



Terrington St Clement Community School

*A traditional school with traditional values where
we aspire, succeed and thrive*



PROSPECTUS

2024-2025

About our school

Contents

- 3 About Our School
- 4 Parents in Partnership
- 6 The Curriculum
- 7 Behaviour & Safety
- 7 Other Information
- 8 Privacy



Welcome

Dear Parents and Carers

On behalf of our staff and learners I would like to warmly welcome you to our school. At Terrington St Clement Community School we are proud of our strong community ethos which promotes co-operation and respect for each other. Our learners are polite, kind, enthusiastic and, together with our dedicated staff, make our school a fantastic place to learn.

We believe that school is always a happier and more successful place when parents and staff work together in the process of educating our learners to become hardworking, diligent and responsible members of our community. We encourage our learners to make the most of all of the opportunities that our school can offer, both inside the classroom and beyond and enjoy celebrating each other's successes.

We want our learners to be independent, adaptable, considerate, confident and successful. We have a well-developed and engaging curriculum that enables our learners to go forward as versatile and responsible young people, equipped with the skills they need in our rapidly changing world. We make the most of our indoor and outdoor environment to inspire and stimulate learning and healthy lifestyles.

Our pupils know right from wrong. They are encouraged to reflect on what they have done and admit if they are wrong. They are encouraged to think of ways they can put right the wrong they have done. They are also asked to recognise how the expectations placed on them in school mirror the expectations society places on them in the community. Our 3 school rules reflect this approach – "Ready, Respectful, Safe."

We look forward to meeting you many times during the forthcoming academic year. This prospectus tells you a great deal about the school and further information is available on our website www.terringtonstclementschoo.co.uk. If there are other things that you want to know, please do not hesitate to contact us.

Yours sincerely,

Miss A Conner MA (Ed) QTS
Headteacher

Our Vision

By **responsibility** we mean that:

- ✓ we take ownership of our actions



About our school

A traditional school with traditional values where we aspire, succeed and thrive

At Terrington St Clement we want our learners to be aspirational, to set themselves challenging goals and to work hard, growing in confidence and acquiring the skills needed to thrive. Working together in partnership, we can support our learners in achieving their goals. We aim to instil in our learners the belief that learning is limitless, that the world is full of opportunities waiting to be grasped and that through effort and perseverance everyone can succeed.

Our Traditional Values

Our vision is underpinned by our traditional values. We show **respect**, have **good manners**, take **responsibility**, **persevere** and are **caring**. These values are central to all that we do. They were devised in consultation with the whole school community and reflect our collaborative approach. Through these values we seek to develop rounded learners who are able to make a positive contribution to society.

By **respect** we mean that:

- ✓ we treat everyone how we would like to be treated
- ✓ we speak kindly and politely to everyone
- ✓ we are considerate and thoughtful towards others
- ✓ we follow our school rules and co-operate with others

By **good manners** we mean that:

- ✓ we remember to use 'please' and 'thank you'
- ✓ we open doors and move calmly around the school
- ✓ we greet each other when we meet each morning or around the school
- ✓ we share equipment and games

- ✓ we take ownership of our learning and try our hardest
- ✓ we come to school equipped and ready to learn

By **persevere** we mean that:

- ✓ everyone has a growth mindset (believing that effort and attitude can always help us improve)
- ✓ we look for ways to improve
- ✓ we make mistakes and learn from them and reflect on our learning journey
- ✓ we keep going when at first things seem difficult
- ✓ we think creatively and try new approaches to solve problems

By **caring** we mean that:

- ✓ we actively try to help and are kind and considerate towards others
- ✓ we take care of our school environment
- ✓ we know how to keep ourselves and others healthy and safe



About our school

Terrington St Clement Community School is a popular community school in the heart of the village. Our community ethos is a strength of our school. Many parents of our learners were pupils at our school.

The building consists of two main corridors running parallel to the courtyards. These provide sheltered areas for a variety of activities such as gardening and reading.

There is a library which is timetabled for use and is well-used. Learners can visit our library during lunch times and at other timetabled times. The school hall is well-equipped for gymnastics and is used for our assemblies, school events and packed lunches. We also have a fully equipped food technology suite which is used for group teaching and cookery club.

