

Norton Free Church of England Primary School Prospectus 2014-15



Executive Headteacher: Mr Christopher Holder

Head teacher: Miss Helena Button

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Web-site www.nortonfree.org

Chair of Governors

Cllr. I. Auckland (LA)

250 Norton Lane

Sheffield

S8 8HD

Staffing Information

Executive Headteacher Mr C Holder

Head Teacher Miss H. Button

Assistant Head Teachers Mrs H Bell/Mr D Holland

Teaching Staff:

Foundation Stage- Miss Hayes

Year 1- Mrs J. Walton

Year 2- Miss J Pritchard

Year 3- Mrs S Tomlinson

Year 4- Mr D Smith

Year 5- Mrs. N. Sewell

Year 6\Assistant Headteacher - Mr D Holland

Assistant Headteacher Inclusion - Mrs H Bell

Teaching Assistants

Mrs T Wylie

Mrs J Lawton

Mrs S Briggs

Mrs E Waite

Mrs K Rasdale

Mrs. J. Johnson

Miss G. Edwards

Mrs J Cave

Mrs K Hall

Mrs L Wakes

Admin Officer Miss Helen Gill/Mrs. Joan Ryalls

General Assistant Mrs S. Elliott

ICT Technical Support CLC Newfield

School Nurse Ms J. White

Buildings Supervisor Mr D. Beeley

Lunch Time Supervisors:

K. Hall, H. Hague, A. Hernandez, Mrs. Bolland, N Denton P Heard

Kitchen Staff

Cook in Charge Mrs. T. Woodhead

Cleaner Mrs T. Wakefield J Pearce

Dear Parents/Carers,

Welcome to the Norton Free CE Primary School Prospectus. We aim to give you as much information as possible to aid your child's transition into our school. We welcome visits and would be delighted to meet you.

If you are a new parent joining the school, we extend a warm welcome to you. We hope you find this information useful, informative and interesting to read. If, however, after reading this booklet there is anything that needs clarification, please do not hesitate to contact me.

The aim of our school is to offer all children the opportunity to achieve their full potential in all areas, to develop to the best of their ability and to develop as well-rounded citizens of tomorrow. Our school has a Christian ethos which underpins everything we do, with a commitment to every child in our care.

All staff and governors work as a dedicated team. We are committed to making your child's time at Norton Free Church of England Primary School happy, caring and rewarding. We want your child to achieve their full potential in all areas of school life.

A strength of our school is that we all work together and we look forward to receiving your co-operation, interest and support. We encourage and value our parents' contributions, so please become involved in the life of the school as much as you can- you will be very welcome.

We are very proud of our school. We have wonderful facilities and excellent resources, including 45 laptops, a Peace Garden, 3 Nurture Rooms, a library and excellent outdoor learning facilities including an outdoor classroom. We continue to make good progress and achievements in many areas and this January (2012) we were judged to be Good in our OfSTED Inspection. We have received the Basic Skills Quality Mark for the third time this summer, and continue to maintain our Health Promoting School status and Sports Partnership Award. We have also achieved the Eco Green Flag award for being an environmentally-friendly school.

Our aim is to continue to progress and achieve not only in the core curriculum subjects but also in the Arts and P.E., giving children the opportunity to fully develop skills creatively and imaginatively.

Being a relatively small school, we do get to know each individual pupil and this means that we can ensure that personal attention can be given, so that each pupil can have the best chance in educational development.

We believe that school life is a partnership between home and school, and we value personal development and relationships as a vital component of school life. We will do everything we can to ensure that your child has a happy and rewarding experience of life at our school.

Please contact the school if you need any more information- we will be happy to help.

I look forward to an ongoing and successful partnership.

Yours sincerely



Helena Button, Head Teacher

Our Vision Statement:

Norton Free Church of England Primary School is a caring Christian community that inspires everyone to be the best they can be, to value themselves and others, and to live joyfully and in peace.

Values:

1. Respect (kindness, honesty behaving, appreciation, life is of infinite value)
2. Responsibility (personal responsibility, making choices, the environment)
3. Co-operation (forgiveness, reconciliation, peacemakers)
4. Equality (celebrating diversity: tolerance, recognising differences)
5. Caring for others (Consideration, empathy forgiveness, serving others, compassion, humility)
6. Perseverance- attitude, self esteem

Our School Prayer:

Dear Heavenly Father,
Friend of all children,
Bless our school at Norton,
And the children and adults who work here.
Help us to do our best
To be kind to one another
And to be cheerful all the day.
Through Jesus Christ our Lord.
Amen

The School Rules

Our school follows a set of rules which were thought of and agreed by the children. Every child is reminded regularly and understands them.

1. We treat everyone as we would like to be treated, with respect.
2. We take care of school equipment both inside and outside school.
3. We move safely around our building.
4. We are gentle with one another in our words and actions.
5. We try to be the best we can be.

Status

Norton Free CE Primary School is a Church of England voluntary controlled one-form entry school. The Church was named as trustee many years ago, when the school was founded to provide free education for local children. This means that the Church has protected Foundation places on the Board of Governors. This special relationship is reflected in the continuing association between St James' Church and the School. Our school follows normal Sheffield LA procedures over admissions and building maintenance and other functions of the Governing Body are in line with LA practice.

