

Teaching and Learning at Falcon

Falcon Junior School Curriculum Statement

We are passionate about every child enjoying their learning and achieving their true potential and so our Curriculum Aims underpin all of the learning that takes place in our school.

Our Curriculum Aims are:

- To provide a broad and well-balanced curriculum which supports the academic, social and personal development of every child, irrespective of social background, culture, race, gender, differences in ability and disabilities.
- To ensure that all children receive high quality teaching which enables them to become literate and numerate, leading to consistently high standards across the school.
- To provide rich first-hand purposeful experiences, making full use of our local environment and expertise beyond the classroom.
- To develop a life-long love of learning by encouraging children to take charge of their own learning and to work as independent thinkers.
- To make learning meaningful by creatively linking different areas of the curriculum, and continually adapting the curriculum to fit our pupil's needs in an ever-changing world.
- To widen the aspirations of our learners by having consistently high expectations and by encouraging pupils to strive for their dreams.
- To promote pupils' spiritual, moral, social and cultural development to help them develop positive relationships and a critical appreciation of and respect for their own and others' beliefs, culture and identity.
- To ensure that all children have high self-esteem by fully engaging in opportunities offered in order to feel a sense of personal and collective achievement every day.
- To provide opportunities for children to further develop their individual skills and talents by taking part in a wide range of curricular and extra-curricular activities.
- To involve parents as key partners in their child's education.

Keeping Parents informed of their child's progress

The importance of a close working partnership between home and school cannot be over emphasised. We will contact you whenever the need arises and we hope that you will do the same. If you do come straight to the school, please call at the office where a member of the office staff will be pleased to help you. When a meeting with a teacher is necessary, it is best to arrange a mutually convenient time.

Parents not living with their children on a regular basis can make an arrangement for letters and other information to be sent to them directly. Please contact the school for further details.

Parents' Evenings are held in the autumn, spring and summer terms so that we can keep you well informed about the progress your child is making.

Written Reports are sent home at the end of the school year and parents can request an appointment if there is anything they wish to discuss.

Parents are always welcome to help in school. All who offer will be asked to complete the DBS checks required to ensure the safety of our children.

Homework

Homework is an important extension of normal school work. It is used to consolidate, reinforce or extend knowledge, understanding and skills, particularly in literacy and numeracy. It also enables the children to take more responsibility for organising themselves and to become more independent.

Regular reading at home is important for all children and school planners are issued to encourage this.

Every effort is made to ensure that the children clearly understand what they should do. There is a regular routine for setting and handing in homework. Planners are used to facilitate good communication with parents.

It is hoped that parents will:

- provide a place where it is possible to work without unhelpful distractions
- take an interest and make it clear that homework is valued and important
- give a lot of encouragement and praise

Further information is given in our home-school agreement which all new children and parents are asked to sign and we hope you will contact us if there is anything you would like to discuss.



Information for Parents 2017-2018

Attendance

Regular and punctual attendance is important. We expect children to have attendance above 95%. You will receive updates on your child's attendance throughout the year.

Supervision begins when the gates are opened at 8.40am. Morning school is from 8.50am to 12.15pm and afternoon school is from 1.15pm until 3.10pm. Children may stay on the premises between 12.15pm and 1.15pm provided their behaviour is in accordance with our School Code of Conduct. The total time spent on teaching, not counting registration and the act of worship, is 23 hours 45 minutes per week.

It is hoped that parents will not allow their children to take time off unless it is absolutely necessary. Parents are requested to notify us of absences before the beginning of the school day so we can be certain of the children's whereabouts and that they are safe. The absence line is 01603 441477.

All absences are classified as either **authorised** or **unauthorised**. An unauthorised absence is an absence or a late arrival which cannot be justified. Please note that :

- unexplained absences must be classified as unauthorised.
- a letter or call from a parent does not automatically authorise an absence. The school decides whether or not an absence is justified.
- unauthorised absences are recorded and reported.
- holidays should be taken during school holidays.

