

Love of Learning, Bright Futures, Happy Memories



HEACHAM JUNIOR SCHOOL

NEW STARTER GUIDANCE PACK 2026/2027

College Drive
Heacham
King's Lynn
Norfolk
PE31 7EJ

01485 571013

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

EXECUTIVE HEADTEACHER
Ms L Jackson

ASSISTANT HEAD
Mr A Kirwan



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

ASSISTANT HEAD
Mr A Kirwan



School Leadership Team



Louise Jackson
Executive Headteacher



Ashley Kirwan
Assistant Headteacher

Our Current Class Structure

Year 34 Oystercatcher

Year 4 Avocet

Year 5 Albatross

Year 6 Royal tern

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Information for Parents

Uniform

Embroidered school uniform can be purchased from Minuteman Press in King's Lynn 01553 661103, kingslynn@minutemanpress.com.

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 or bare foot 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 £2.60 per day. We operate a cashless system using MyChildAtSchool. We will set up an account for you once your child is registered. Details 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 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

CLASS DOJO – This is our main communication tool. We share pictures and documents as well as listen upcoming events.

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.

X – We have a page on X where we 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.

MCAS – MyChildAtSchool is the parent portal to our MIS system Bromcom. You can view attendance, book clubs and trips and order lunches and update your contacts.

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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 Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.*

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 2026-2027	n/a – info only
Uniform Supplier Information	n/a – info only
Breakfast Club Information	n/a – info only
Prospectus 2025-2026	n/a – info only

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

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Registration Form and Consent to Use Information



This form sets out:

1. Information we are seeking about you/your child that **HEACHAM JUNIOR SCHOOL** 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. You have already been provided with details of the privacy notice but if you want to look at it again, the notice can be found at: [\[https://www.westnorfolkacademiestrust.co.uk/page/?title=Privacy+Notices&pid=392\]](https://www.westnorfolkacademiestrust.co.uk/page/?title=Privacy+Notices&pid=392) or you can also ask for a copy of the notice from the School's office.
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. Parents do not have any obligation to show a birth certificate to a school. 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?		

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

We want 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	DOB	Forename	Surname	Home address, if different from your child's
Parent					
	☎ Daytime		☎ Evening	☎ Mobile	
					e-mail:
Parent					
	☎ Daytime		☎ Evening	☎ Mobile	
					e-mail:
Parent					
	☎ Daytime		☎ Evening	☎ Mobile	
					e-mail:

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(b) Educational history We want 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.							

(c) Doctor, health care & other specific arrangements We want 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:							

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Please give details of any special dietary requirements your child may have?	Lunch time arrangements (please ✓ one box)		
	School meals	Paid	Free
	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.)			
Does your child help to care for yourself, another relative (not necessarily within the child's home) or a sibling due to an illness or diagnosed need (as a young carer)?	Yes/No Please give details so we can support you and your child:		

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

(b) Service child (The school can only record what information the parent declares in this section.)

Does your child have a parent (or parents) who is a current serving member of the regular HM Services, and is of Personal Marital Status Cat 1 or Cat 2?	Y/N
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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.

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West Norfolk Academies Trust

HEACHAM JUNIOR SCHOOL

College Drive, Heacham, PE31 7EJ

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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 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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PROUD TO BE A
MUSIC MARK
SCHOOL
2023 - 2024



Artsmark
Gold Award
Awarded by Arts
Council England





HEACHAM JUNIOR SCHOOL

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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 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, books & folders)	Yes []	No []
On School website & Social Media (X)	Yes []	No []
Class Dojo App (only visible to school community not public)	Yes []	No []
In the School's newsletter (this is uploaded to 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 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 2026-2027

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.

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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.
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.

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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/onlinesafety
 - 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: _____

EXECUTIVE HEADTEACHER
Ms L Jackson

ASSISTANT HEAD
Mr A Kirwan





HEACHAM JUNIOR SCHOOL

College Drive, Heacham, PE31 7EJ

TEL: 01485 571013

office@heachamjunior.co.uk

www.heachamjunior.co.uk

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

ASSISTANT HEAD

Mr A Kirwan





West Norfolk Academies Trust

HEACHAM JUNIOR SCHOOL

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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

ASSISTANT HEAD

Mr A Kirwan





HJS Forest School Parental Consent Form

Child's Name: _____

An area of our woodland has been set aside especially for Forest School.



