor.

Please label all belongings!

School Dinners and Packed Lunches

School dinners are £2.20 per day. We operate a cashless system using the ParentPay website. We will set up an account for you once your child is registered. A letter will be sent home with your login details. If you think you may be entitled to Free School Meals, please complete and return the application in this pack or complete online at www.norfolk.gov.uk/neo. Our food is cooked onsite and provided by Lunchtime Co., a sample of their current menu is enclosed.

Packed Lunches should be healthy. We are very waste conscious and encourage the use of reusable containers. Please include a drink (not fizzy please). Children are also permitted to have a water bottle for use in the classroom (squash/juices are not permitted in the classroom) this should be taken home each day to be cleaned/refilled.

Please let us know if your child has any food allergies or intolerances.

Keeping in touch with parents

EMAIL – We often send notifications, letters and copies of paperwork etc. via email. Please ensure that you give us your email address on the forms enclosed.

FACEBOOK & TWITTER – We have pages on both platforms and share events and photos. Please 'Like Us' or 'Follow Us'.

WEBSITE – You can access lots of parental forms, information and also our events calendar on our website www.heachamjunior.norfolk.sch.uk.

TEXTS – We have reduced the amount of texts that we send home as they have proved very expensive by the time you've sent to every parent each time! Instead we communicate mainly through email and Class Dojo.

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Home Learning and Class Dojo

We want home learning to be a positive experience for pupils, lined as closely as possible to classroom work and our knowledge-rich curriculum. Home learning allows parents, carers and the school to work in partnership for the benefit of the child with regards to learning and wellbeing. The purpose will be to reinforce skills which have been taught in school, promote new learning and use a variety of online resources to support learning and communicate with parents and pupils. We use the Class Dojo platform. Your child's teacher will upload homework to Class Dojo each week. A Class Dojo account name and password will be issued to your child once they start with details on how to log in and use the app. We also recognise that all children need leisure and wellbeing time and encourage a balance between consolidating learning and enrichment activities.

Absence and our Safeguarding Responsibilities

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Heacham Junior School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance** and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. **A leave of absence is granted entirely at the head teacher's discretion.***'

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks. The intervention could be in the form of a fixed penalty notice. Any pupil at Heacham Junior School who meets the criteria, will be referred to the Local Authority for action to be considered.

Reporting your child's absence

It is a legal requirement to make contact with a parent daily, to ensure that a child is not presumed to be ill when they have, in fact, walked to school and something happen on the way to prevent them from arriving. Should an incident occur, a whole day would pass before anyone would know that a child is missing. If your child is absent for any reason, please contact school every day. Please either email the office or call, leaving a message if there is no reply.

It is also part of our Safeguarding responsibilities to request and ensure that the school has at least two working contact numbers for children for emergencies.

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West Norfolk Academies Trust Privacy Statement

When you or your child registers to become a WNAT pupil, we will need to collect Personal Information from you to enable us to provide our services. This information is often provided directly by you or your parents, guardians or carers and includes Personal Information such as your name, age, address, home telephone number and other information we need to contact you. We may also need to collect information relating to your first language, ethnic and religious background, your nationality at birth and if you are eligible to receive free school meals.

Much of the information we have listed above will come directly from you on your admission application but we may also receive information from your former school as well.

Once you become a pupil at one of our schools we will also begin to collect additional Personal Information such as, assessment data, attendance information, details relating to your behaviour, relevant medical information and if you require any support from us or our specifically selected external educational support partners such as Norfolk County Council.

We only ever collect and use the information that we need to provide you with our educational services such as learning support, providing appropriate pastoral care, monitoring your progress, providing reports regarding your development and assessing the quality of our educational services. We are also obliged by law to collect and share certain Personal Information as part of our legal obligations to provide Census information and fulfil our duties to promote safeguarding and wellbeing of our pupils.

We will inform you if the information we collect is mandatory or voluntary and we will always ensure that a lawful basis exists for processing the Personal Information we hold on your behalf. If we require your consent to process your Personal Information, we will always notify you of your rights and exactly what you are consenting to. If you are volunteering any sensitive Personal Information to WNAT under consent, we will ensure that your consent is given explicitly and all consents you provide will be recorded. Any consent for processing you provide to WNAT can be withdrawn at any time by contacting the dpo@westnorfolkacademiestrust.co.uk

We are required to share information about our pupils with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. If we share pupil information with any other external body, we will always ensure that a lawful basis exists at all times and the Personal Information is shared under an agreement between WNAT and the receiving body.

More information can be found on our school website.

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New Starter Welcome Pack

In this welcome pack you will find:

Document	Who needs to complete and return
Admission Form	All parents
Authorised People to collect	All parents
Digital Images Permission	All parents
Email & Text Permission	All parents
Acceptable Use Policy	All parents
Home-School Agreement	All parents
Regular Offsite Activity Permission	All parents
Forest School Permission	All parents
Free School Meals Application *	Only if applicable
House Allocation	Only if applicable
Special Diet Form & Photo Permission	Only if applicable
Asthma Emergency Salbutamol Permission	Only if child has Asthma
Asthma Letter & Record	Only if child has Asthma
Allergy / Medical Emergency Form	Only if child has Allergy
Attendance Policy	n/a - info only
Lunchtime Co. Example Menu	n/a - info only
Term Dates 2021/2022	n/a – info only
Uniform Supplier Information	n/a – info only
Prospectus 2021/2022	n/a – info only

* You can apply online for Free School Meals: www.norfolk.gov.uk/neo

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SCHOOL ADMISSION FORM AND CONSENT TO USE INFORMATION



This form sets out:

1. Information we are seeking about you/your child that Heacham Junior School and West Norfolk Academies Trust needs in order to register the child with the School and to provide a suitable education. The School's privacy notice sets out how we use this information and your rights, if you want to look at the notice it can be found at: www.heachamjunior.norfolk.sch.uk a copy is also enclosed in the Welcome Pack.
2. Information we are seeking about you/your child that it would be helpful for the School to use and share but is not a requirement to do so. We are seeking your consent for this.

1. Registration Details

You are required to provide this information to allow us to register your child with the School

(a) Details of the child to be admitted

We require this information to allow us to register your child with the School

Forename (as on Birth Certificate)	Other names (also known as)	Surname (Legal, not Preferred)
If appropriate, underline the forename by which your child is known		Date of Birth
Current Home Address	 	
Post code	Gender (please ✓)	
	M	F
If the above is on a military camp, what is the name of the camp?		

