



Eden Federation of Church Schools

Great Witchingham Church of England Primary Academy



School Prospectus 2023-2024

**Growing Excellence:
Nurture....Nourish....Flourish.**



Our School Values

Our Aim and Ethos.

Within our Federation we believe in the concept of lifelong learning and that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching and promotion of the Christian Core Values, we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.



Aims, Objectives and Ethos

In line with our vision through teaching we aim to:

- deliver life enhancing, nurturing, inspiring, relevant learning experiences which incorporate the National Curriculum; modified where appropriate;
- enable children to become happy, confident, resilient, resourceful, enquiring and independent learners;
- foster children's self-esteem and help them build positive relationships with other people;
- develop children's self-respect and encourage children to respect the ideas, attitudes, values and feelings of others;
- show respect for all cultures and, in doing so, to promote positive attitudes towards other people;
- facilitate considerate and positive relationships between all members of the school community whereby everybody feels valued;
- help children grow into reliable, independent and positive citizens;
- help children through the Christian ethos of the Federation and its links with the church to develop a strong moral code and an understanding of Christian ethics and their relevance to their own lives;
- raise levels of attainment for all pupils, enabling them to achieve their personal best;
- provide a safe and happy place to work;
- promote a thoughtful attitude towards the immediate and wider environment.

About Us

Although not far from Norwich, Great Witchingham has the feel of a rural village academy with a friendly community atmosphere. In our academy we provide a stable, secure and supportive environment within which everyone feels that their opinions and actions are valued. In this caring atmosphere we are able to cater for the needs of all children, providing exciting learning opportunities which enable them to make good progress and grow in confidence.

Great Witchingham Church of England Primary Academy is judged by Ofsted to be a good school. The Headteacher ensures that its work is guided by a clear vision that is firmly grounded in its Christian ethos. This inspires staff and pupils to work well together to promote learning and well-being throughout the school.

(To read the full Ofsted Report log on to www.Edenfederation.co.uk or ask for a paper copy at the school office.)



Federation

Great Witchingham Primary is federated with St Peter's, Hockering and Cawston Church of England Primary Academies, known as the Eden Federation.

Mrs Newman leads all 4 schools which share one governing body. The federation provides both staff and pupils with exciting new opportunities for teaching and learning.



'Through our commitment to the Christian Core Values we:

Nurture creative, resilient, confident, independent learners who are curious about the world around them.

Nourish learners by providing exciting, inclusive, challenging, spiritually enriching opportunities within a safe learning environment.

Enable learners to **flourish** in to aspirational courageous advocates for change in a local and global context.' (*Federation Vision*)

Diocese of Norwich Education and Academies Trust

On 1st March 2016 the Federation converted to academy status under the Diocese of Norwich Education and Academies Trust (DNEAT). www.dneat.org

Great Witchingham as a Church of England Academy

School

In addition to being a village academy, Great Witchingham has a distinctive character which makes the school a place of Christian love and care where all are welcomed and included.



Church

We have strong links with the local churches. The children visit the churches to celebrate the major Christian festivals, and the priest in-charge regularly leads collective worship.



Religious Education and Collective Worship

The children are taught religious education according to The Norfolk Agreed Syllabus. The children learn about festivals, Bible stories and the key features of Christian worship and the other main world faiths. An act of collective worship is held in school every day led by staff or visitors from mixed denominations and faiths.

Parents have the right to withdraw their child from all or part of the religious education and collective worship provided. Please contact the Headteacher if you wish to discuss this further.

We aim to show respect for all cultures and in doing so, to promote positive attitudes towards other people. Also to help children, through the Christian ethos of the Federation and its links with the church, to develop a strong moral code and an understanding of Christian ethics and their relevance to their lives.

Our Curriculum

Teachers at Great Witchingham Primary Academy work hard to make learning irresistible! We are mindful of the need to cover all aspects of the National Curriculum, and follow a topic-based enriching curriculum that provides our children with a greater awareness of local, national and global issues. We have adopted the 'Dimensions Curriculum Learning Means The World' which is a highly relevant primary curriculum based around 4 core world issues: Conservation, Communication, Conflict and Culture.

Conservation



Communication



Conflict



Culture



Our Christian values are also matched against the four Cs, ensuring further cohesion within and across the curriculum.

Within each core issue the children will explore 7 themed units as they move through the school – more details can be found in the curriculum section of our website: www.Edenfederation.co.uk

The curriculum also promotes 4 characteristics of effective learning for each key stage which fit in alongside the 6 Federation characteristics of Perseverance, Courage, Resilience, Curiosity, Creativity and Confidence.