The weather rarely spoils our fun and we will enjoy our woodlands in almost all weathers. Please ensure that on the days that your child is taking part in Forest School they bring an old warm waterproof coat, gloves and old trainers or wellies to wear so that they are dressed suitably.



I give consent for my child to participate in Forest School.

Signed (by parent/carer) _____

Name of parent/carer _____

Date _____



EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan





HEACHAM JUNIOR SCHOOL

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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 had a parent or a sibling at this school we would like to place them in the same House.

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

Executive Headteacher

Please return to Mrs Bridge with your application pack

Name: _____

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

please circle:

Caley

Rolfe

Strachan

Ingleby

None

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan



Changes to Free School Meals

Dear Parent/Carer,

Free School Meals (FSM) is changing from September 2026. Please see below, as this may affect your eligibility.

1. More families are becoming eligible

All households on Universal Credit are becoming eligible, with two tiers of entitlement:

- Targeted: if you earn under £7,400 a year, your children will be entitled to FSM and extra support for their school
- Expanded: if you earn above £7,400: your children will be entitled to FSM only

All households who receive other qualifying benefits will also receive Targeted FSM. A full list of qualifying benefits is available on [Norfolk County Councils free school meals website](#) You will only need to apply once per child.

2. Protected entitlements are ending

Children who were previously assessed as eligible for FSM had their eligibility protected. This meant they could not lose their FSM, even if the household was no longer eligible. These protections are ending in September 2026, meaning some children may lose their existing eligibility. Norfolk County Council will contact you to confirm your eligibility before the end of the summer holiday.

3. Annual Eligibility rechecks

Norfolk County Council will recheck the eligibility of all children on an annual basis. Parents already in receipt of benefits related FSM do not need to reapply, as your eligibility will be rechecked and confirmation of this will be sent to you before the end of the summer holiday

4. No Recourse to Public Funds

Due to these changes, all households that qualify as No Recourse to Public Funds (NRPF) and receive FSM must reapply or you will lose your entitlement.

Questions

If you have any questions following receipt of your updated eligibility, please contact Norfolk County Council at: fsm@norfolk.gov.uk The easiest and quickest way to apply for FSM is online [via Norfolk Education Online \(NEO\)](#) visit the link and click 'Apply for free school meals'.

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan



Love of Learning, Bright Futures, Happy Memories

EXECUTIVE HEADTEACHER
Ms L Jackson

ASSISTANT HEAD
Mr A Kirwan



PROUD TO BE A
MUSIC MARK
SCHOOL
2023 - 2024



Artsmark
Gold Award
Awarded by Arts
Council England



Medical Diet Menus – A Guide for Parents, Guardians & Carers

At Lunchtime Co., your school caterer, our aim is to ensure that children with diagnosed allergies and intolerances are supported and receive a tasty, nutritious and safe meal. Our nutrition and catering teams work together and follow a robust process so you can feel reassured that whenever safely possible, an alternative menu will be provided for your child.

Which children will require an alternative menu?

- ✓ Children with diagnosed food allergies or diagnosed food intolerances
- ✓ Children with Type 1 Diabetes who require a carbohydrate count
- ✓ Children with medical conditions requiring a modified menu

Please note

Children with religious, cultural or personal preferences, can choose from the standard menu. You do not need to complete a medical diet request form. This includes, but is not limited to vegetarian, pescatarian, vegan and Halal requirements. However, we need to be advised if a child requiring a medical diet does have religious, cultural, or personal preferences in addition to their medical diet requirements so we can allow for these when producing the medical diet menu.

Keeping everyone safe

We aim to provide meals for as many children as possible, as safely as possible. We will only provide menus that exclude the whole allergen. We do not offer children with medical diets the self-service salad bar and dessert station options.