(b) Details of the people who have legal parental responsibility for this child

We require this information to allow us send information to you and to contact you, for example, to keep your child safe in the case of an emergency

(Please list in order of priority for contact during the school day)

The Education Act 1998 defines a parent to include the natural parents of the child as well as a person who is not a parent but who has parental responsibility or who has care of the child.

	Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child's
Parent					
	☎ Daytime	☎ Evening	☎ Mobile		
				e-mail: <input type="text"/>	
Parent					
	☎ Daytime	☎ Evening	☎ Mobile		
				e-mail: <input type="text"/>	
Parent					
	☎ Daytime	☎ Evening	☎ Mobile		
				e-mail: <input type="text"/>	

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The usual arrangements for your child if living with different parents on different days of the week				
Additional Emergency Contacts				
People other than the above who can be contacted in an emergency.				
Relationship to the child	Mr, Ms etc	Forename	Surname	Home address, if different from the child's
☎ Daytime	☎ Evening	☎ Mobile		
☎ Daytime	☎ Evening	☎ Mobile		
Other family details				
Please give details of any other children currently living at your child's home(s) and attending the school				
Children's names	DofB	Class		

(c) Educational history							
We require this information to support pupil learning							
Last school attended							
The new school will obtain earlier educational school records from the school named below – this is a statutory requirement							
School name		Address				Telephone	
Dates attended above school			From		To		
Pre-school educational experience							
This only needs to be completed for children aged 7 or younger							
Dates	From		Please tick	Playgroup	Nursery	At home	Other
	To		→				
If your child has had any gaps in his/her education please provide detail below							
The start and end dates of the gap(s) and reason(s) are required.							

(d) Doctor, health care & other specific arrangements We require this information to keep your child safe, to support pupil learning and to provide appropriate pastoral care					
Name of doctor & surgery		Contact details of practice/health centre			
		The school has contact details of local doctors. If you are not using a local doctor, please supply the contact details separately.			
Has your child had a tetanus injection?		Yes	No	If yes, date	
INHALER	Does your child use one?	Yes	No	If yes, frequency taken	
	If yes, type of medication?				
Other medical information relevant to your child's development and school life e.g. hearing, sight, allergies, diabetes, epilepsy.					
Does your child have an Education, Health & Care Plan (EHCP)?				Yes	No
If your child has other particular needs in relation to his/her education please describe them here:					
Please give details of any special dietary requirements your child may have?		Lunch time arrangements (please ✓ one box)			
		Paid		Free	
		School meals			
		Packed Lunch			
		Home			
How will your child normally get to and from school?					
		Is your child entitled to free transport?	Yes	No	
What is the main language spoken at home? (The school can only record what information the parent declares in this box.)					

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2. Further details

We seek your agreement to use and share the following details with the Department for Education (DfE) and Norfolk County Council to assist in the completion of the school's census under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This information allows the DfE to better plan to meet needs within the school system. For example, what extra support the DfE may need to provide to schools with high numbers of children who do not speak or understand English sufficiently to access the curriculum and understanding trends in migration and the associated needs in the school system helps the DfE ensure that all children, wherever they are from, have the best possible education.

You do not have to give consent to do so and it will not affect the education that your child receives from the School.

Please note: a child may provide this information where they are deemed mature enough to have capacity to understand and agree to the use of and the sharing of their personal data with others.

(a) Ethnicity (The school can only record what information the parent declares in this section.)

Please tick the box that you believe best describes your child's ethnicity:

White			
British	<input type="checkbox"/>		<input type="checkbox"/>
Irish	<input type="checkbox"/>	Sri Lankan Other	<input type="checkbox"/>
Gypsy	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Other Gypsy/Roma	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Traveller of Irish heritage	<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>
Albanian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Bosnian-Herzegovinian	<input type="checkbox"/>	Angolan	<input type="checkbox"/>
Croatian	<input type="checkbox"/>	Congolese	<input type="checkbox"/>
Greek	<input type="checkbox"/>	Ghanaian	<input type="checkbox"/>
Greek Cypriot	<input type="checkbox"/>	Nigerian	<input type="checkbox"/>
Italian	<input type="checkbox"/>	Sierra Leonean	<input type="checkbox"/>
Kosovan	<input type="checkbox"/>	Somali	<input type="checkbox"/>
Portuguese	<input type="checkbox"/>	Sudanese	<input type="checkbox"/>
Serbian	<input type="checkbox"/>	Other Black African	<input type="checkbox"/>
Turkish	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>
Turkish Cypriot	<input type="checkbox"/>	Other ethnic groups	<input type="checkbox"/>
Eastern European	<input type="checkbox"/>	Afghan	<input type="checkbox"/>
Western European	<input type="checkbox"/>	Arab other	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Egyptian	<input type="checkbox"/>
Mixed	<input type="checkbox"/>	Filipino	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	Iranian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Iraqi	<input type="checkbox"/>
White and Pakistani	<input type="checkbox"/>	Japanese	<input type="checkbox"/>
White and Indian	<input type="checkbox"/>	Korean	<input type="checkbox"/>
White and any other Asian background	<input type="checkbox"/>	Kurdish	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	Malay	<input type="checkbox"/>
Asian and Asian British	<input type="checkbox"/>	Moroccan	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Thai	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>
Other Pakistani	<input type="checkbox"/>	An ethnic group not listed here:	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	I do not wish to provide this information	<input type="checkbox"/>
Pupil Country of Birth:	<input type="checkbox"/>	Pupil Nationality:	<input type="checkbox"/>
I do not wish to provide this information	<input type="checkbox"/>	I do not wish to provide this information	<input type="checkbox"/>

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3. Further details, continued

We seek your agreement to use and share the following details with the school. It will not be shared with the Department for Education (DfE) This information allows the school to better plan to meet needs within the school system, for example, dietary requirements, religious education, etc.

You do not have to give consent to do so and it will not affect the education that your child receives from the School.

Please note: a child may provide this information where they are deemed mature enough to have capacity to understand and agree to the use of and the sharing of their personal data with others.