Some of the activities which support learning in the classroom include:

- Themed days
- School visits
- Specialist visitors in school
- Drama and role play
- Older children used to support learning of younger children
- Use of the outdoor environment
- Residential study trips (KS2)

We aim to deliver life enhancing, nurturing, inspiring, relevant learning experiences which incorporate the National Curriculum modified where appropriate, and to raise levels of attainment for all pupils, enabling them to achieve their personal best.

Teachers at Great Witchingham plan lessons carefully to take into account the needs of all learners. They are supported by a team of teaching assistants, who support individuals and groups both inside and outside the class.

Special Educational Needs and Disabilities (SEND)

Great Witchingham is an inclusive school where staff support and plan for children with special educational needs as part of their normal classroom practice. The school is supported by a team of professionals who offer help and advice to both teachers and parents, occasionally working with individual children.

Some children may require additional support to address their individual needs. Parents are consulted and kept informed about this by the school and advised on how to help their child at home.

The SEND Governor works closely with the school SEND co-ordinator to monitor the implementation of the SEND policy.

Able, Gifted and Talented (A, G&T)

At Great Witchingham we aim to cater for the needs of all children. Staff are asked to identify able, gifted and talented children within their classes. The teachers then plan lessons that will challenge the more able, and create additional learning opportunities for children by working with external providers.

Opportunities provided in the past have included:

- Singing with Young Voices at the O2
- Taking part in the Dance Show at the Open Venue
- Brilliant Club
- Maths Challenge
- Joint specialist events with our Cluster Schools
- Specialist sports coaching
- Brain Academy Maths
- Projects with local writers and artists
- Specialist musical instrumental teaching

Homework

We set a variety of homework activities to support work in class. The amount increases throughout the school to a maximum of 30 minutes per night by the end of Year 6. More details are given at the initial parent / teacher meetings at the beginning of each year.

Lunch Time and After School Clubs

During the year, we have various after school clubs that run for a few weeks at a time. In the past these have included the following and details are sent out in termly newsletters;

- Cookery Club
- Football Club
- Dance Club
- Gardening Club



We aim to provide a safe and happy place to work, develop children's self-respect and encourage children to respect the ideas, attitudes, values and feelings of others.

Behaviour

At Great Witchingham children are expected to be reasonable and polite. They are encouraged to be caring, sensitive and co-operative with each other and to care for their surroundings. These expectations are constantly reinforced through class discussion and by the way in which all adults in school interact with each other and the children.

We have both whole school and class rules which are agreed by the children and primarily exist to ensure a safe and secure environment for all.

During their time at Gt Witchingham, the children are encouraged to become responsible and self-disciplined, and are supported in solving their own problems by discussion and negotiation.

If there is a serious or recurring problem with an individual, we will discuss it with the child's parents or carers. In very exceptional cases, persistent disruptive behaviour which prevents other children from learning or endangers any child's safety, may lead to exclusion.



Rewards

At Great Witchingham learning achievements are recognised weekly in Collective Worship. Children are encouraged to share any other special achievements at this time.

Anti-Bullying

Incidents of bullying are rare, but are taken very seriously, and are dealt with according to our school policy which is displayed near the school office.

We aim to create an atmosphere which recognises the equal status of children regardless of gender, age, appearance, disability, religion, sexual orientation or ethnicity. The school will not tolerate prejudice, be it spoken or in any other form. Any racial prejudice will be reported to Children's Services and if necessary to the police. Our Single Equality Scheme supports this.

Working with the Children

At Great Witchingham we consult with the children and encourage them to voice their opinions in a safe and secure environment.

School Council

We have a school council made up of 12 children and 1 member of staff. The school council serves as a platform for the children to communicate their opinions to the staff and get involved in the decision making of the academy.

Working with Parents

We encourage parents to be involved with the life of the academy and the education of the children.

Some of the ways parents currently help:

- Hearing children read
- Helping in lessons such as Science
- Running and helping with gardening club
- Taking part in school trips

If you have time to help we would be pleased to hear from you.

All helpers in school are asked to complete a police check.

Parents are also offered opportunities to consult with the class teacher and find out what the children have been doing in the following ways:

- Introductory meeting with the class teacher at the beginning of each year
- Individual parent consultations in Autumn and Spring Terms
- Open mornings / afternoons
- Annual written report
- Special assemblies, class assemblies and school productions
- Maths and reading 'cafés'
- Curriculum details for each class are also shared via the website www.Edenfederation.co.uk

Parents can make an appointment at any time to see the class teacher if necessary.