Identification of your child with a medical diet

In line with the Government guidance, your child will be issued a photographic ID card that is managed by the school office, which contains the important information about your child's allergies and intolerances. This card will then be handed in to the school catering team each lunchtime, to ensure your child is served the correct meal.

Always fresh, inclusive, tasty and nutritious

We are aware of how important it is that, despite your child needing a medical diet menu, you feel confident knowing that they are still receiving a balanced and enjoyable lunch. Most of our dishes are made from scratch using fresh, local ingredients without compromising on taste.

Where possible, the Nutrition Team strive to adapt the dishes already featured on the standard menu to suit your child's needs. Examples include exchanging pasta for gluten free pasta, utilising various allergen aware pizza options or using plant-based dairy substitutes. We also have a range of bespoke medical diet recipes that are not featured on our standard menus that are suitable for more numerous or complex allergies, never compromising on flavour and nutrition.

How do I apply for a medical diet?

Please complete and return medical diet form to your child's school office, who will pass this onto our catering team. This will ensure we feed your child a safe meal until their named medical diet menu is in place. Until we have received this form, in the interest of your child's safety, they will be served a plain jacket potato and fruit, or you provide a home packed lunch.

What happens next?

The Nutrition Team will prepare a medical diet menu based on the current standard menu. The allergen information is supplied directly from our manufacturers and suppliers, and products that are labelled with a 'may contain' for that allergen will also be excluded. Your child's menu will include a main meal, vegetarian or vegan option, Halal dish, sandwich option, jacket potato/ rice/ pasta option, dessert, fresh fruit, yoghurt, and salad. Please note that choices may vary depending on your child's school.

Your child's menu will normally be created within 2 weeks of receiving all the information. If the menu is more complex, it may take longer, and you will be informed of any delay via the Nutrition Team. Once processed you will receive a copy of your child's personal medical diet menu, so you can select which dishes they would like. Please pass these choices onto the school office so they can be given to the onsite catering team. You will receive a new medical diet menu for your child every time the school's menu changes.

What if my child no longer requires a medical diet?

If your child no longer requires a medical diet, and they can eat from the standard menu, you need to inform the school office in writing, who will then pass on the written confirmation to Lunchtime Co.

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan



MEDICAL DIET / FOOD ALLERGY REQUEST FORM

Child's name School name **HEACHAM JUNIOR SCHOOL**

Class name School year

Details of Special / Medical Requirement Requested

Allergen	Allergy / Intolerance? Tick	Allergen	Allergy / Intolerance? Tick
Celery		Molluscs	
Crustaceans		Mustard	
Gluten		Nuts	
Egg		Peanuts	
Fish		Sesame Seeds	
Lupin		Soya	
Milk / Dairy		Sulphur Dioxide	

Any other allergy, please list

Please advise if the pupil requires a vegetarian only menu, circle the option needed **Yes or No**

By signing this form, you confirm the information detailed is correct and should the child's allergen requirements change, a new form will be completed and submitted.

I agree for this form and the information contained in it can be shared with Lunchtime Co. by the school and both parties can retain this information for the purpose of management of the child's medical diet needs.

Parent / Carer Signature

Print Name.....

Date

The Lunchtime kitchens are nut free environments and we take every precaution to eliminate cross contamination with all allergens. However, we cannot guarantee 100% allergen free.

Please send a completed copy of this form to your school who will pass onto Lunchtime Co.

EXECUTIVE HEADTEACHER
Ms L Jackson

ASSISTANT HEAD
Mr A Kirwan



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

ASSISTANT HEAD

Mr A Kirwan





Love of Learning, Bright Futures, Happy Memories



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

ASSISTANT HEAD

Mr A Kirwan





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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: _____

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan



Name of Parent: _____ Date: _____

Asthma Record (Care Plan)
Heacham Junior School



2026-2027

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

ASSISTANT HEAD

Mr A Kirwan





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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,

Louise Jackson
Executive Headteacher

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan





Dear Parent/Carer,

Sent home each term

Norfolk County Council: Penalty Notices regarding school absence - Guidance for parents

Regular school attendance and parent's legal responsibilities

At Heacham Junior School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information – New from 19 August 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

Continued/.....

