

Love of Learning, Bright Futures, Happy Memories



HEACHAM JUNIOR SCHOOL

NEW STARTER GUIDANCE PACK 2023/2024

College Drive
Heacham
King's Lynn
Norfolk
PE31 7EJ

01485 571013

office@heachamjunior.co.uk
www.heachamjunior.co.uk

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



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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

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School Leadership Team



Louise Jackson
Executive Headteacher

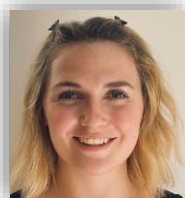


Emma Hunt
Executive Deputy Headteacher



Ellie Jones
Assistant Headteacher

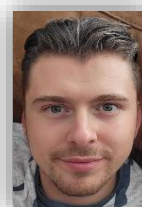
Meet the Teachers



Chloe Kissock
Year 3



Yazzmin Tilbrook
Year 4



James Agate
Year 5



Ellie Jones
Year 6



Naomi Cator
Year 6



Louise Prosser
Year 6

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Information for Parents

Uniform

Embroidered school uniform can be purchased from Sew On & On in Hunstanton, 07972 334926, angela@sewonandon.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. Stud earrings are the only jewellery permitted and must be removed for PE and swimming.

Please label all belongings!

School Dinners and Packed Lunches

School dinners are £2.50 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.

DOJO & TWITTER – We have pages on both platforms and share events and photos.

WEBSITE – You can access lots of parental forms, information and also our events calendar on our website www.heachamjunior.co.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 - Online Safety 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 2022/2023	n/a – info only
Uniform Supplier Information	n/a – info only
Prospectus 2022/2023	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	DoB	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"/>		
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		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		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:		Pupil Nationality:	
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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www.heachamjunior.co.uk

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 3.25pm, 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 (Classrooms & Corridors)	Yes []	No []
On School website	Yes []	No []
On Social Media (Twitter, Facebook)	Yes []	No []
Class Dojo App	Yes []	No []
In the School's newsletter (this may also appear on our website)	Yes []	No []
In the local press (Image only, no names)	Yes []	No []
Schools' Sports Partnership website	Yes []	No []

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/email 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 2023-2024

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

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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Ms L Jackson

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Mrs E Hunt

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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 _____

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EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



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Forest School Parental consent Form

child's name

School (please tick)



Heacham Junior



Heacham Infant



Snettisham Primary



Year group/class

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



We will be outdoors in almost all weathers, so please ensure that your child has an old, warm waterproof coat; gloves; and old trainers or wellies to wear so they are dressed suitably.



Signed (by parent/carer)

Name of parent/carer

Date

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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 ☐

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Ms L Jackson

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Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



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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

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Mrs E Hunt

ASSISTANT HEAD
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HEACHAM JUNIOR SCHOOL

College Drive, Heacham, PE31 7EJ

TEL: 01485 571013

office@heachamjunior.co.uk
www.heachamjunior.co.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

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Mrs E Hunt

ASSISTANT HEAD
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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

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Mrs E Jones



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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

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Mrs E Hunt

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Mrs E Jones





HEACHAM JUNIOR SCHOOL

College Drive, Heacham, PE31 7EJ

TEL: 01485 571013

office@heachamjunior.co.uk
www.heachamjunior.co.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





HEACHAM JUNIOR SCHOOL

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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



Asthma Record (Care Plan)
Heacham Junior School

2023-2024

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



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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

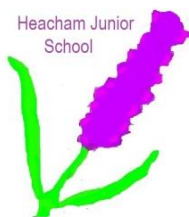
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Mrs E Hunt

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ATTENDANCE

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
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Dear Parent/Carer,

Sent home each term

Attendance at school and legal intervention

[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.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. 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***'. You can download a copy of this form from our Website

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

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.

If a fixed penalty notice is issued the arrangement for the payment will be detailed on the penalty notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of the receipt of the notice. The fixed penalty notice is per parent per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

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 Academies Trust 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

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.

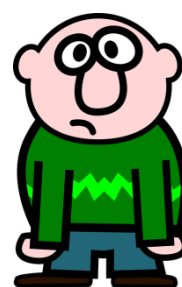
Purposely missing school is called truancy. This is against the law.

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 97% 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 certificate 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 (01485 571013 Option 1 or 3)
- Emailing the school office (office@heachamjunior.co.uk)
- Coming to the school office and explaining in person



It is important that the school are told you will not be attending before **9.10am**, 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 8:45am and 12.45pm 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



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 9.10am** 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 Academies Trust 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.