The school is surrounded by hard-core play areas with a large grassed playing area complete with climbing frame to the rear, trim-trail, climbing wall and volleyball / short tennis court. We also have a seated amphitheatre complete with a sun-sail.

We have our own kitchens producing high quality 'home-cooked' meals which comply to the required food standards and are very popular with our learners.

The school has a strong musical and sports tradition. We are proud to have achieved Sports Active Mark Gold for 5 successive years and our sporting teams regularly reach Borough Championship Finals.



School Organisation

Age		Stage
3-4 years	Nursery	Early Years
4-5 years	Reception	
5-6 years	Y1	Foundation stage
6-7 years	Y2	
7-8 years	Y3	Key Stage 1
8-9 years	Y4	
9-10 years	Y5	
10-11 years	Y6	

EYFS: Our EYFS classes are organised into mixed nursery and reception aged children. We do this to enable children to learn effectively from their starting points. Our Reception learners provide good role models for our youngest learners and help them to settle quickly into our school. This in turn helps to develop their independent skills ready for the next stage in their learning journey. Our staff are skilled at planning the curriculum to meet the needs of all learners.

We pride ourselves on the number of children leaving reception being able to read, write and calculate independently. They are school ready.



In KS1 and 2 children are grouped into mixed aged classes Y1/2, Y3/4 and Y5/6. Our curriculum is carefully structured to ensure that learners do not cover the same topics twice. Work is planned to ensure that work is pitched appropriately at the level at which your child is working regardless of whether they are in the younger or older age group within the class. Learners in the same phase groups cover the same subjects and topics. The school aims to organise classes within each year group to create balance. This means that we will group children according to a range of factors to promote the best possible educational outcomes. For example, gender, term of birth, ability, and SEND needs. All of our classes are mixed ability groupings. This means that classes are regrouped from year to year to account for the mixed aged classes.



About our school

Admission Arrangements

As a Local Authority (LA) school, we follow the Norfolk admissions policy which is available on the [Norfolk School Admissions website](#). All vacancies for Reception and waiting lists for Years 1 to 6 are administered by Norfolk County Council (NCC) and parents will be informed by NCC if an application is successful. Contact details are then passed onto the school. If your child has an education, health and care plan (EHCP), the arrangements for your child's start will be different. The SEND team will contact you directly to explain the process further.

Nursery places are available at our School the day after a child's third birthday. Parents can register their interest in a nursery place at any time but then must formally apply by completing the paperwork with school. Places are allocated immediately where there are existing spaces. Children who have registered in advance of the academic year will be offered available spaces in the summer term period before they are due to start in the following academic year. Please refer to the Admissions Policy on the school's website for further details.

We offer, as required by the LA, 15 hours (30 hours for eligible working families) of free early learning and childcare to all 3 and 4 year olds who wish to access it, during term time only. You have the option to use your child's 15 hours in a way that is convenient for you. Children are able to attend in a fully flexible way where spaces allow; no session shorter than 3 hours. You can also extend your 3-hour session, morning or afternoon, by paying for the extra lunchtime supervision.

The selected preference of sessions must be maintained for at least a term except under unusual circumstances. Any changes you wish to make will need to be made in writing a term in advance. This allows us to adjust staffing levels as necessary see if we have the space to accommodate your request for change.

We are offering 30 hours per week free childcare to families who meet the Government criteria and can present a valid code. You will be able to book 2 sessions per day (8.45-11.45am & 12.15 to 3.15pm) 5 days a week = 30 hours. We offer a supervised lunch club session. There will be an extra charge to cover the supervision at this time.

Nursery Session Charges are available on our [website](#).

We also have a successful Specialist Resource Base (SRB) which caters for children with speech, language and communication difficulties. Only children from Early Years Foundation Stage (EYFS) and KS1 who have been referred through Norfolk's pupil entitlement service can access the Specialist Resource Base (SRB).

The School Day

School Start	8:45am
Morning Session (Nursery Only)	8:45am-11:45am
Afternoon Session (Nursery Only)	12:15-3:15pm
End of School	3:15pm

Parents are asked to ensure that their children are punctual as valuable learning time is lost if learners arrive late. Children should not arrive before 8.35am unless specifically requested, as they cannot be supervised before this time. The formal school day starts at 8:45am. Please call the office before the end of the school day if you are delayed.