Religion:

4. Statement [to be signed]

- a) I agree to the use and sharing of information as set out in paragraph 2 above
- b) I understand that I do not have to give agreement to this and it will not affect the education that my child receives
- c) I understand that there may be circumstances where the School will still share my information with other agencies without my agreement. This will include where it is necessary to safeguard myself or another individual or it is necessary for the prevention or detection of crime
- d) I understand that I can withdraw my agreement to the use and sharing of the information at paragraph 2 above any time (If you wish to do this please write to, email or contact the School Office)
- e) I understand that the information I have provided in this form will be forwarded to my child's new school when she/he changes school
- f) I believe the information provided in this form to be correct. I will inform the School of any changes that may occur whilst my child is attending the school.

Signed
(Parent/Guardian/
Child):

Date:

Thank you. When completed, please return this form to the school.

For School Office Use

Admission No		Records sent for	
Proof of birth certificate provided		School MIS updated	
Correct UPN recorded		Class allocated	

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AUTHORISED PEOPLE TO COLLECT & END OF DAY ARRANGEMENTS:

Children in Years 3 & 4 should be collected from the school grounds. The children are escorted by their teacher just after 3pm, once they have gathered their belongings, to the concrete area outside the hall (near the trim-trail).

Once children are in Years 5 & 6 they may walk home alone or meet their adult outside the school grounds but only if the school is advised in writing.

I / We authorise the following adults to collect

Name of child: _____ from school at any time.

If there are any changes to this list I will inform the school immediately.

Signed: _____ Date: _____

NAME

RELATIONSHIP TO CHILD

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Please note that we need written permission for your child to go home with any person not listed in our records.

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Parental/Carer Permission: Use of digital images – photography and video

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make recordings of your daughter/son. We follow the following rules for any external use of digital images:

- If the pupil name is visible, we avoid using their photograph.
- If their photograph is used, we avoid using names or identifying individual children.

Where showcasing examples of pupils work we only use their first names, rather than their full names. We will only use pupil's first names in credits. Only images of pupils in suitable dress are used.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity; e.g. photographing children at work and then sharing the pictures through the learning journeys, a projector/on screen in the classroom allowing the children to see their work and make improvements, Class Dojo.
- Your child's image for presentation purposes around the school; e.g. in school wall displays and electronic presentations to capture images around the school or in the local area as part of a project, lesson or assemblies, on the Television Presentation in Reception.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, e.g. our school website or the media.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Use of digital images - photography and video: I agree to the school using photographs of my child or including them in video material as indicated below. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Please tick **Yes or No**:

In School (Display Boards, TV in Reception)	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
On School website or Schools' Sports Partnership website	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
On Social Media (<i>Twitter, Facebook, Dojo etc.</i>)	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
In the School's newsletter	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
In the local press (Image only, no names)	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]

Child's Name: _____

Parent / carer signature: _____ Date: ____/____/____

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**HEACHAM JUNIOR SCHOOL
Email & Text Permissions**

We try hard to keep you informed. We text/mail frequently to keep you up to date with school closure, upcoming events, Friends of Heacham Junior School Fundraising Events and when clubs are cancelled etc. Please complete and return to Mrs Bridge, School Office, giving permission for Heacham Junior School and Friends of Heacham Junior School to use your data in this way.

Child's Name: _____ Year: _____

Contact 1:

Name of contact: _____

Mobile Phone number: _____

Email address: _____

Contact 2:

Name of contact: _____

Mobile Phone number: _____

Email address: _____

Signed: _____ Date: _____

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Acceptable Use Policy for Heacham Junior School 2020-2021

At Heacham Junior School we want to ensure that all members of our community are safe and responsible users of technology. We will support our learners to...

- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online and always know that you can talk to a trusted adult if you need help

All pupils at our school use computer facilities, including internet access, as an essential part of learning in today's modern British Society. You will have the opportunity to access a wide range of technology resources. This includes access to

- Computers, laptops and other digital devices
- The Internet, which may include search engines and educational sites
- School learning platform/intranet
- Email
- Games consoles and other games-based technologies
- Digital cameras, webcams and video cameras

At Heacham Junior School we recognise the essential and important contribution that technology plays in promoting your learning and development, both at school and at home. However, we also recognise there are potential risks. The school will take all reasonable precautions to ensure that you are as safe as possible when using school equipment and will work together with you and your family to help you stay safe online. We have developed user agreements for pupils, parents/carers and staff. You can see that we expect all of those persons to sign and return to our school office an agreement pledge. This is not optional and is part of our school procedures.

At Heacham Junior School we want to ensure that all members of our community are safe and responsible uses of technology. We will support you to:

- 🔒 Become empowered and responsible digital creators and users
- 🔒 Use our resources and technology safely, carefully and responsibly
- 🔒 Be kind online and help us to create a community that is respectful and caring, on and offline
- 🔒 Be safe and sensible online, and always know that you can talk to a trusted adult if you need help

Should you have any worries about online safety then you can speak with your class teacher, Ms Jackson or Mrs Hunt. You can also access support via other websites such as www.thinkuknow.co.uk and www.childline.org.uk

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Learner Acceptable Use Policy Principles:

Safe

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate and if I have permission
- I only talk with and open messages from people I know, and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult

Trust

- I know that not everything or everyone online is honest or truthful
- I will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

Responsible

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I know that personal devices are not permitted in school
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer if a teacher/technician has allowed me to

Understand

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online
- I know that if I do not follow the school rules then I will receive a sanction

Tell

- If I am aware of anyone being unsafe with technology, I will report it to a teacher
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page, shut the lid and tell an adult straight away.

We request that children at our school sign and return the agreement form to ensure that we respect the rules around online safety. This is a safeguarding matter, which will benefit everyone.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



Learner Acceptable Use Policy Agreement Form

Heacham Junior School Acceptable Use Policy - Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite
2. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email, learning platform or website.

Pupil name: _____ Signed: _____

Class: _____ Date: _____

Parents Name: _____ Signed: _____

Date: _____

Parent/Carers Acceptable Use Policy

1. I have read and discussed the Heacham Junior School Acceptable Use Policy with my child.
2. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
3. I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the schools' systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.

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4. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
6. I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, online safety and anti-bullying policy. If the school believes that my child has committed a criminal offence, then the Police will be contacted.
7. I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
8. I know when I use social media, such as Facebook, Instagram, Class Dojo or any other online system I should support the school values. I know that sharing pupil's school work is not appropriate.
9. I know that I can speak to the school Designated Safeguarding Lead Louise Jackson, my child's teacher or the deputy headteacher if I have any concerns about online safety.
10. I will visit the school website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
11. I will visit the following websites for more information about keeping my child(ren) safe online:
 - www.thinkuknow.co.uk/parents
 - www.nspcc.org.uk/online-safety
 - www.internetmatters.org
 - www.saferinternet.org.uk
 - www.childnet.com
12. I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

I have read, understood and agree to comply with Heacham Junior School Acceptable Use Policy.