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan



The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Requests for leave of absence

[Working together to improve school attendance](#) advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Support with ensuring regular school attendance

If you require any support with ensuring your child's attendance, please contact the school.

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan



Working together to improve school attendance

Being in school and having the best attendance possible underpins all the many benefits of school for your child, such as their learning, wellbeing and wider development.

For some children, attending school every day will be harder than for others. This is why schools, and local councils in some cases, are committed to working together with families to solve problems and support your child's school attendance. This guide covers two areas:

- [parents' responsibilities](#)¹ for school attendance and what you need to do when your child needs to be absent.
- How schools and local authorities will work with you to [support your child's attendance](#).

Parents' responsibilities

What are my responsibilities for my child's attendance?

As a parent, you are legally responsible for making sure your child gets a suitable full-time education, usually from the [age of 5 to 16](#).

For most parents, this will mean making sure your child is in school every day except when:

- Your child is too ill to go to school.
- You have permission for a leave of absence from your child's school for them not to attend. You should only ask for this in exceptional circumstances.
- Your religious body has a day especially for religious observance.

There are also some other circumstances for example where:

- Your [local council](#) is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet.
- Your child attends an independent school that is beyond walking distance from home and your local council has not arranged for your child to board at or near the school or attend another school closer to home.
- Your child does not have a permanent address and you are required to travel for work. (This exception only applies if your child attends their usual school or another school where you are staying as often as possible. This must be 200 half days or more a year if they are aged 6 or older.)

¹ The meaning of 'parent' in relation to a child includes any person who is not a parent but who has parental responsibility for the child or who has care of the child, as set out in [section 576 of the Education Act 1996](#).



Whilst some absence is unavoidable, it is important that your child is in school every day they can be for their learning, wellbeing and development.

If my child needs to be absent from school, what do I need to do?

You should contact their school as early as possible on the first day of absence to explain why. If you do not, your child's school will contact you on the first morning of their absence to find out why your child is not in school.

All parents can request a 'leave of absence' for their child which gives them permission to be absent from school. Your child's school has the final say over whether to approve the request and for how long your child can be absent.

My child has a short term illness. Do they have to go to school, and will I be penalised if they don't?

If your child is ill, read the [NHS advice](#) to help you decide whether they can go to school.

If they are too ill to attend, you are not breaking the law and will not be penalised. You should let the school know as soon as possible on the first day of absence and schools must record such absences as authorised. If the absence due to illness is ongoing or frequent you should speak to [child's school to see what support](#) can be put in place.

Do I need to provide medical evidence to support my child's illness related absence?

If your child is too ill to attend school, schools must record these absences as authorised. In the majority of cases medical evidence is not needed, but schools may ask you for evidence where:

- Your child is regularly absent because of illness, to assess how they can help your child by putting the right reasonable adjustments in place.
- In a small number of cases where they have reason to believe your child was not too ill to attend and a conversation cannot resolve the issue.

If you are asked to provide evidence this does not need to be a letter from your doctor or consultant, and doctors will not usually provide such letters. It can, instead, be appointment cards, prescriptions, or notes of previous consultations (including from the [NHS App](#)).

A lack of written evidence must not prevent the right support being put in place or the absence being authorised if you can demonstrate your child was, or is, unable to attend, or is awaiting treatment. If you are asked for evidence you cannot provide, a conversation between the school, child and parent can help to resolve the issue.



What should I do if my child needs a dental or medical appointment in school time?

To avoid disruption to your child's attendance, medical and dental appointments should not be booked during the school day whenever reasonably possible. When they are, you should ask the school in advance for a leave of absence and collect them as close to the time of the appointment as possible and return them to school for the rest of the school day afterwards.

Accessing support to help my child attend school

My child is struggling to attend because of an issue in school. Who can help us?

The first step is to talk to your child's school about why your child is missing school, and what help the school can give. You should still do everything you can to help your child attend as much as possible whilst waiting for help and support to be put into place. Information on who in school you can contact for help, including the school's senior leader responsible for attendance, can be found in the school's attendance policy on its website or available in hard copy from the school. The school and local council are expected to follow the expectations set out in the guidance document [Working together to improve school attendance](#).