Contacts

Address: Terrington St Clement Community School
72 Churchgate Way, Terrington St Clement, Kings Lynn
PE34 4LZ

Telephone: 01553 828348

Email: office@terrington-st-clement.norfolk.sch.uk

Website: www.terringtonstclement.co.uk

Headteacher: Miss A Conner MA (Ed) QTS

Chair of Governors: Mr N Bouskill



Parents in Partnership

We welcome parents and carers into Terrington St Clement Community School believing we are partners in the education of your children. There are many opportunities for parents/carers to become involved in the life of the school and to gain a greater understanding of our work. Parents/Carers' support and expertise can be used in many ways and is greatly valued. Police checks and DBS checks are carried out on all adults working regularly in school. If you are able to help, please talk to the school office.

Communication

We communicate with parents and carers in various ways, for example through regular newsletters, surveys, Pupil Progress Meetings and informal social events. Parents/Carers are invited to Consultation Evenings in the Autumn and Spring term and to attend some of our end of school drop in events. Parents/ carers are warmly invited to attend our Annual Open Evening and Sports Day as well as children's performances/ events during the year. We will ask parents/carers to sign up to an app called Marvellous Me as our main method of information sharing.

Staff will always be happy to meet with parents and carers to share any concerns. We operate an Open Door Policy where parents/carers can book an informal meeting with teachers through the School Office. Appointments can also be made with our Home School Support Worker for further advice and support.

The school has a [Home School Agreement](#) to support the partnership between home and school, and foster shared dialogue. This can be found in our induction pack and on our school website. Parents and others are involved in policy development through consultation. The [school website](#) has a wealth of information including a calendar of upcoming events and copies of key policies.

Home Learning

We recognise the contribution that home learning makes to a pupil's education. All children are encouraged to take home and complete their reading book mark each week. Class teachers expect parents/carers to read with children for a short time each day and help with learning spellings and times tables. We also set additional learning tasks each week. There is a [Home Learning Policy](#) which is available on the school website.

Did you know a child only spends 14% of their time each year actually at school! – Home learning really counts.

Friends of School Association

FOSA exists to support the life and work of the school and is open to all members of the school community. The Association provides invaluable support to the school through organising many social and fundraising events involving parents and the wider local community. Money raised provides extra facilities and equipment for the pupils. The group holds regular meetings in school, with dates and details published regularly. FOSA identifies long and short-term projects for its fundraising; which enables us to buy resources to enhance learners' school experience.

FOSA needs the support of parents to ensure it is able to continue to enrich the lives of our learners. As a new member of our school community we hope you will be able to add your support to the work of the Association.

The Governing Body

The Governing Body of the school is made up of people from a variety of backgrounds. The school governors are a group of individuals, who are elected, nominated or co-opted and are representative of parents and staff, the Local Authority and the local community. School Governors work with the Headteacher and are responsible for setting the strategic direction of the school. Meetings are held at least once each term and committees meet in addition to main body meetings. When Parent Governor elections are to be held, all parents are informed and invited to stand. Parent Governors are elected by the parents of the school and are able to hold office for up to 4 years. A list of the current members of the Governing Board is available on the school website.



Additional Information

We aim to work in collaboration with families and the local community to provide opportunities for all learners to grow and to achieve; to promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life. The curriculum of the school is organised so that learners are stimulated, encouraged and challenged to achieve high standards.

Our aim, to deliver a dynamic and innovative curriculum that challenges, excites and inspires children to become successful and independent learners and achieve their best, is the main driving force behind how we design and deliver our curriculum. It is based on the following principles:

- Books provide a stimulus for topic work to increase exposure to high quality texts & promote a love of reading
- Clear vocabulary is taught in each topic and built upon each year
- There are opportunities to review and consolidate knowledge across year groups
- We aim to develop our learners' cultural capital and to promote and sustain a love of learning.

It covers a wide range of subjects and provides opportunities for academic, technical, creative and sporting excellence. It has a very positive impact on all learners' behaviour and safety, and contributes very well to learners' academic achievement, their physical well-being, and their spiritual, moral, social and cultural development.