We aim to facilitate considerate and positive relationships between all members of the school community whereby everybody feels valued. Also, to help children grow into reliable, independent and positive citizens and promote a thoughtful attitude towards the immediate and wider environment.

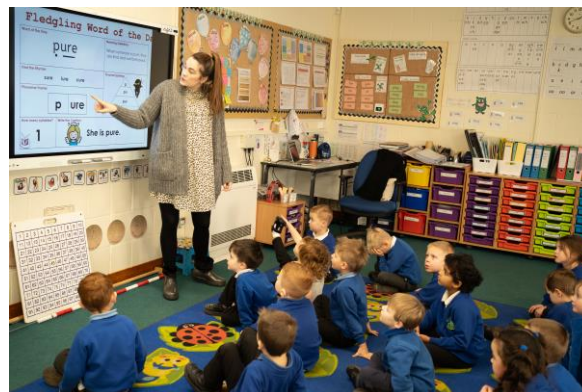
Healthy Schools

Healthy Eating

- All children receive a free piece of fruit to eat every day at morning break. Children may also bring fruit from home, but no other form of snack.
- All children are encouraged to drink water throughout the day. This can be kept in a plastic bottle in the classroom.
- Milk is available for all children at morning break on request. A charge is made for this.
- Children have the opportunity to learn to cook healthily through the Cookery club.
- Children have the opportunity to learn about growing their own fresh fruit and vegetables through the gardening sessions.

Keeping Fit

- Children are encouraged to walk or cycle to school. Cycling proficiency and pedestrian training are offered to all pupils.
- A variety of sporting opportunities are offered to the children both during school time and after school. The older children are also encouraged to participate in matches with other schools in Kwik Cricket, Football, Netball, Tag Rugby and Athletics.
- The school is part of the local Sports Partnership which gives opportunities for the pupils to learn new skills with visiting experts and take part in competitions with other schools.



Emotional Health and Well-being

- Children are encouraged to talk through any problems with adults in school in an atmosphere of understanding and respect.
- There is a strict anti-bullying policy
- Individual and group support is available from external professionals
- A Reading Dog – Riley – from Pets as Therapy visits once a week with his owner to hear children read.

Personal, Social and Health Education

- A programme of personal, social and health education is taught throughout the school based on common themes which are reinforced in collective worship.
- During their time at school pupils will have lessons in sex and relationships education. Parents will be notified as to when these lessons will take place and have the right to withdraw their child from these sessions after consultation with the Headteacher.
- Age appropriate Drugs Education is taught throughout the school.

Making a positive contribution

At Great Witchingham we encourage the children to be positive members of the wider community by:

- Contributing to the village magazines
- Organising their own fundraising events
- Performing at Community events
- Working with other schools in Norfolk



Come and see us!

**Call the school office on 01603 872354 to
arrange a visit!**

General Information

School Uniform

We encourage children to wear clothing which is both practical and appropriate for everyday wear.

We have a school uniform which we feel promotes a sense of belonging to the school. This consists of:

- A blue sweatshirt or cardigan with the school logo
- White or blue shirt/polo shirt
- Blue check dress for summer
- Black, grey or navy trousers / skirt / pinafore
- Flat black shoes
- A blue fleece with the school logo

P.E. Kit (indoor)

- T-shirt with logo
- Navy or black shorts
- Black slip-on plimsolls

P.E. Kit (outdoor)

- T-shirt with logo
- Jogging trousers and a warm top for winter
- Trainers

Buying Uniform

The following items can be purchased direct from Birds of Dereham

- Royal Blue Sweatshirt or Cardigan with embroidered logo
- Royal Blue Fleece with embroidered logo
- Royal Blue Reversible Waterproof Fleece with embroidered logo
- Royal blue Polo shirt with printed logo
- T-shirt with printed logo
- Royal blue school rucksack

It is important that all clothes that children wear or bring into school are clearly named.
At the end of each term any unclaimed items are displayed for parents to check before being recycled.

- Jewellery - only ear studs not hoops.
- Please ensure that your child can remove these themselves for PE.
- Other jewellery should not be brought into school.
- We do not expect children to wear make-up or nail varnish.

Buying Uniform

Uniform can be purchased from Birds of Dereham www.schoolwear-uk.com or Bird's shop at Unit D, 13 Yaxham Road, Dereham, NR19 1HB.

Jewellery

Only small studs and / or a watch may be worn in school. Please note that all jewellery must be removed for P.E.

Hair Styles

In line with our cluster High School, there should be no extremes of hair colour or styles of hair - including dip dye. Hair must be of natural colour. Students may have grade hair, but may not have patterns designed in.