If your child is struggling to attend because of something that is happening at school, their school is expected to work with you (and your child if they are old enough) to overcome the issues. You should agree a set of joint actions with the school that you have all developed together to support your child. This will often include a commitment to support you and your child by working together or help you to access support services in exchange for an agreement from you (and your child if they are old enough to understand) to take part in the support offered. The school will also arrange times for you to come together to review these actions and your child's progress.

Depending on the reasons for your child's absence, this may take the form of an action plan, an early help plan, or a parenting contract.

My child is struggling to attend because of an issue at home or getting to school. Who can help us?

Again, talking to the school should be your first step. It is expected to help you access the support you need – such as from a school nurse or local housing or transport team.

Your local council's school attendance team is expected to work with the school and provide access to the support you need if the issues you or your child are facing are beyond the remit of the school. If there are lots of reasons for your child's absence, local services are expected to work together to support you and your child. They are expected to provide you with a single action plan and lead worker to help and support you. In most



cases this will be a member of school staff but it might be a member of local council or local healthcare staff.

In exchange, you are expected to agree and take part in accessing the support once it has been put in place. It is advisable to regularly meet with your child's school to review what is and isn't working, involving your child if possible. While waiting for help, you should still do everything you can to help your child attend as much as possible

Accessing support for my child with long term illness or special educational needs and disabilities

My child has a long term illness, special educational needs or a disability that is impacting their attendance. What help is available?

If your child is regularly absent from school because of illness (regardless of whether it is mental or physical) or special educational needs or a disability, they have the same right to a suitable full-time education as any other child. You should work with your child's school to discuss the reasons and make sure the right support is in place.

All schools are expected to provide support in these cases. More information can be found in your child's school's policy on [supporting pupils with medical conditions](#).

Schools are expected to:

- Work with you to make reasonable adjustments to help your child attend. These could include adjustments to uniform, transport, routines, access to support or lunchtime arrangements.
- Ensure your child receives the right pastoral care and in certain cases consider a time-limited phased return to school where appropriate, for example for those who have anxiety about school attendance.
- Work jointly with other services including your local council and health services.
- For pupils with a long-term medical condition – either physical or mental – schools are also expected to make attendance support a key feature of any individual healthcare plan.
- For pupils with [Education, Health and Care plans](#) - ensure access to any provision outlined within the plan.

To make this work, it is important that you are open and work with your child's school by sharing written information. This will help agree the right support and take an active part in agreeing and putting in place the solution.

In most cases this will be sufficient, but no child should be out of school without appropriate education for more than 15 school days over a school year. Where additional support is needed, your local council is responsible for arranging alternative suitable full-time (or close to) education for your child.

If your child has an Education, Health and Care plan, and is out of school for more than 15 days, we expect the school to inform the local council who is responsible for your



child's plan. This is to ensure that they are aware of the situation and to seek their support for your child where necessary.

Where can I get help if my child is too anxious to go to school?

Attending school usually helps to protect your child's mental health, for a range of reasons including giving them a chance to be with friends and to benefit from learning. However, some children can be anxious or worried about going to school, particularly around the start of the new year or joining a new school or class. This is a normal emotion, and not necessarily indicative of an underlying mental health condition.

If their anxiety continues and becomes an attendance issue, you should speak to your child's school together with your child about why they are anxious and what can be done.

You can find some useful advice at [Young Minds](#), to help work through likely reasons together with your child, what to do and how to make sure that you get the right support if there are more serious issues.

Getting help when support hasn't been provided, or hasn't worked

Support isn't working because my child's current school place is not suitable for their needs. What can I do?

Your first step is to discuss it with your child's school to see if extra support can be given. If you are still having problems you can apply for a place at a different school or schools. Your local council will be able to provide details on how to apply.

It is important that you don't take your child out of their current school in the meantime – your application for another school may not be successful, for example, if it is full for that particular year group.

If your child has an Education, Health and Care plan then it is helpful to discuss the best way forward with both your school and your local council's SEND team.