Our curriculum is planned in themes, with topics chosen to capture the interests and imaginations of our learners. Skills-based learning is developed by linking subjects such as history, geography, art and design technology to the topic being studied. This allows learners to make purposeful links in their learning. We also use every opportunity to make further links through reading, writing, maths, science and computing where relevant. PE and RE are taught as discreet subjects to allow coverage of the main objectives and age appropriate skill development. Music is also taught discretely by qualified music teachers. Further information on what your child is taught in each year group is available on the school website.

In addition to our exciting and stimulating themes, we also provide further opportunities to enhance children's learning wherever possible. These include:

Themed Days/Weeks

Throughout the year, themed days/weeks are woven into the curriculum to extend the breadth and balance of opportunities we offer our pupils. These include – Antibullying Week and Online Safety Day, Celebrating STEM (Science, Technology, Engineering & Mathematics) Week, World Book Day, Global Citizenship Week and Developing Cycling Skills in Y5&6 alongside other curriculum enrichment events.

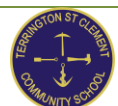


Learning to Thrive Lessons

All learners throughout the school take part in regular Learning to Thrive lessons which help them learn how to learn and to develop their resilience. Children learn how to work collaboratively, to develop independence, to take responsibility for their learning and how to manage their feelings. Learners are encouraged to develop their debating skills, learn to actively listen and take turns and to become inquisitive and thoughtful learners.

Visitors into School

Visitors have a valuable role to play and can contribute to many aspects of the life and work of the school. They deliver talks, workshops and full day activities across a wide range of subjects, giving learners access to outside experiences and expertise. Visitors provide a link with the wider community – learners have the opportunity to work alongside artists, engineers, musicians, authors, health professions and others.



Additional Information

Educational Visits

School trips and visits are an integral part of the education of children at Terrington St Clement Community School. We value the opportunities such visits offer our learners and the commitment of staff and adults undertaking them. Trips include class visits aimed at bringing learning alive and providing first-hand experience; extra-curricular outings such as sporting events; and attending or taking part in performances or competitions. We try our very best to make trips affordable for all and support families where we can to make this so.



Extra-Curricular Clubs

As a school we offer learners opportunities to participate in extra-curricular activities after school. At any time, a wide range of clubs are on offer – our programmes of clubs and activities available is revised termly depending on the time of year and other commitments learners may have.



PE & Sport

We provide a range of sport and active sessions across the week to help encourage our learners to adopt healthy lifestyles. From Y1 upwards, learners have two hours of high-quality PE lessons per week. In Y5&6 they have an additional PE session on alternate Friday afternoons. We also invite in qualified sports coach to run sporting activities before or after school and we compete regularly in interschool competitions with some success. Our older learners are selected to be Sports & Health Ambassadors and run lunchtime sporting activities. In Year 4, learners take part in swimming lessons throughout the year at a local indoor pool.

Music

We are proud of our musical traditions at Terrington St Clement Community School. Unfortunately, this has been a little curtailed by the pandemic but we are working hard to reinstate these opportunities. Musical instrument lessons are provided by peripatetic music teachers and parents can choose to buy into this service. All learners in Years R to 6 are taught music by a qualified musician for regular sessions to enrich our music curriculum.

Religious Education

A range of different faiths are taught in the school in accordance with the agreed syllabus adopted by Norfolk County Council. Although parents have the right to withdraw their child from R.E. lessons we hope that every learner will be able to take part in assemblies and visits to places of worship together. Our focus is on developing a tolerance and respect for different beliefs and encouraging our learners to explore their own beliefs. If you have any concerns about this aspect of the curriculum you should speak with the Headteacher.



Additional Information

Relationships Sex & Health Education

Our Relationships, Sex & Health education programme involves the following key areas:

- personal, social and health education,
- citizenship,
- substance use and misuse,
- emotional health,
- healthy eating & physical activity,
- personal safety,
- relationships and sex education.

Aspects of our Relationship & Sex Education lessons are taught in each year group with the main sex education content taught in Y6. Parents have the option to withdraw their children from the sex education provided, except that which is required as part of the science or relationships curriculum. Parents are given the opportunity to see the teaching materials before they are introduced. More information about this can be found in our [RSE Policy](#) on our website.