The Local Authority has instructed schools to take action against parents who remove children from school for holidays during term time. Details of this instruction and exceptional circumstances are included in the two letters enclosed, headed Sprowston Cluster of Schools.

Children's Welfare

The happiness of the children is of fundamental importance and parents are urged to contact the school immediately if a problem arises which we should know about.

There will be occasions when children who are unwell need to go home. We will do our best to avoid disturbing parents at work but this might be necessary from time to time. Parents are asked to supply emergency telephone numbers and to keep us updated of changes.

The administration of medicines in school is the responsibility of parents and it is preferable that they carry this out themselves. If this is not possible the medicine should be handed personally to a member of the office staff with a completed permission form. It should be in the chemist's original container and be clearly labelled with the contents and the child's name. Parents should ensure that the child is familiar with the dosage and is able, if possible, to self administer the medicine under the supervision of a member of staff. The school is not permitted to administer medication when specialist knowledge or training is required (except when training undertaken by an approved staff member) or when precise dosages and timings are vital to the child's well being. Analgesics are not kept at school and will only be administered to relieve pain if they are supplied from home and kept in the office with a completed permission form.

Inhalers are kept in the child's classroom and are always accessible to the child when required.

Parents are asked to let us know about medical or dental appointments in advance and collect their child from the school office at an agreed time. Children will not be allowed to leave school unaccompanied during the day.

Child Protection Procedures

The school is committed to safeguarding and promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the NSCB if we have information which suggests that one of our pupils may be the 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 or carer is being accused of wrong doing. Please see Safeguarding Policy for further details.

Admissions Policy

The Local Authority (LA) has responsibility for admissions to Falcon Junior School. Parents who wish to send their children to Falcon Junior School must apply to Norfolk County Council Children's Services' Admissions Department.

The maximum intake for the school is set at 120 giving it an overall limit of 390 children. If there are more applications for places than there are places available, the LA will give preference to children living nearest to the school, according to the following rules in this order of priority:

1. children with an EHCP or statement of special educational needs naming that school
2. children in public care or who have been adopted from public care who are due to transfer
3. children who are due to transfer, living in the area served by the school who have a brother or sister attending the school at the time of their admission
4. children who are due to transfer, living in the area served by the school who have no brother or sister connection with the school
5. children who are due to transfer, living outside the area served by the school who have a brother or sister attending the school at the time of their admission
6. children who are due to transfer, living outside the area served by the school and attend a feeder school at the opening date of the admission round.
7. children of staff
 - a) where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made
 - and/or b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
8. children who are due to transfer, living outside the area served by the school who have no brother or sister or feeder school connection with the school.
9. children attending primary schools with a brother or sister at the junior school
10. children attending primary schools with no brother or sister at the junior school.

A map showing the area the school serves is available for inspection at the school.

Parents who are not successful have the right of appeal to the Local Authority.

Charging & Refunds Policy

Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Falcon Junior School has adopted the Norfolk County Council policy.

These are the activities and materials for which parents/carers will be charged:

1. Music tuition: individual tuition in playing a musical instrument which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Falcon Junior School may charge for instrumental tuition given to groups of no more than four pupils.
2. Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
3. Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
4. Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Activities outside school hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Remission of charges – some parents will be eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

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

Refunds

The contribution to a trip will be refunded:

- in full, if a child is absent due to illness or if a trip has to be cancelled
- in part, if contributions to a trip exceed the total cost but only if the excess is more than £2 per child.

Data Protection Act 1998

The school holds information on pupils so we can support their teaching and learning, monitor and report on their progress, assess how well the school is performing and provide appropriate pastoral care. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic origin, special educational needs and any relevant medical information. This data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Further information is available on our website, under the Privacy Notices.

Freedom of Information Act 2000

Publication Scheme

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off and available in paper form from the School Office.

Further information and policies are available on our website (www.falcon.norfolk.sch.uk) or from the School office