Pupil name: _____ Class: _____

Parents Name: _____ Signed: _____

Date: _____



HOME - SCHOOL AGREEMENT

Child's Name: _____

1. Parents/Guardians

I/We shall ensure that:

- My/our child attends school regularly, on time and properly equipped.
- Inform the school on the first day of any absence and send a written note on my child's return to school.
- Support my/our child to do all the class homework as well as they can.
- Make the school aware of any factors that might affect my/our child's work, emotions or behaviour and any medication information.
- Support the school's policies and guidelines for behaviour
- Attend assemblies, parents' evenings and any discussions about my child's progress.

Signed by Parent/Guardian: _____ Date: _____

2. The Pupil

- I shall attend school regularly and on time.
- I shall respect the school property, its members and its environment.
- I shall try to bring all the equipment that I need every day.
- I shall try to do my best in all areas of school life.
- I shall try to behave to the high standards expected by the school - being kind, polite and helpful to others.
- I shall tell my parents and teachers if there is a problem.
- I shall wear my school uniform and be tidy in appearance.

Signed by the Pupil: _____ Date: _____

3. The School

The governors and staff will endeavour to:

- Welcome you and your child to our school and seek to involve you wherever possible.
- Provide a secure, caring and stimulating environment for your child to achieve his/her full potential.
- Provide a challenging teaching and learning programme, which delivers a curriculum in ways appropriate to your child's learning.
- Give you information about your child's progress and give you early warning of any concerns about learning, behaviour or relationships.
- Commend the virtues of loyalty, good manners, self-discipline, and eagerness to learn good working habits and self-reliance as ideals for which to strive.
- Care for your child's safety and happiness.

Signed by the Class Teacher: _____ Date: _____

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



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**PARENTAL CONSENT FORM
FOR REGULAR OFFSITE VISITS & ACTIVITIES**

Child _____ DOB _____ Year Group _____

I hereby agree to my child participating in recognised activities that are organised by the school off the site, for example, environmental studies, swimming, sports matches, joint activities with other schools, visits to local church/library/theatre etc.

I understand that:

- such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home;
- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
- all reasonable care will be taken of my child in respect of the activity/visit;
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity;
- any medical condition, disabilities, or special needs will be notified to the school now and as and when they arise;
- I agree to keep the school/establishment up to date with my emergency contact details.

Please tick box as appropriate:

[] I give permission or [] I do not give permission

for my child/ward to receive pain relieving medication when appropriate
(one dosage of paracetamol only).

Signature of Parent/Guardian(s) _____ Date _____

Name of Parent/Guardian(s) _____

Address _____

Telephone _____ Mobile _____

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



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We will be outdoors in almost all weathers, so please ensure that your child has an old, warm



I do ☐ I do not ☐

Give consent for my child to participate in Forest School

I do ☐ I do not ☐

Give consent for my child's photo or video to be shared on the website, social media, or in the newspaper

Forest School Parental consent Form

child's name

School (please tick)

	Hedham Junior	<input checked="" type="checkbox"/>
	Hedham Infant	<input type="checkbox"/>
	Snettisham Primary	<input type="checkbox"/>

Year group/class

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Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



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ASSISTANT HEAD
Mrs E Jones



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FREE SCHOOL MEALS AND PUPIL PREMIUM APPLICATION

Dear Parent/Guardian,

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra (£1,320 for your child's primary school)/(£900 for your child's secondary school), to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child's school

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



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PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth		
National Insurance Number*		
National Asylum Support Service (NASS) Number*		
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box:

☐

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on after work ends
- Universal Credit. – see below

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box). Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes ☐ No ☐ Unsure ☐

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box). Your joint gross income is your household income before taxes are taken into account.

Yes ☐ No ☐ Unsure ☐

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for Local Authority purposes. I agree to the Local Authority using this information to process my application for free school meals. I also agree to notify the Local Authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:.....

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Your completed form should be returned to the Headteacher or can be sent to Free School Meals, Norfolk County Council, Floor 8, County Hall, Norwich, NR1 2DL

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust





HEACHAM JUNIOR SCHOOL

College Drive, Heacham, PE31 7EJ

TEL: 01485 571013

office@heachamjunior.norfolk.sch.uk
www.heachamjunior.norfolk.sch.uk

Dear Parents,

We allocate all children to one of our Houses:

Caley, **Rolfe**, **Strachan** and **Ingleby**.

It has always been a tradition that families are placed together, so if your child has, or had a sibling at this school we would like to place them in the same House.

Also, as some parents are ex-pupils you might like your child to be put in your 'old' one.

Please return slip below to Mrs Bridge with your application pack.

We look forward to working with you this year. Do not hesitate to get in touch if you have any worries or queries.

Louise Jackson
Headteacher

Please return to Mrs Bridge with your application pack

Name: _____

Has a family member (or had previously a family member in)

please circle:

Caley

Rolfe

Strachan

Ingleby

None

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



SPECIAL DIET/FOOD ALLERGY REQUEST FORM (For Special Dietary requirements)

CHILD DETAILS

Child's Name Date of Birth

Male / Female Class/Form.....

PARENT/CARER DETAILS

Contact Name.....

Address.....

..... Post Code

Contact Phone Number

DETAILS OF SPECIAL/MEDICAL REQUIREMENT REQUESTED

ALLERGEN	ALLERGY/INTOLERANCE (TICK)	ALLERGEN	ALLERGY/INTOLERANCE (TICK)
Yeast		Milk	
Wheat		Lupin (legume – found in flour)	
TreeNut		Fish	
Soya bean		Eggs	
Sesame		Crustaceans (shellfish)	
Peanut (legumes)		Cereal	
Mustard		Celery	
Molluscs (shells)		Sulphite (food preservative)	

Parent/Carer Signature..... Print Name.....

Date

Received by Lunchtime Company..... Print Name.....

Date

This form should be held with the pupil's individual treatment plan in the school office and a copy given to all parties who have signed the form.