Early Years Provision

The Early Years Foundation Stage (EYFS) describes the time in your child's life between birth and the age of 5. At Terrington St Clement this relates to your child's nursery and reception years (3-5 years). We follow the Early Years Foundation Stage which sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. We deliver our curriculum through play-based activities involving a balance between 'child-initiated' (chosen by the child) and 'adult-led' (led by the adult).

The EYFS curriculum is based on four guiding principles:

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured;
- Children learn to be strong and independent through **positive relationships**;

- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers;
- **Children develop and learn in different ways and at different rates**. The EYFS framework covers the education and care of all children in the early years' provision, including children with special educational needs and disabilities.

We have two EYFS classes: Lemons and Oranges. Each class has a qualified class teacher + 1 assigned class TA. The remaining staff then support with groups of children across both classes to provide small adult: child ratios, specific curriculum area activities and access to outdoor areas and activities. This in turn enables us to provide a wider curriculum of activities with higher levels of contact with adults during most sessions where staffing allows.

Key Person – your child's class teacher is their key person. They are supported by the other EYFS team members. Together we will support your child to feel safe and secure and provide an environment where they enjoy learning and grow in confidence.

In line with the rest of our school, children can come into class from 8.45am and are welcomed at the gate/door by a member of EYFS. We work with parents to support children to settle quickly from day one. If at any time your child is upset or distressed, staff will support them to settle.

If you are interested in coming to look around our EYFS at any time, please contact the school and make an appointment.



Additional Information

Equality

We are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socioeconomic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. As a school we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit us.

Please tell us if your child was previously a 'Looked After Child' (in care) and this is now no longer the case (for example you have adopted them or have a special guardianship order). The school will be discrete about this information but will be able to access additional funds to support their education.

Safeguarding

Terrington St Clement Community School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure.

The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response.

In recognising our responsibilities for Safeguarding and Child Protection, as a school we:

- Have clear staff recruitment and selection procedures, ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure.
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep themselves safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Support children who have been abused in accordance with his/her Child Protection Plan.
- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

If you would like to know more about our policy or procedures for Safeguarding or need to report a concern, please speak to Miss Conner, Headteacher who is our Designated Safeguarding Lead or in her absence, Miss Adams, Deputy Headteacher (2nd DSL) or Mrs Gascoyne (3rd DSL).

Family Support

Please contact our [Home School Support Worker](#), Sue Mills, via the school office if you would like some advice on any aspect of parenting or child concerns.



Additional Information

Behaviour

We believe that children learn best in a well-organised, calm and secure environment where purposeful and self-disciplined behaviour is expected. We want every child in our school to feel confident, happy and safe. As a caring community school we have the highest of expectations in terms of learning, behaviour and attitudes, and encourage our children to develop similar beliefs in their own abilities, together with pride in their achievement. We expect all parents to behave reasonably towards our staff and other parents and to model the behaviour we are trying to instil in our learners.

The aims of the school, and the rules of behaviour consistently promoted in each classroom, are ones that emphasise positive behaviour and collaboration in striving for excellence. These are embodied in the principles of our Behaviour Policy, available on our school website, and our Home/School agreement. We recognise that as our learners grow and learn new social skills, they may not always make the right choices. However, we expect learners to take responsibility for their actions so that we can support them to make better choices in future and parents to support us in this. Whole-school systems emphasising praise, recognition and reward exist to promote and celebrate sustained effort and hard work, and contributions towards the school community.

Our 3 "golden" rules are pivotal to the way we behave and treat each other in school.

READY, RESPECTFUL, SAFE

- be **READY** to learn – I show I am listening, I persevere with my work and I try to challenge myself
- be **RESPECTFUL** - I listen when others speak, take responsibility for my actions and respect the property of my friends and the school.
- be **SAFE** - I move around school in a safe manner, I follow instructions to keep myself safe in school and online.

All forms of bullying and harassment are considered to be unacceptable and are not tolerated within the school environment. All allegations of bullying will be taken seriously and fully investigated. If following investigation, it is deemed that bullying has taken place, they will be followed up in accordance with our Anti-Bullying Policy which is also available via the school's website. As a school we believe bullying is best prevented through an ethos based on mutual respect and equality. We encourage children to report any issues to staff through our clear message that, "We are a telling school."