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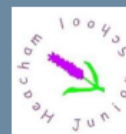
Artsmark
Silver Award
Awarded by Arts
Council England

EXAMPLE MENUS ONLY

LUNCHTIME CO [®]					
Commencing: 17th Apr, 8th May, 5th Jun, 26th Jun, 17th Jul, 18th Sep, 9th Oct					
Week 1	Monday	Tuesday	STREET FEAST WEDNESDAY	Thursday	Friday
Main Meal	Chicken, Roasted Peppers & Paprika Pasta Bake served with Garlic Bread & Seasonal Vegetables (G) (W) (MK) (SO)	Meat Feast Pizza served with Herb Sautéed Potato and Broccoli (G) (W) (E) (SO) (MK) (SU)	Grilled Seasoned Chicken Wrap served with Golden Rice & Vegetable Medley. Choose from BBQ Sauce, Mayo or Tomato Sauce (G) (W) (B) (E) (SO) (C)	Pork Sausage served with Potatoes, Yorkshire Pudding, Carrots & Broccoli (G) (W) (E) (MK) (SO) (SU)	Fish Fingers served with Chips, Garden Peas or Baked Beans (G) (W) (F)
Meat Free	Roasted Vegetable & Paprika Pasta Bake served with Garlic Bread & Seasonal Vegetables (G) (W) (MK) (SO)	Margherita Pizza served with Herb Sautéed Potato and Broccoli (G) (W) (E) (SO) (MK)	Mediterranean Vegetable Rice & Vegetable Medley. Choose from BBQ Sauce, Mayo or Tomato Sauce (G) (W) (B) (E) (SO) (C)	Quorn Sausage served with Potatoes, Yorkshire Pudding, Carrots & Broccoli (G) (W) (E) (MK)	Cheese Pepper & Onion Pasty served with Chips, Garden Peas and Baked Beans (G) (W) (MK)
Jackets	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)
Lunchtime Lunchbox	Choice of Filled Rolls Cheese Straw Salad Sticks Choose one of our Fabulous Desserts (G) (W) (B) (SO) (MK) (E) (SE) (F)	Choice of Filled Rolls Pizza Finger Salad Sticks Choose one of our Fabulous Desserts (G) (W) (B) (E) (MK) (SO) (SE) (F)	Choice of Filled Rolls Tortilla Chips Salad Sticks Choose one of our Fabulous Desserts (G) (W) (B) (F) (E) (SO) (SE) (F)	Choice of Filled Rolls Cheese Straw Salad Sticks Choose one of our Fabulous Desserts (G) (W) (B) (SO) (MK) (E) (SE) (F)	Choice of Filled Rolls Pizza Finger Salad Sticks Choose one of our Fabulous Desserts (G) (W) (B) (E) (MK) (SO) (SE) (F)
Desserts	Choose One of Our Fabulous Desserts Vanilla Crunch Fruity Jelly Fresh Fruit Pot (G) (W) (E)	Choose One of Our Fabulous Desserts Chocolate & Orange Cake Fruit Yogurt & Coulis Fresh Fruit Pot (G) (W) (E) (MK)	Choose One of Our Fabulous Desserts Banana Loaf Fruity Jelly Fresh Fruit Pot (G) (W) (E)	Choose One of Our Fabulous Desserts Vanilla Ice-Cream & Fruit Sauce Fruit Yogurt & Coulis Fresh Fruit Pot (MK)	Choose One of Our Fabulous Desserts Marble Cake Fruity Jelly Fresh Fruit Pot (G) (W) (E)

Making lunchtime the highlight of your day

Allergen Key: Barley (B), Celery (C), Egg (E), Fish (F), Gluten (G), Lupin (L), Milk (MK), Mustard (MU), Sesame Seeds (SE), Soya (SO), Sulphites (SU), Wheat (W)