Swimming

At some stage during Key Stage 2 children will have the opportunity to have swimming lessons. They will need:

- A one piece costume or swimming trunks (not Bermuda shorts)
- A towel
- Long hair tied back or a swimming hat

PLEASE ENSURE THAT ALL ITEMS OF CLOTHING ARE CLEARLY NAMED.

School Meals

School meals cost £2.47 a day. Menus are devised in accordance with government guidelines and are available from the school office.

If your child is to have a packed lunch it should be brought in a **named** plastic container/lunch bag.

Free school meals

If you think your child is eligible for free school meals, please ask at the office for an application form. All children in Years R, 1 & 2 are entitled to a free school meal.

Attendance

Children are supervised in the playground from 8.35am. Please do not arrive before this time as there will be no staff free to supervise the children.

Holidays during Term Time

Please consider very carefully before requesting permission to take your child out of school during term time.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions (morning counts as one session and afternoon counts as one session) of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term time: or
2. 15% unauthorised absence over a period of six school weeks for reasons other than unauthorised term time holiday.

The head teacher can authorise absence during term time but only in advance and in exceptional circumstances.

Further information can be found at: <https://www.gov.uk/school-attendance-absence>

If there is no alternative, an application form (available from the office) must be completed in every case.

Absence

It is important that parents notify the school with a reason for absence as soon as possible. If the school is not notified then the absence will be recorded as **unauthorised**. A telephone call, short note or verbal message to the teacher **by the parent** will be sufficient.

Parking

As 'The Street' is narrow, care needs to be taken at the beginning and end of the school day.

Please:

- Park away from the school. Parking is available at the Surgery, Wednesday afternoons only and also at The Bridge Public House.
- Leave the school entrance clear. Parking on the zig-zag lines is for the bus and disabled children's cars only.
- Walk to school if possible.

Mobile Phones

Children **SHOULD NOT** bring mobile phones to school. If for a special reason it is necessary for a child to bring a phone to school it **must** be handed into the office.



Appendices:

1. Admissions
2. Child Protection and Health
3. Charging Policy
4. Complaints Procedure
5. Full list of staff and governors

Appendix 1

Admissions

Admissions Policy 2023 for The Eden Federation of Church Schools

Great Witchingham Primary Academy

Children are welcomed into school at the beginning of the year they are five.

All children are welcome to stay full-time after the first week, but if parents of summer born children wish them to start part-time only, this can be discussed with the class teacher.

The Governors have agreed an intake limit of 15 reception children per year.

If there are more children who wish to enter school than there are places then the following criteria will apply:

1. Children with an Educational Health and Care Plan naming the school.
2. Looked after children and all previously looked after children. (Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.)
3. Residence within the catchment area of the school.
4. Siblings of children already at the school. In the oversubscription rules 'brother' or 'sister' means: brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit.
5. Parents who can demonstrate a special need of the child. Any application under this category must be supported by for example a letter from a registered medical professional or a social worker or a qualified teacher.
6. Parents who wish their children to receive an education in a school with a Church of England foundation should support this application with a letter from a church minister, either local or outside the locality. The letter should state how frequently the child attends church which should be at least once a month.
7. In the event of the Governors having to make a choice between candidates with cases of equal strength, the child living the shortest distance from home to school in a straight line as the crow flies route should have priority.

Appendix 2

Child Protection and Health

This school is committed to safeguarding and promoting the health and welfare of all pupils as stated in our Child Protection Policy. We are required by law to follow procedures laid down by the Local Safeguarding Children's Board (LSCB), if we see signs, which suggest that one of our children has been a victim of abuse. Use of the procedures in this way is an obligation placed on the school by legislation and in no way infers that any parent/carer is being accused of wrongdoing. Our Safeguarding Policy is displayed in school and a copy is available on request.

Because of the daily contact with children, school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of the school staff that a child may have been abused, the school is required as part of the Norfolk Area Child Protection Procedures to report the concern immediately. Staff receive appropriate training to enable the school to maintain a safe culture for the children. Great Witchingham is also part of Operation Encompass which enables police to liaise with school on matters of domestic violence.

The school has reviewed its procedures and follows the new guidelines for Safer Recruitment to ensure that all employees understand this commitment. This school complies with the safeguarding of children in relation to safe recruitment and follows the recommendations from Children's Services. On every appointment committee at least one member will have completed the National Safer Recruitment training. All successful applicants are required to undertake a DBS (Disclosure and Barring Service) check.

The school welcomes volunteers to work with the children. Any regular volunteers have to complete a DBS check to ensure the safety of the children. This is a requirement, even when the person is well known to the school.