Additional Information

Uniform

We are proud of our school identity. We expect parents to support us by ensuring that your child is wearing the correct uniform. We encourage our learners to take pride in their school community and our uniform supports this ethos. We do not permit fashion hairstyles (e.g. shaved designs or non standard hair colourings) as these create a distraction. All shoulder length hair should be neatly tied back at all times. No jewellery is permitted except small, discrete ear studs and a simple wristwatch which children will need to be able to remove and store independently during PE lessons. Nail varnish and makeup is also not permitted.

Winter	Summer
<ul style="list-style-type: none">Navy or grey tailored school trousers, culottes or shortsNavy or grey skirt, pinaforeWhite polo shirt or white school shirt/blouseNavy sweatshirt or cardiganWhite, navy, grey or black socksBlack low heeled school shoes (training shoes are not to be worn for school except on PE days)	<p>As per winter uniform. In addition:</p> <ul style="list-style-type: none">Navy or yellow gingham school dress/ shorts playsuitFlat heeled black or white sandals (preferably with closed in toes for safety. These must be worn with socks.)

PE

(Worn to school one day per week on your child's allocated day)

- Plain white T-shirt with or without school logo
- Plain navy blue shorts/skorts
- Warm outer clothing such as sweatshirt and jogging bottoms (navy, black or dark grey)
- Training shoes/Plimsolls (black or white)



In adverse weather, children may come to school in wellingtons/boots but are expected to change into school shoes whilst at school. On snowy days children are encouraged to bring a change of shoes for going outdoors.

School uniform can be ordered from Price & Buckland, details of which are on our [website in the 'Parent' section](#). Alternatively, plain items can be purchased from any supplier provided they follow the school's uniform policy.

We also have a uniform rail in our foyer which is maintained by FOSA for pre-loved uniform. Do let us know if you can't find the size you need and we can help out. It's great to be able to contribute to maintaining our environment and avoiding good clothing going to landfill.



Additional Information

Healthy Eating

We are committed to promoting and monitoring healthy food at break and lunch times. Fruit is available for infant children to eat during breaks or alternatively, children may bring their own healthy snack. Cheese Toasties are also available from our kitchen during the morning. The school is currently providing these for free.

Parents of Infant children may purchase a small carton of milk every day for morning break. This must be ordered through the 'Cool Milk' scheme – details are on the school website or available from the school office. Children registered for Free School Meals are also entitled to a free carton of milk, paid for by our school, daily.

Research shows that our brains need water to stay active and alert. All children are encouraged to bring water into school daily, in a spill-proof plastic bottle with a sports top that they can take home at night to rinse and refill. Children are expected to take responsibility for drinking water regularly.

School meals are cooked on site by our kitchen staff. All infants are entitled to a free school dinner. Meals for KS2 children must be paid for at the beginning of the week via our online payment system, Squid. Details about how to set up an online account is provided for you in your induction pack. We will on rare occasions accept cash as payment instead but this adds considerably to our school overheads through paid cash collections so request that parents use our online system wherever possible.

The children are reminded about eating and behaving well at the table. Please help us by encouraging good table manners at home and by teaching your child to sit at the table and use cutlery properly.

Children may bring a packed lunch if they wish. We encourage these to be healthy in content and ask parents not to include sweets, chocolate, crisps or fizzy drinks. As we have a number of children and staff who suffer from nut allergies, we also require that no products containing nuts are included in lunch boxes.

Our lunchtime supervisors are always on hand to help the children. We encourage the children to become independent but will always encourage them to eat their



dinners. If your child is worrying about lunchtimes or the food they are eating, please do not approach the supervisors outside school. They are not allowed to discuss school matters outside of the school. This is to prevent any breach of confidentiality. Instead, please come into school to discuss the problem with the class teacher.

Free School Meals/Pupil Premium

If you are in receipt of benefits, your child may be eligible for free school meals throughout their schooling. Registering for this, if eligible, will enable the school to provide free milk, subsidised trips and also fund additional learning support for your child. Any information about your child is held confidentially and your child will not be made to feel different as a result of this, but will benefit.

If you have served in Her Majesty's Armed Forces, your child will be eligible for the Service Pupil Premium. Again, please let us know if this is the case so that we can access additional funding to support our learners.