What action you can take if your child's current school place is not suitable for their needs?

If you have applied for a place at a school and it does not offer your child a place, you have the right to appeal this decision [Advice for parents and guardians on school admission appeals – GOV.UK \(www.gov.uk\)](#).

Mainstream education isn't working for my child. Can I get help with an alternative provision?

Your first step is to discuss it with your child's school to see if extra support can be given.



If you are still having problems you should discuss them with your local council. In many cases additional support can be provided to help a child remain in mainstream school. In a small number of cases where a child would not receive a suitable, full-time education without [alternative provision](#), your local council is responsible for putting that in place.

Where can I find help if my child's school or the local council have not delivered what they are expected to?

Your first step is to discuss it with school. Most issues can be resolved this way.

You can also contact your local council's school attendance support team.

Your local Special Educational Needs and Disabilities Information Advice and Support Service (SENDIASS) will be able to offer advice and support

If these steps don't succeed, you can make a formal complaint to the school or local council following their complaints procedure. All schools must have one and details can usually be found on the school website.

If you believe that the school did not handle your complaint correctly there are [different processes of how to complain](#) depending on your child's circumstances. If you do not believe your local council handled your complaint correctly you can make a complaint to the Local Government and Social Care Ombudsman (LGSCO) at www.lgo.org.uk once you have completed the councils complaint process.

Can my child's school force me to remove my child from school and home educate?

If your school has asked or is putting pressure on you to remove your child from school to home educate, this is known as off-rolling.

Off-rolling is the practice of removing a pupil from the school roll without using a permanent exclusion, when the removal is primarily in the best interests of the school, rather than the best interests of the pupil. This includes pressuring a parent to remove their child from the school. While it may not always be unlawful, Ofsted and the Department believe that off-rolling is never acceptable.

Elective Home Education should always be a positive choice taken by parents without pressure from their school.

If you believe your child has been removed from the school site and formal suspension/permanent exclusion procedures have not been followed, you should approach the headteacher in the first instance to discuss the matter. If you are not satisfied, you can take up the issue with the governing board and in the case of a maintained school, to the local authority, or in the case of an academy, the trust. If you remain dissatisfied, you are able to write to the Department. You may also wish to consult the Coram Children's Legal Centre.



Formal and legal action where voluntary support hasn't worked or isn't taken up

Will my local council take legal action against me?

If your child is absent from school without permission or a valid reason, you are likely to be breaking the law. Where this happens, your child's school or your local council will speak to you to understand the reasons. If your child hasn't attended because they are struggling to, both your child's school and your local council are expected to put the right support in place to help you.

If you do not take part in that support, or it doesn't work because more structured formal support is needed, then your child's school or your local council may:

- Invite you to agree to a parenting contract. This is not a punishment or a criticism of your parenting. It is a more formal action plan that sets out what you will do to improve your child's attendance and what your child's school and/or your local council will do to support this.
- Apply to the family court for an education supervision order to ensure you and your child receive advice, assistance and direction to make sure they receive a suitable full-time education.

If you do not make any efforts to improve your child's attendance or it is clear you have knowingly allowed your child to be absent without good reason – for example, taking your child on holiday in school time without permission – your local council may prosecute you to protect your child's right to a full-time education. Even during this process, you have the opportunity to accept and engage in voluntary support (such as an early help assessment) or formal support (such as a parenting contract or education supervision order) to prevent the case from going to court. If found guilty you may be given a parenting order, community order, a fine of up to £2,500 or in very exceptional circumstances a sentence of up to 3 months in prison.

Glossary

Attendance action plan – an informal agreement between you, your child if they are old enough to understand, their school and sometimes your local council about what actions supporting your child will take to improve their attendance.

Community order – an order that can be made by a Court after you have been found guilty of knowingly failing to secure your child's regular attendance rather than sending you to prison. This may include requirements for you to take part in certain activities or observe certain rules.

Early help assessment – a voluntary assessment of what you and your family need help with to allow your child's school and/or your local council to put the right support in place or help you access the right services.