Please see that your children are in good health before bringing them to school in the morning. If they have been sick in the night or prior to arriving at school please keep them at home for 48 hours since the last bout of sickness/diarrhoea.

If your child needs to take **medication**, during the school day, would you please fill in the appropriate form available from the School Secretary. Hand the medicine, clearly labelled with contents, **the child's name** and the dosage or other instructions, to your child's teacher. Please inform the school about any medical condition your child may have. Children should be responsible for their own inhaler.

Please inform us if you have any concerns about your child or if there are any problems in the family. You can be assured of confidentiality and we will do our best to help your child through any difficult times.

We can seek advice from the school nurse on matters of children's health and welfare.

Appendix 3

Charging Policy

The Governing Body has adopted DNEAT's charging policy. Charges may be made for:

- Music tuition: individual or small group lessons with members of the County Music Service.
- Ingredients and materials for Art or Design and Technology
- Certain Residential and Non-Residential activities.
- Public examinations (e.g. Royal School of Music).

Remission of charges

Only parents who are in receipt of Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges for activities which take place wholly or partly in school hours.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Voluntary Contributions

Parents may be asked to make a voluntary contribution towards additional activities e.g. educational visits, performances by visiting artists.

Refunds

A full refund is given for any child who does not take part in the educational visit, previously paid for, subject to the reduction of any non-refundable deposit.

Any unspent money is shared equally between those parents who have contributed.

We operate a **cashless system** in our school and all payments must be made via our parent app. Full details are available from the school office.

Appendix 4

Complaints Procedure

For your concerns to be heard and dealt with effectively please follow these steps:-

Stage 1 – Informal Stage



Before making an official complaint, make an appointment to sit down with your child's teacher and discuss your concerns. They may be able to take direct action to sort out the problem.

If you are not satisfied that enough has been done, and you have tried to discuss your concerns then you need to tell the teacher that you intend to take the complaint to the next level and involve the Headteacher or a senior member of staff. We hope you can reach an agreement that satisfies you and the school; please give them time to take action.

Stage 2: - Informal stage

Having given the class teacher time to act on your concerns, if you feel it

has not been sorted out to your satisfaction, you will need to arrange

an appointment to speak to the headteacher or senior member of staff. You will need to discuss the matter with him / her explaining your complaint and what you would like to happen to put the matter right.



Stage 3: - Formal stage



If you are not satisfied with the response you will need to write a formal letter of complaint to the Headteacher. Having investigated your concern, the Headteacher will then inform you, in writing of any action being taken, within 10 working days.

Stage 4: - Formal stage

If you are not satisfied with the response from the Headteacher then you can write to the Chair of Governors requesting that a Governor's Complaints Panel is set up. The Governing Body will nominate 3 governors to hear your complaint. The meeting will take place within 15 working days of receipt of your complaint. You will be notified of the panel's decision within 10 working days.

We always seek to solve problems informally and as quickly as possible. We are committed to all members of the Academy community being treated with respect and courtesy. A full copy of the complaints policy is obtainable from the Academy office / on the Academy website.

Appendix 5

School Staff

Executive Headteacher

Mrs Rebecca Newman

Executive Deputy Headteacher

Mrs Georgina Mace

Head of School

Mr Sean Duffy

Mrs Angela Donnor

Yr 4/5/6 (**Navigators**) Class Teacher

Mr Sean Duffy

Yr 2/3 (**Adventurers**) Class Teacher

Miss Ruth Connors

Yr 2/3 Class Teacher (part time)

Mrs Eleanor Broad

Yr R/1 (**Discoverers**) Class Teacher

Mrs Lynn Turner

School Secretary

Mrs Anne Hutton

Teaching Assistant

Mrs Caroline Emery

Teaching Assistant

Mrs Melissa Slatford

Teaching Assistant

Mrs Kellie Griffiths

Teaching Assistant

Mrs Katie Cleall

Teaching Assistant

Mrs Kaylee Wooton

Caretaker

Miss Carley Browne

Midday Supervisor

Mrs Jeannette Symonds

Midday Supervisor

Eden Federation of Church School Academies Trust Appointed Governors

Mrs Mary Blathwayt (Co-Chair)
Mrs Rebecca Newman
Mrs Deborah Boldero
Mrs Amanda Cameron-Heffer
Mr Alan Fairchild
Ms Grace Macdonald
Mr Jonathan Grey
Dr Victoria Hurst
Mrs Virginia Stevens
Mrs Elizabeth Plater
Rev Andrew Whitehead (Co-Chair)
Ms Sharon Brett
Mrs Fiona Flavell

Clerk to the Governors

Mrs Heidi Frary