Absence

If your child is unable to attend school for any reason please telephone the school office to let us know on the first day of absence. Unexplained absences are a safeguarding concern so we will always follow these up. If your child has sickness or diarrhoea we ask that he/she does not return to school for 48 hours as this type of illness can be very infectious. If you need any advice about whether your child is able to return to school following a diagnosis/illness, please contact the school office who will be able to advise you.



Additional Information

Holidays During Term Time

From 1 September 2013 DfE regulations came into force regarding leave of absence for children from school. The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances. An event which could have been planned out of term time will not be authorised. This applies to all children on roll regardless of whether they are below statutory age

Good attendance means... being in school at least 95% of the time or 180 to 190 days



Children are only in school for 190 days per year so any absence really counts! Help us help your child to succeed by attending school every day.

Punctuality

Please ensure your child is not late for school. Children who arrive late are asked to report to the school office on arrival. Any late attendance is recorded on the end of year school report to parents and is monitored by the school.

Lost Property

Any items of lost property are put in a central 'Lost Property Area' in the school - if your child has lost something then please check there. We do keep lost property for a reasonable period of time; but it is often difficult to identify items that are not named. Displays of lost property are made at the end of each term. We encourage our learners to develop independence and take responsibility for their property.

Medical & Other Issues

When children start school parents are asked to complete a form outlining any medical history including any allergies suffered, that we should be aware of. It is important that the school is informed of any changes to this.

First Aid

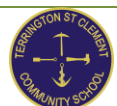
Basic first aid is given at school when necessary by qualified First Aiders. If an accident needs hospital attention we will make every effort to contact parents. We ask parents to ensure all contact details are kept up-to-date so that we can contact you in an emergency and request a minimum of 2 contacts. All injuries are recorded.

Medicines

The school has responsibility for the safety and welfare of pupils and regularly review arrangements to ensure that the medical needs of the pupils are met at school. There may be times when children attending school need to take prescribed medication. Any such medicines needed by a child during the school day should be brought to school in the smallest practicable amount by the parent/carer, not the pupil, and be delivered personally to the School Office. These medicines must be in the original bottle/ packaging in which prescribed, clearly labelled with the: pupil's name, contents, dosage and date. A record is kept of all medicines administered.

Parents will be asked to complete a written request for the school to administer medication. Medicines in school are kept in a locked room, away from the pupils. Unfortunately, we do not have secure refrigeration facilities for medicines, so request that medicines which are required to be stored at a cool temperature are provided in a small cool bag with an ice pack.

Asthma inhalers are prescribed medication and parents are asked to complete a Parent Request Form on their child's entry into school. As children may need immediate access to their inhaler (Blue Relievers) they are kept in a safe and readily accessible place in your child's classroom. It is the responsibility of parents/carers to ensure that medication is in date.



Additional Information

Sun Protection

During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside. School staff are not permitted to apply sun cream to children, but we would ask that you apply a long-lasting sunscreen before school in sunny weather. Children may reapply their own sun cream which must be provided in a clearly named container.

Smoking

We operate a no-smoking policy – smoking, including the use of e-cigarettes, is not permitted anywhere within the school or grounds.

Travelling to school & Parking

There is no parking for parents or carers on the school premises unless either the child or parent/carer is registered as disabled. If this is the case, please make sure your blue badge is clearly displayed and only used when the disabled person is in the vehicle. Visitors are provided with a visitors' badge to display on the dashboard.

We have cycle storage in school. If you wish to use this facility, please walk your cycle to the storage racks and secure it. We cannot accept liability for cycles stored on the premises.

Children who travel on a school bus or taxi enter the school via the main entrance to ensure that they are safely in school. A member of staff either takes the children to the vehicles and makes sure they are safely seated and strapped in or the taxi drivers themselves collect the children from inside the school. If, for any reason, your child, who normally travels by taxi, is not travelling on this transport, please let us know.

Complaints

Any complaints about school matters should first be discussed with class teachers then brought to the attention of the Headteacher. If the complaint is not resolved, a formal complaint may be made firstly to the Governing Body and secondly to the Local Authority. The procedure to register a complaint is available on the school website or on request from the school office.