Education supervision order – an order that can be made by the Family Court to require a local council to advise, assist, and direct you and your child so that they receive suitable full-time education. This is not a criminal conviction, but persistently breaching the council's directions can lead to prosecution.

Leave of absence – permission given by your child's school for them to be absent from school for a specified period of time. You should write to the head teacher and ask for a leave of absence before the time your child needs to be absent from school. They will only be agreed to in exceptional circumstances.

Parenting contract – a formal signed agreement between you, and your child's school and/or your local council agreeing what actions you will take to improve your child's attendance and what the school/council will do to support you in this.

Parenting order – an order that can be made by a Court after you have been found guilty of failing to secure your child's regular attendance. You will be required to take part in certain activities or observe certain rules.

Reasonable adjustment – a change made by your child's school to remove or change something that is preventing your child from attending school.

Regular attendance – attending school every day that the school is open in line with the school rules apart from in a small number of allowable circumstances.

School attendance support team – the team in your local council who can help you with your child's attendance.

Special educational need (SEN) – Children and young people with SEN all have learning difficulties or disabilities that make it harder for them to learn than most children and young people of the same age. These children and young people may need extra or different help from that given to others.



EXAMPLE MENUS ONLY

 WEEK 1 MENU WEEKS: 13/04, 04/05, 01/06, 22/06, 13/07, 31/08, 21/09, 12/10 					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
MAIN MEAL	Baked Sausage Roll served with Seasoned Cubed Potatoes & Baked Beans or Fresh Salad	Meat Feast Wholemeal Pizza served with Jacket Potato Wedges, Crunchy Carrot & Cucumber Sticks	Meatballs in a Tomato Sauce served with Pasta, Homemade Wholemeal Garlic & Herb Bread and Seasonal Vegetables	Roast Chicken served with Roast Potatoes, Carrots, Broccoli, Yorkshire Pudding and Gravy	Chicken Nuggets served with Chips, Garden Peas or Baked Beans & Ketchup
	Vegan Sausage Roll served with Crispy Cubed Potatoes, Peas & Sweetcorn	Cheese & Tomato Wholemeal Pizza served with Jacket Potato Wedges, Crunchy Carrot & Cucumber Sticks	Vegan Meatballs in a Tomato Sauce served with Pasta, Homemade Wholemeal Garlic & Herb Bread and Seasonal Vegetables	Quorn Roast served with Roast Potatoes, Carrots, Cabbage, Yorkshire Pudding and Gravy	Vegan Quorn Sausage served with Chips, Garden Peas or Baked Beans & Ketchup
	Jacket Potato with Choice of Toppings served with Fresh Salad	Jacket Potato with Choice of Toppings served with Fresh Salad	Jacket Potato with Choice of Toppings served with Fresh Salad	Jacket Potato with Choice of Toppings served with Fresh Salad	Jacket Potato with Choice of Toppings served with Fresh Salad
	Choice of Ham, Cheese or Tuna Mayo Sandwich Savoury Snack Duo of Salad Sticks	Choice of Ham, Cheese or Tuna Mayo Sandwich Savoury Snack Duo of Salad Sticks	Choice of Ham, Cheese or Tuna Mayo Sandwich Savoury Snack Duo of Salad Sticks	Choice of Ham, Cheese or Tuna Mayo Sandwich Savoury Snack Duo of Salad Sticks	Choice of Ham, Cheese or Tuna Mayo Sandwich Savoury Snack Duo of Salad Sticks
	Choose One of Our Fabulous Desserts Shortbread Biscuit Fruity Jelly Fresh Fruit Pot	Choose One of Our Fabulous Desserts Strawberry Mousse with Berry Coulis Fruit Yogurt & Coulis Fresh Fruit Pot	Choose One of Our Fabulous Desserts Peach Cake Fruity Jelly Fresh Fruit Pot	Choose One of Our Fabulous Desserts Fruity Lolly Fresh Fruit Pot	Choose One of Our Fabulous Desserts Chocolate Ice Cream Fruity Jelly Fresh Fruit Pot
DESSERTS					

SUBJECT TO CHANGE

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan



Term Dates 2026-2027 – Primary and Secondary Schools

September 2026							October 2026							November 2026							December 2026						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

January 2027							February 2027							March 2027							April 2027						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30	31	

May 2027							June 2027							July 2027							August 2027						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6				1	2	3	4						1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					

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

Staff training days are – Tuesday 1 September, Wednesday 2 September, Monday 4 January and Monday 12 April as whole training days.
Monday 23 October 2026 is disaggregated.