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Mrs E Hunt


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Mrs E Jones



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EXAMPLE MENUS ONLY

LUNCHTIME CO [®]					
Commencing: 24th Apr, 15th May, 12th Jun, 3rd Jul, 4th Sep, 25th Sep, 16th Oct					
Week 2	Monday	Tuesday	STREET FEAST WEDNESDAY	Thursday	Friday
Main Meal	Sausage Roll served with Seasoned Wedges & Country Mixed Vegetables (G) (W) (SU)	Beef Pasta Bolognese served with Garlic and Herb Bread, Peas and Sweetcorn (G) (W) (MK) (SO)	Chic 'n' Mix Paprika Chicken Thigh served with Golden Vegetable Rice & Corn Wheel	Savoury Mince in a Rich Gravy served with Potato & Seasonal Vegetables (MK)	Fish Fingers served with Chips, Garden Peas or Baked Beans (G) (W) (F)
Meat Free	Vegan Sausage Roll served with Seasoned Wedges & Country Mixed Vegetables (G) (W)	Vegetable Pasta Bolognese served with Garlic and Herb Bread, Peas and Sweetcorn (G) (W) (MK) (SO)	Onion Bhaji & Mint Yoghurt served with Golden Vegetable Rice & Corn Wheel (G) (W) (MK)	Savoury Quorn Mince in a Rich Gravy served with Creamy Potato & Seasonal Vegetables (G) (W) (B) (E) (MK)	Vegetable Nuggets served with Chips, Garden Peas or Baked Beans (G) (W)
Jackets	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)	Jacket Potato with Cheese and Baked Beans served with Fresh Salad (MK)
Lunchtime Lunchbox	Choice of Filled Rolls Cheese Straw Salad Sticks Choose one of our Fabulous Desserts (G)(W)(B)(SO)(MK)(E)(SD)(F)	Choice of Filled Rolls Pizza Finger Salad Sticks Choose one of our Fabulous Desserts (G)(W)(B)(E)(MK)(SO)(SE)(F)	Choice of Filled Rolls Tortilla Chips Salad Sticks Choose one of our Fabulous Desserts (G)(W)(B)(F)(E)(SO)(SE)(F)	Choice of Filled Rolls Cheese Straw Salad Sticks Choose one of our Fabulous Desserts (G)(W)(B)(SO)(MK)(E)(SE)(F)	Choice of Filled Rolls Pizza Finger Salad Sticks Choose one of our Fabulous Desserts (G)(W)(B)(E)(MK)(SO)(SD)(F)
Desserts	Choose One of Our Fabulous Desserts Chocolate Shortbread Fruity Jelly Fresh Fruit Pot (G) (W)	Choose One of Our Fabulous Desserts Pineapple Upside Down Fruit Yoghurt & Coulis Fresh Fruit Pot (G) (W) (E) (MK)	Choose One of Our Fabulous Desserts Iced Carrot Cake Fruity Jelly Fresh Fruit Pot (G) (W) (E) (MK)	Choose One of Our Fabulous Desserts Oat & Cherry Cookie Fruit Yoghurt & Coulis Fresh Fruit Pot (G) (W) (B) (MK)	Choose One of Our Fabulous Desserts Iced Sponge Fruity Jelly Fresh Fruit Pot (G) (W) (E)
Making lunchtime the highlight of your day					
					
Allergen Key: Barley (B), Celery (C), Egg (E), Fish (F), Gluten (G), Lupin (L), Milk (MK), Mustard (MU), Sesame Seeds (SE), Soya (SO), Sulphites (SU), Wheat (W)					

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Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



West Norfolk Academies Trust



PRIMARY SCHOOLS - Term Dates 2023-2024

September 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023						
M	T	W	T	F	S	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024						
M	T	W	T	F	S	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024						
M	T	W	T	F	S	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Key: White dates – school open to pupils
 Orange dates – pupil holiday
 Purple dates – staff training day
 Red dates – bank holiday

Staff training days are – Monday 4th September and Tuesday 5th September, Wednesday 3rd January and Thursday 28th March 2024 as whole training days.
 Monday 22nd July 2024 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 & On Ltd

Tel: 01553 600722 07972 334926

Email: angela@sewonandon.co.uk

20 Westgate, Hunstanton, PE36 5AL



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West Norfolk Academies Trust



Artsmark
Silver Award
Awarded by Arts
Council England

The children are encouraged to wear school uniform as it promotes a feeling of identity and pride in the school.

The West Norfolk Academies Trust believes that uniforms are an important element in nurturing a sense of identity and responsibility.

All Trust academies have a uniform which is accessible to all pupils and their families and which represents value for money. The Trust and its academies are committed to supporting families experiencing hardship to ensure that all pupils can comply with their individual academy's Uniform Procedures. If you would like further information on support please contact the office or speak with your child's teacher.

Uniform consists of:

- Charcoal grey skirt, charcoal grey pinafore dress, charcoal grey trousers.
- Sky blue polo shirt or polo shirt (tucked in) with school logo, available from Sew On and On in Hunstanton.
- There is a choice between a burgundy cardigan or sweatshirt both with the school logo, available from Sew On and On in Hunstanton. (Sweatshirts are expected to be hung up when not being worn and not tied around the children's waist).
- Blue summer dresses and charcoal grey shorts are permitted in the summer.
- Socks should be white or grey and tights must be grey
- All children should wear black school shoes, trainers are not permitted. If your child wears shoes with laces please ensure that they are able to tie them up.

All children need a bag containing the following clothing for P.E.

- Sky blue P.E. t-shirt with school logo, available from Sew On and On in Hunstanton
- Navy or Black Shorts
- Navy or Black Track Suit
- Trainers for outdoor P.E. plimsolls for indoor P.E.

If you would like to include an old t-shirt or shirt for children to wear during art projects in order to protect their uniform this is welcomed.

Please label ALL items of clothing and personal belongings with your child's name and class. This will help to identify their items more easily if they lose them.

Jewellery must not be worn to school. Small studs in pierced ears are permitted but must be removed for swimming and P.E. lessons.

We expect a high standard of dress from Heacham Junior School children. We consider it important to show value and respect for our school family. Extremes of fashion in hairstyles or clothing are not suitable for general school wear. We ask that hair is tied up for PE lessons and that clips, bows, bobbles and headbands are in school colours and small.

Can we please ask that children are dressed properly for the weather. If it is cold and wet please supply your child with a warm coat and wellies.

In the summer we recommend children have a hat and have sun cream applied BEFORE they come to school.



Sew On & On Ltd

Tel: 01553 600722 07972 334926

Email: angela@sewonandon.co.uk

20 Westgate, Hunstanton, PE36 5AL

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