LUNCHTIME CO

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



LUNCHTIME CO[®]

17 Barnwell House, Barnwell Drive,
CB5 8UU Cambridge
T: 01223 566399
E: info@lunchtime.co.uk
www.lunchtime.co.uk

Date:

Child's name:

Class:

Dear Parent/Guardian,

We are writing to ask permission to allow us to have a picture, as well his/hers name, on our kitchen wall with your sons/daughters Allergies or Intolerances alongside them. It is just for the Catering Staff eyes only, but it allows us that extra security to know that the certain needs of each child with an Allergy or Intolerance can be identified and recognized not just from memory and seeing the child every day, but also if any member of staff is off we can be guaranteed in knowing that everyone working within the kitchen can make sure of no confusion.

If you could let us know if you give permission for this to go ahead, please if you could sign and return as follows.

Thank you very much.

Kind Regards,

Lunchtime Company Team

Parent/Guardian

I give permission

Name:

Sign:

I do not give permission

Name:

Sign:



Lunchtime Company Ltd. Registered in England 3452446 Registered Office: 17 Barnwell House, Barnwell Drive, Cambridge CB5 8UU VAT registration 732 2555 50

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust





HEACHAM JUNIOR SCHOOL

College Drive, Heacham, PE31 7EJ

TEL: 01485 571013

office@heachamjunior.norfolk.sch.uk

www.heachamjunior.norfolk.sch.uk

Dear Parents,

Re: School's Emergency Salbutamol Inhaler

Norfolk County Council has issued guidance on the use of emergency Salbutamol Inhalers in School (September 2014). We have purchased some Salbutamol Inhalers and suitable Spacers for this purpose.

We confirm that the Emergency Salbutamol Inhalers will only be used:

1. By children who have been prescribed a reliever inhaler and who are on our Asthma Register.
2. Have provided written parental consent to use the school's Emergency Salbutamol Inhaler (see below).
3. Are showing signs of an Asthma Attack.
4. Do not have their own inhaler in school.
5. Their inhaler has run out or passed its date of expiration.

Children will still need to bring their own inhalers and spacers into school as previous.

If you are happy for your child to use the school's Emergency Salbutamol Inhaler, please return a copy of this letter with the permission section completed and signed.

Yours sincerely,
Louise Jackson
Headteacher

For Pupils with Medically Diagnosed Asthma Only

In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive Salbutamol from an emergency inhaler held by Heacham Junior School for such emergencies.

Name of Child: _____

Signature of Parent: _____

Name of Parent: _____

Date: _____

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust





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www.heachamjunior.norfolk.sch.uk

Dear Parents,

Why are we writing to parents of children who have asthma?

I am pleased to advise you that this school takes its responsibilities for pupils with asthma very seriously.

As part of accepted good practice, we are now asking all parents of pupils with asthma to help us to complete a school asthma record for their child. The record will help school staff to ensure that pupils with asthma receive the best possible treatment at all times.

What will happen in school if your child has an asthma attack?

The record will give details of your child's current treatment and what steps to take if an asthma attack happens at school. In case of asthma emergencies, the school keeps a spacer for use with your child's metered dose inhaler – providing it fits. (If unsure whether or not your child's inhaler is compatible please ask your asthma or school nurse).

What are we asking you to do?

Please fill in your child's details on the asthma record form. You may like to ask your doctor or asthma nurse to help you with this. Also ask your pharmacist to label your child's inhaler, not just the box which it comes in and ask your doctor (GP) to provide a metered dose inhaler compatible with the spacer for emergency use, if you do not already have one.

What will happen every year?

You will be asked to update the record yearly, but please inform the school in writing if treatment is changed before this time so that the record can be updated.

I look forward to receiving the completed record. Thank you for your co-operation in this important matter. Please return your completed form to me as soon as possible.

Yours sincerely,

Louise Jackson
Headteacher

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



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Asthma Record (Care Plan)
Heacham Junior School

2021-2022

Child's Full Name:

Child's Date of Birth:

Parent/Guardian's Full Name:

**Telephone Numbers –
Home:**

Work:

Mobile:

Doctor (GP) Name:

Doctor (GP) Telephone:

Asthma Nurse Name:

Known triggers/allergies:

Any other medical problems:

My child's medication:

Reliever medication (usually blue)

Medication Name: (e.g. SALBUTAMOL)	Device: (e.g. diskhaler)	Dose: (e.g. 1 blister)	When taken: (e.g. when wheezy, before exercise)

Other Medication:

Most preventers can be taken outside of school hours – check with your GP or asthma nurse.

Medication Name:	Device:	Dose:	When taken:

Emergency Treatment:

In the event of a severe asthma attack I am happy for my child to receive up to 10-20 puffs of the reliever (usually Salbutamol) inhaler via a spacer until they get further medical help.

Signed: (Parent) _____ Date: _____

Key points for parent to remember:

This record is for your school. Remember to update it if treatment is changed. Remember to check you have enough inhaler doses and that the inhaler is in date and labeled by the pharmacist with your child's name and dosage details.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust





Medical Emergency / Allergy Form

Name of Child: _____

Class: _____

My child has the following allergies/medical issues:

Please list any accommodations your child might need:

Does your child require medicine/drugs or a personal medical kit? **YES / NO**

Does your child use an EPI-Pen? **YES / NO**

Does your child carry their EPI-Pen with them? **YES / NO**

Emergency Contact Information:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Medical Emergency Permission:

I give permission for the staff at Heacham Junior to provide First Aid for my child, following the Allergy Action Plan whilst in the care of Heacham Junior School. The school will contact me immediately should my child show any symptoms of an allergic reaction or in the event of a medical emergency and if I cannot be contacted, I give permission for the school to call 999 for emergency treatment for my child whilst in the care of Heacham Junior School.

Signed: _____ Parent/Carer Date: _____

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
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ATTENDANCE

7th September 2020

Dear Parents/Carers,

Reporting your child's absence – our Safeguarding Responsibilities

We would like to explain that due to our safeguarding responsibilities, we will text families every day that a child is absent if we have not heard from that family on each day (even if you have pre-warned us that they may not be in the following day).

It is a legal requirement to make contact with a parent daily, to ensure that a child is not presumed to be ill when they have, in fact, walked to school and something happen on the way to prevent them arriving. Should an incident occur, a whole day would pass before anyone would know that a child is missing.

If your child is absent, for any reason, please contact school every day, before 8.30am if possible, leaving a short message on our answerphone. There is an option specifically for reporting a child absent.

All schools have annual Safeguarding training and we are committed to ensuring that the safety of your children is in everything we do. We do not mean to annoy or upset by texting and I'm sure that you would support us in our endeavours.