Term Dates 2027-2028 – Primary and Secondary Schools

September 2027							October 2027							November 2027							December 2027							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
			1	2	3	4	5				1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31			

January 2028							February 2028							March 2028							April 2028						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6			1	2	3	4	5					1	2	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30
31																											

May 2028							June 2028							July 2028							August 2028						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4					1	2							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

Key: White dates – school open to pupils
Orange dates – pupil holidays
Purple dates – staff training days
Blue – Disaggregated staff training days
Red dates – bank holidays

Staff training days are – Wednesday 1 September, Thursday 2 September and Tuesday 4 January as whole training days.
Friday 22 October and Friday 21 July are disaggregated.

Ms L Jackson

Mr A Kirwan



Uniform:

Our supplier in King's Lynn holds stock of the items below. Please contact them for current prices.

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



Minuteman Press (King's Lynn)

12 Campbells Business Park, Campbells Meadow, King's Lynn, PE30 4YR

Tel: 01553 661103

Email: kingslynn@minutemanpress.com



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

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan



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 Minuteman Press in King's Lynn.
- There is a choice between a burgundy cardigan or sweatshirt both with the school logo, available from Minuteman Press in King's Lynn. (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 Minuteman Press in King's Lynn
- 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.

EXECUTIVE HEAD TEACHER
Ms L Jackson

ASSISTANT HEAD
Mr A Kirwan



Love of Learning, Bright Futures, Happy Memories

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.



UNIFORM SUPPLIER INFORMATION

Minuteman Press (King's Lynn) will deliver your uniform to school.

12 Campbells Business Park, Campbells Meadow, King's Lynn PE30 4YR

Tel: 01553 661103

Email: kingslynn@minutemanpress.com

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan





BREAKFAST CLUB

We are pleased to let you know that Premier Education will be taking over the Stay Active before-school provision at Heacham Junior School from Tuesday 6th January 2026.

Our Start Active programme provides a calm, positive and active start to each school day. Children can choose from a wide range of engaging activities including sports, team games, construction challenges, arts and crafts and more. A healthy breakfast is included every morning.

Session Details

- Days: Monday to Friday
- Time: 7:45am – 8:45am
- Price: £4.50 per session including breakfast (price correct March 2026)
- Sibling Discount: 15% off additional children

How to Book

All bookings can be made online via our website:

Book here: <https://www.premier-education.com/parents/venue/courses/14134-944758/>

Bookings can be made daily, weekly, or monthly depending on your needs.

Drop-Off Information

The drop-off point will remain the same as the current breakfast club. A member of our team will greet children on arrival and ensure they are settled.

What Children Need

Children do not need to bring anything additional to attend the club. Breakfast and all activity equipment are provided. School bags will be stored safely during the session.

Our Staff

All Premier Education staff are fully trained, DBS-checked and first-aid qualified, ensuring a safe, welcoming and supportive environment for every child.

We look forward to welcoming your children in January and working closely with the school to ensure a smooth transition from the current provision.

If you have any questions, please contact us at:

Email: office-31@premier-education.com

Phone: 01223 755177

Kind regards,

EXECUTIVE HEADTEACHER

Ms L Jackson

ASSISTANT HEAD

Mr A Kirwan

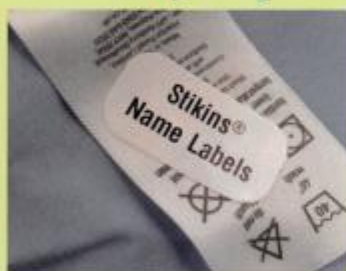


Love of Learning, Bright Futures, Happy Memories

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EXECUTIVE HEADTEACHER
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