Emergency School Closures

On rare occasions it may be necessary to close the school without prior notice. Should this decision be made, parents/carers will be contacted. Messages will be left with parents via Marvellous Me and at the school gates. Our emergency assembly point if we are unable to remain on the school site is St Clement's High School. In the event of closure due to extreme weather, parents can find out information about closures on the Norfolk website www.schoolclosures.norfolk.gov.uk.

Charging Policy

We are constantly seeking to enrich the children's learning experiences through trips; by inviting visitors and experts to talk to the children; and by running activities and workshops. The children always feedback that these activities bring learning to life and are some of their most memorable experiences of primary school. Wherever possible, teachers look for free activities or apply for grants that will enable the school to provide enrichment opportunities at no cost to families. Our full policy is available on the [school website](#).

Although staff try to host as many free clubs as possible in their own time during and after school, because we aim to provide as wide a range of activities as possible, clubs run by external providers at a charge may also be made available. In order that school activities can take place to enrich the curriculum, we invite parents and others to make voluntary contributions towards any aspects of the school's work, e.g. visits, cooking ingredients etc. Visits or activities may have to be cancelled if the cost is not covered by these contributions. If your family is in receipt of FSM or other means tested benefits, you may be entitled to financial help from the school. For more information, please discuss this, in confidence, with the headteacher

School Terms

Term dates are fixed in advance and information sent out to parents/carers through our regular newsletters and bulletins and published on the school website so that holiday dates can be arranged outside school times well in advance.





Privacy

School Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

We, Terrington St Clement Community School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Mr J Whitmore (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal Identifiers (such as name, date of birth, unique pupil number, contact details and address)
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Results of internal assessments and externally set tests
- Pupil and curricular records (such as progress/marking notes)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Behavioural information (such as incidents of negative behaviour, exclusions and any relevant alternative provision put in place)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Safeguarding information (such as court orders and professional involvement)
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Keep children safe
- Support pupil learning
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists (Nursery only)
- Carry out research
- Meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are detailed below.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.



Privacy

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil information via registration forms and/or Common Transfer File (CTF) to secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations as per the schedule below. Our school uses the guidelines for retention provided in the IRMS Information and Records Management Society's toolkit for schools

Data held or collected by the school	How long is data item kept / used for?
Pupil records stored electronically	Until child is 25 years old
Safeguarding / Child Protection data	DOB + 25 years
SEN Information	DOB + 25 years
Medical	Part of pupil record
Exclusion, behaviour	Part of pupil record
Examination results / Statutory Assessments	Current year + 6 years
Attendance registers	Date of entry + 3 years
Student photos	Retained on pupil record
Student reports/assessment data not stored in MIS	Current year + 6 years

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

Third Parties	Reason for sharing
Our local authority	to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
The Department for Education	to meet our legal obligations & for information in the public interest
The pupil's family and representatives	to meet our legal obligations & for business continuity
Educators and examining bodies	to meet our legal obligations
Ofsted	to meet our legal obligations
Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. Doodle /Bug Club/TT Rockstars (homework provision); LanguageLink (language assessment); Pupil Asset (assessment tracking data); RM Integrus (MIS); Marvellous Me (Parent/Carer Communication); CPOMS (safeguarding/SEND reporting & tracking); School Cloud (booking system for parent mtgs). In all instances only the minimum data required is shared (in most instances this pupil name and class only). All providers are DPA 2018 compliant.	in our official authority & to meet out legal obligations



Privacy

Central and local government	to meet our legal obligations
Our auditors	to meet our legal obligations
Survey and research organisations	in our official authority (only with explicit consent)
Health authorities	to meet our legal obligations
Security organisations	for business continuity
Health and social welfare organisations	to meet our legal obligations
Professional advisers and consultants	in our official authority & to meet out legal obligations
Charities and voluntary organisations	in our official authority & to meet out legal obligations
Police forces, courts, tribunals	to meet our legal obligations & in the public interest

National Pupil Database

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy](#) framework.

For more information, please see 'How Government uses your data' section.

Parents and pupils' rights regarding personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Sue Kew via the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.



Privacy

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data controller, Sue Kew via the School Office. Our Data Protection Officer, Mr J Whitmore can also be reached via the school office.

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