Yours sincerely,

Emma Hunt
Deputy Headteacher

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



Attendance Policy

Contents:

1. Statement of intent
2. Reasons to attend school
3. Why is it bad to not attend school?
4. Rewards
5. Truancy
6. What if you can't come to school?
7. What are you responsible for?
8. What are your parents responsible for?
9. What are the school responsible for?
10. Complaints

Statement of intent

At West Norfolk cluster of schools, pupils are expected to try their very best to attend school every day.

Pupils who do not attend school are much more likely to be drawn into a life of crime and anti-social behaviour. For this reason, we are committed to helping pupils attend, and enjoy, school as much as possible.

This document sets out the responsibilities of the school, pupils and their parents in relation to pupils attending school in an easy-to-understand and child-friendly manner.



EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



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1. Reasons to attend school

Going to school helps you to learn new things and make friends.

Taking part in school activities and clubs is fun.

Going to school every day improves your chances of getting a job when you're older.

Being part of a class helps you to get on with other people and make a group of friends.



Going on school trips help you to learn about the big, wide world outside of your local community.

Going to school means you will get to see your friends.

Good attendance at school is rewarded.

Purposely missing school is called truancy. This is against the law.

Being at school and keeping busy might help you sleep better at night.

2. Why is it bad to not attend school?

If you don't attend school regularly, you may:

- Get bad habits, e.g. being anti-social.
- Become lazy or bored.
- Get your parents into serious trouble.
- Fall behind with your learning.
- Not make as many friends.
- Not get to see your friends very often.
- Miss out on fun events, such as school trips and celebrations.



3. Rewards

Our school has a reward system in place for good attendance.

Pupils should aim to attend school on at least 96 percent of the days they are expected to.

Attendance certificates will be handed out in celebration assemblies at the end of term to pupils with 100% attendance. Each half term, the class with the best attendance will earn a non-uniform day. Children will gain a badge for 100% attendance for the whole year.



4. Truancy

Truancy is when you are absent for part, or all, of a school day, or longer, and you have not told the school why.

Truancy is against the law and those found doing so will be punished.

- 1.1. If a pupil is truant, the headteacher is told. The pupil's parents are then contacted in order to find out why the child is not attending school.



- 1.2. If a child is truant:



- A letter will be sent to the parents of the pupil, telling them about the truancy.
- The letter will warn them that any more unexplained absences could result in a punishment.
- If the pupil is absent from school again without reason, then the school may give the parents a fine (this is an amount of money which the pupil's parents have to pay).



5. What if you can't come to school?

You should always attend school unless you are really ill/injured, or there is something else stopping you from attending, such as a funeral.

If you cannot attend school, you need to make sure the school knows that you cannot come in by getting a parent to do one of the following:

- Ringing the school office
- Emailing the school office
- Sending a text on the first day you cannot to school
- Coming to the school office and explaining in person



It is important that the school are told you will not be attending before **10am**, so staff members know that you are safe.

You may need to hand in a note from the doctor to the school office.

6. What are you responsible for?

You must be in classes by 8:40am and 1:00pm every day, where the teacher will record that you are in school.

You must try to go to school every day that you are supposed to.

You should tell your parents if you do not feel well enough to go to school.

You must not leave the school during the day unless the Headteacher has told you it is fine to do so and there is an authorised adult with you.

If your teacher gives you any work to do whilst you are off school, you must do this and give it to your teacher for when they have asked for it. If you have been told that it is fine to leave the school during the day, you must sign out at the school office and sign back in again when you come back.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



7. What are your parents responsible for?

Your parents must make sure you go to school if you feel fine and able to do so.

Your parents must tell the school before 10am if you cannot attend that day.

Your parents should promote good attendance at school.

Parents should try to book all doctor, dentist and hospital appointments outside of school time where possible.

If you need to go to a doctor, dentist or hospital appointment during school time, your parents must let the school know as soon as possible.

Parents must inform the school in advance if absences are required for religious reasons, including weddings and funerals.



8. What are the school responsible for?

The school will record your attendance every day.

When you are absent, the school will decide if it is 'authorised'.

If you are absent from school and don't report it to the school office, it will be recorded as an 'unauthorised absence'.

The school will keep an eye on your attendance and look out for any concerns.

Staff members are responsible for your safety and wellbeing whilst at school.

Staff members will take immediate action when they are concerned that you, or another pupil, are purposely missing school.

9. Complaints

All schools in the West Norfolk Cluster work, wherever possible, in partnership with parents to ensure a collaborative approach to school attendance. All complaints are taken seriously and are heard through each individual school's Complaints Policy and Procedure.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



EXAMPLE MENUS ONLY

LUNCHTIME CO

Week 1
Commencing • 28th Oct • 18th Nov
• 9th Dec • 13th Jan • 3rd Feb • 2nd March • 23rd March

MEAT FREE

Freshly baked bread

Menu choice 1

Menu choice 2

Menu choice 3

Desserts

Monday	Tuesday	Wednesday	Thursday	Friday
Freshly Baked Bread	Freshly Baked Wholemeal Bread	Freshly Baked Bread	Freshly Baked Wholemeal Bread	Freshly Baked Bread
Cheese & Tomato Swirls with Baked Wedges	Mild Chicken Korma with Rice and Broccoli	Butchers Best Sausage & Mashed Potato with Peas, Carrots and Gravy	Roast Chicken with Roast Potatoes, Seasonal Vegetables and Gravy	Fish Fingers served with Chips, Baked Beans or Garden Peas
Vegetable Burger with Baked Wedges	Chickpea and Vegetable Ragù With Rice	Vegetarian Sausages & Mashed Potato with Peas, Carrots and Gravy	Quorn Fillet with Roast Potatoes, Seasonal Vegetables and Gravy	Breaded Vegetable Nuggets Served with Chips Beans or Peas
Jacket Potato with Choice of Topping served with Fresh Salad	Jacket Potato with Choice of Topping Served with Fresh Salad	Jacket Potato with Choice of Topping Served with Fresh Salad	Jacket Potato with Choice of Topping Served with Fresh Salad	Jacket Potato with Choice of Topping Served with Fresh Salad
Chocolate Brownie	Fruity Jelly	Marble Cake with Custard	Fruit Cookie	Carrot Cake
Sliced Fresh Fruit Mixed Berry Yoghurt	Sliced Fresh Fruit Mixed Berry Yoghurt	Sliced Fresh Fruit Mixed Berry Yoghurt	Sliced Fresh Fruit Mixed Berry Yoghurt	Sliced fresh fruit Cheese & Biscuits

Available every day:

- Packed Lunch Option
- Selection of fresh salad
- Seasonal Vegetables
- Pasta and Sauce

Show us our food and we'll make it yours. Please ask our chef for advice.

Our mission is to make your lunchtime meal the highlight of your day.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



EXAMPLE MENUS ONLY

LUNCHTIME CO

Week 2
Commencing • 4th Nov • 25th Nov
• 16th Dec • 20th Jan • 10th Feb • 9th March • 30th March

MEAT FREE

Freshly baked bread

Menu choice 1

Menu choice 2

Menu choice 3

Desserts

Monday	Tuesday	Wednesday	Thursday	Friday
Freshly Baked Bread	Garlic Bread	Freshly Baked Bread	Freshly Baked Wholemeal Bread	Freshly Baked Bread
Crunchy Topped Macaroni Cheese served with Salad	Chicken Pasta Bake Garlic Bread & Fresh Salad	The Heacham Junior Brunch Sausage with Egg, Hash Brown and Beans	Roast Pork with Potatoes, Yorkshire Pudding Cabbage, Carrots and Gravy	New! Chicken Goujons served with Chips, Beans or Garden Peas
Sweet and Sour Vegetables with Noodles	Falafel Wrap with New Potatoes and Seasonal Vegetables or Fresh Salad	The Heacham Junior Brunch Quorn Sausage with Egg, Hash Brown and Beans	Quorn Fillet with Potatoes, Yorkshire Pudding Cabbage Carrots and Gravy	Fishless Fingers Served with Chips and Beans or Garden Peas
Jacket Potato with Choice of Topping Served with Fresh Salad	Jacket Potato with Choice of Topping Served with Fresh Salad	Jacket Potato with Choice of Topping Served with Fresh Salad	Jacket Potato with Choice of Topping served with Fresh Salad	Jacket Potato with Choice of Topping Served with Fresh Salad
Shortbread Biscuit	Yummy Fruity Flapjack	Chocolate Crunch	Fruit Muffin	Strawberry Delight
Sliced Fresh Fruit Mixed Berry Yoghurt	Sliced fresh fruit Mixed Berry Yoghurt	Sliced fresh fruit Mixed Berry Yoghurt	Sliced fresh fruit Mixed Berry Yoghurt	Sliced Fresh Fruit Cheese & Biscuits

Available every day:

- Packed Lunch Option
- Selection of fresh salad
- Seasonal Vegetables
- Pasta and Sauce

None of our food may contain allergenic items and may also contain nuts

Our mission is to make your lunchtime meal the highlight of *your* day.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



EXAMPLE MENUS ONLY

LUNCHTIME CO

Week 3
Commencing • 11th Nov • 2nd Dec
• 6th Jan • 27th Jan • 24th Feb • 16th March

Monday

Freshly Baked Bread

Cheese & Tomato Pizza served with Baked Wedges

Mild Mixed Bean and Vegetable Chili and Rice

Jacket Potato with Choice of Topping Served with Fresh Salad

Traditional Krackoet

Sliced Fresh Fruit

Mixed Berry Yoghurt

Tuesday

Freshly Baked Wholemeal Bread

Sausage & Tomato Pasta served with Fresh Salad

Vegetable Stir Fry with Noodles

Jacket Potato with Choice of Topping served with Fresh Salad

Toffee Cream Tart

Sliced Fresh Fruit

Mixed Berry Yoghurt

Wednesday

Freshly Baked Bread

Beef Bolognese with Pasta

Quorn Bolognese with Pasta

Jacket Potato with Choice of Topping Served with Fresh Salad

Sticky Toffee Pudding

Sliced Fresh Fruit

Mixed Berry Yoghurt

Thursday

Freshly Baked Wholemeal Bread

Roast Turkey with Roast Potatoes Peas, Broccoli and Gravy

Roast Quorn Fillet served with Roast Potatoes Peas, Broccoli and Gravy

Jacket Potato with Choice of Topping Served with Fresh Salad

Raspberry Jelly

Sliced Fresh Fruit

Mixed Berry Yoghurt

Friday

Freshly Baked Bread

Fish Fingers or Salmon Fish Fingers Served with Chips and Beans or Garden Peas

Fishless Fingers Served with Chips and Beans or Garden Peas

Jacket Potato with Choice of Toppings Served with Fresh Salad

Orange & Lemon Iced Muffin

Sliced Fresh Fruit

Cheese & Biscuits

Available every day:

- Packed Lunch Option
- Selection of fresh salad
- Seasonal Vegetables
- Pasta and Sauce

Some of our food may contain allergens. Please ask our chef for advice.

Our mission is to make your lunchtime meal the highlight of your day.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



Term Dates 2021-2022

September 2021						
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October 2021						
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November 2021						
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December 2021						
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January 2022						
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February 2022						
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March 2022						
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April 2022						
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June 2022						
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July 2022						
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August 2022						
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Key:	White dates – school open to pupils
	Orange dates – pupil holiday
	Purple dates – staff training day
	Red dates – bank holiday

Staff training days are – Thursday 2nd September, Friday 3rd September, Friday 22nd October and Tuesday 4th January as whole training days.
Monday 25th July is disaggregated.

Uniform:

Our supplier in Hunstanton holds stock of the items below. Please contact them for current prices.

Book bags, PE Tops, Sweatshirts, Polo Shirts, Cardigans, PE Bags, Fleecees



Sew on and Sew Forth
20 Beach Terrace Road
Hunstanton
Norfolk
PE36 5BQ
01485 534349
mark@sewonsewforth.co.uk



EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



Love of Learning, Bright Futures, Happy Memories

EXECUTIVE HEADTEACHER
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Mrs E Jones



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Love of Learning, Bright Futures, Happy Memories



Heacham Junior School



School Prospectus 2021/22



EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



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EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



Welcome message from our Executive Headteacher

"Love of Learning, Bright Futures, Happy Memories"

Welcome to our school. Our friendly, inclusive Junior school, which is situated in a large village on the West Norfolk coast, just a short walk away from our Infant School, which shares the same families, leadership team and curriculum. We also partner with Snettisham Primary School, which is a thriving village school 2 miles along the coast. As a team, we work together with you and your children in order to create the best opportunities for your child's future. We are proud to belong to West Norfolk Academies Trust as we know that collaboration plays an important part in delivering the best education to our pupils and families.

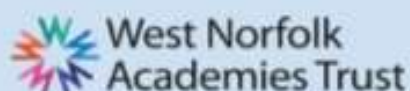
We deliver a knowledge-rich curriculum, written by our staff, that is ambitious and broad in its variety and scope. Our pupils learn specific knowledge that supports their progress and enjoyment. Our curriculum is enriched with opportunities to develop spiritual, moral, cultural and social skills suitable within our modern British Values. Our behaviour policy encourages respect, belonging, tolerance, kindness and thoughtfulness into all our pupils. It also means that we value and celebrate the differences between us. Our curriculum also raises our young children's aspirations and broadens their horizons through links with the wider community and world.

We have great facilities at our school, including extensive grounds, which house a trim trail, amphitheater, outdoor classroom and pirate ship! We plan trips, visits and workshops every term to make learning fun and offer a good range of enrichment activities. Good achievement, happiness and good behaviour are our priorities with good care and guidance from our dedicated staff and governors.

There are also many opportunities for you to come and help. So please come to visit us and see for yourselves what we can offer your children in our vibrant school.

Ms. Louise Jackson
Executive Headteacher

We are proud members of
West Norfolk Academies Trust



General Information



We are a thriving Junior School in Heacham with supportive staff, governors and families. We have 137 pupils currently on roll, with 5 classes across the school. Our teachers have energy, experience and enthusiasm and we do our best for every child. "Pupils' well-being is central and the staff have strong, positive relationships with those in their care." *Ofsted 2019*

The West Norfolk Academies Trust



The West Norfolk Academies Trust is a small locally based charity working with Primary and Secondary schools in the West Norfolk area.

Our aim is to challenge and support a small group of schools to provide an excellent education for the young people of West Norfolk.

The Trust works in a supportive partnership with Primary and Secondary schools with each school maintaining their unique identity and ethos.



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Executive Headteacher
Louise Jackson

Executive Deputy Headteacher
Emma Hunt

Assistant Headteacher
Eleanor Jones

Heacham Junior School
College Drive
Heacham
King's Lynn
Norfolk
PE31 7EJ

Telephone
01485 571013

Email:
office@heachamjunior.co.uk

Website:
heachamjunior.norfolk.sch.uk

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



The School Day



8:30am ~ Gates open and children are allowed into school

8:40am ~ Bell and Registration

10:30am ~ Break

12:00pm ~ Lunch

12:45pm ~ Afternoon Lessons

3.00 pm ~ End of Day



Admissions

By law children must start statutory education full time at the beginning of the term following their fifth birthday. The School's admission limit in our year groups is 30 (30 children per class). Admissions to the school are handled by the Local Authority Admissions department.

In the event of over-subscription, preference will be given to children living nearer to the school according to the following criteria, in order of priority:

- Children with a statement of Special Educational Needs naming the school,
- Children in public care who live in the area served by the school,
- Children who live within the catchment area and have a brother or sister attending the school at the time of their admission,
- Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission.

In the event of over-subscription, children with special educational needs will not be refused admission or given lower priority than other applicants.



Heacham Junior School

Our Knowledge-Rich Curriculum



The Knowledge Curriculum was introduced in September 2019 and is a bespoke, innovative and knowledge-rich curriculum that encompasses the following subjects: Science, Geography, History, Art/Design and Technology.

It is a carefully sequenced, knowledge-rich curriculum, which aims to promote excellent outcomes alongside developing pupils' resilience and confidence, overcoming inequality of opportunity by inspiring pupils throughout Key Stage 2.

In order to implement our curriculum intent we offer a safe, stimulating and inclusive environment where the curriculum is knowledge-rich, inspirational and relevant to the children's present needs as well as their future aspirations.

Our curriculum is carefully sequenced, and the content taught in a logical progression, in order to enable pupils to build the knowledge and skills required to meet the agreed end points. We use knowledge organisers across the curriculum. They include the key facts and information that children need to have a sound understanding of each topic and are organised into easy-to-digest chunks.



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EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



Heacham Junior School

Every Child a Reader



Children who read regularly or are read to regularly have the opportunity to open the doors to so many different worlds! More importantly, reading will give your child the tools to become independent life-long learners. This is why all our pupils have access to engaging and inspiring texts throughout the curriculum, as well as in reading corners in all our classrooms and via our well-stocked library.

Our new English curriculum, which was introduced in September 2019, includes high-quality texts, supported by *Destination Reader* and *Talk for Writing*. These highly regarded approaches help increase the vocabulary and recall skills that influence speaking, confidence, reading and writing.

Daily reading skills sessions ensure that vocabulary is taught discretely and reading strategies are modelled, promoting a deeper understanding, which can be applied across a wide range of texts. Good links with Heacham Infant School also help to ensure that phonics knowledge and skills that have been carefully developed using *Read, Write Inc* in KS1 are built upon at our school. To help monitor reading practice and progress, we use *Accelerated Reader*, which helps our teachers and pupils select books that will provide success and challenge.



Children are given opportunities to further develop their confidence when reading poetry through our monthly poetry recital performances!



We value and promote engagement with our families and the community. Around our school, we have welcoming, book-loving and mindfulness spaces for grown-ups and children to share books together.





We use the 'Maths Mastery' approach when teaching mathematics. It focuses on whole-class teaching, developing a deep understanding of mathematical concepts and ideas. All pupils are encouraged by the belief that through working hard at maths, they can succeed.

Pupils use objects and pictures to physically represent mathematical concepts (the concrete > pictorial > abstract approach), alongside numbers and symbols. This helps them visualise abstract ideas, and as they become more confident, they will gradually stop relying on physical props.



We deliver carefully sequenced lessons using the White Rose Maths and Maths No Problem schemes of work, supported by NCETM mastery resources.



Heacham Junior School



Our PTA

The Parent Teacher Association (PTA) is a lively group with a long and successful history of raising funds for much needed extras in the school. It is open to all parents with children in the school.

Over the years, the Parent Teacher Association of Heacham Junior have provided a wide variety of items for the school such as visiting productions, trips, leavers gifts, outdoor play equipment and books.

These have all been achieved through the running of fabulous events such as baking competitions, discos and bingo evenings, as well as other wonderful opportunities for families to engage with our school.



Term Dates

Term Dates 2021-2022

September 2021	October 2021	November 2021	December 2021																																																																																																																																																																															
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