The Governing Body

The Governing Body is made up of:

- five Parent Representatives, currently, Mr. A. Hirst, Mr Harrison, Mrs. Ridley, Mr. D. Thaw and Mrs E. Middleton
- Local Authority Representative - Cllr I. Auckland, Mrs C. McGourlay
- one Teaching Staff Representative - Mrs H Bell
- one Non-Teaching Staff Representative - Mr. D. Beeley
- one Local Community member - Mr. M. Raju
- the Rector of St James' Parish Church - Father G. White (ex-officio)
- two Foundation Governors - Mrs L. Hibbert and Mr. K. Athorn
- The Headteacher, Miss H. Button

The Governing Body, which has overall responsibility for most aspects of school life, acts in association with the Headteacher and Staff. Governors are appointed to serve for a term of 4 years. Whenever a vacancy occurs for a parent representative, an election is held in which all parents who have a child attending school at the time of the election have the opportunity to stand as a candidate and to cast their vote.

School Terms and Holidays - Academic Year 2014-2015

Term Name and Holiday	From	To
Autumn (Term 1)	Monday 1 September 2014	Friday 24 October 2014
October Half Term Holiday	Monday 27 October 2014	Friday 31 October 2014
Autumn (Term 2)	Monday 3 November 2014	Friday 19 December 2014
Christmas Holiday	Monday 22 December 2014	Friday 2 January 2015
Spring (Term 3)	Monday 5 January 2015	Friday 13 February 2015
February Half Term Holiday	Monday 16 February 2015	Friday 20 February 2015
Spring (Term 4)	Monday 23 February 2015	Friday 27 March 2015
Easter Holiday	Monday 30 March 2015	Friday 10 April 2015
Summer (Term 5)	Monday 13 April 2015	Friday 22 May 2015
Spring Bank Holiday	Monday 25 May 2015	Friday 29 May 2015
Summer (Term 6)	Monday 1 June 2015	Monday 20 July 2014
Summer Holiday	Tuesday 21 July 2015	Friday 31 August 2015

Training days for 2014/2015

Monday 1 September 2014, Tuesday 2 September 2014, Friday 13 February 2015, Monday 20 July 2015

May Day Bank Holiday - Monday 4 May 2015

School hours are as follows

Key Stage 1 8.50am - 11.50am 1.00pm - 3.20pm

Key Stage 2 8.50am - 12 noon 1.00pm - 3.20pm

During a normal week in school the children will have the following times devoted to teaching:

Key Stage 1 - 22 hours 30 mins

Key Stage 2 - 23 hours 20 mins

The above times do not include time given to Collective Worship, mid session breaks or lunchtimes.

Teachers are on the premises from 8.00am. Children gather in the playground from 8.40am onwards. At 8.50am, all classes are collected by their class teachers. The teachers close the locking doors as soon as the classes are in and latecomers must come to the main entrance to gain admittance.

On days of severely inclement weather, children may be let into their classrooms from 8.40am onwards. Children should not be in the playground before this time.

Admissions

The current admission limit is set in line with the standard number of 30 and is undertaken entirely by the Local Authority to whom applications should be made.

Parents seeking admission for children for 2015/16 should note that the closing date for applications to the Local Authority is December 2015. This must now be done on-line (more information available from the school office).

Inclusion

We aim to accommodate and meet the needs of all children. Our aim is to develop an inclusive education system which positively encourages young people and fulfils the potential of every child and person within the Norton Free community.

The Foundation Stage Curriculum

The scheme of work planned for the children in the Foundation Stage is based on the Areas of Learning which are;

1. Communications, Language and Literacy
2. Mathematical Development
3. Knowledge and Understanding of the World
4. Personal and Social Development
5. Creative Development
6. Physical Development

There is a great emphasis on practical activity and play, first hand experiences and language and personal development.

School frequently assesses the children against the Early Learning Goals and each child has a profile of their attainment. Children are assessed as they enter the Foundation stage, and this continues throughout the year. The Foundation Stage Profile is shared with parents at Parents Evening.

Foundation Stage Profile Assessments (FSPs) are an ongoing informal assessment based on observations carried out with the Foundation Stage children during their first year in school.

The New National Curriculum

The new National Curriculum as it applies to this school is:

English, Maths, Modern Foreign Languages, Geography, History, Science, Design & Technology, computing, Music, Art, Physical Education, Personal, Social and Health Education and Citizenship and Religious Education (parents can choose to withdraw their children from Religious Education lessons and acts of worship).

National Standard Assessment Tests (SATs) take place during Y2 and Y6.

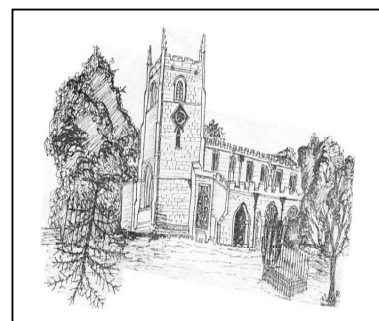
Collective Worship

All pupils take part in a daily Collective Worship of a broadly Christian character. Our main emphasis is to encourage the children to live together in harmony both within the school and in our wider multi-cultural and multi-faith community, whilst providing the opportunity for them to become more aware of Christian spiritual and moral issues appropriate to their age.

The school holds services in St James Church, Norton, on the occasions of Harvest Festival, Christmas, Lent, Easter, Ascension Day and the end of the school year.

Parents are invited to join with the school at these services, and on Friday assemblies when children's achievements are celebrated.

Parents have the right to withdraw their children from Collective Worship if they wish.



Personal, Social and Health Education and Citizenship

Each class has a timetabled circle time session each week. The session is carefully structured to include games and opportunities for discussions. PSHE and Citizenship is an integral part of the curriculum and children are encouraged to develop a positive self-image and a thoughtful regard for the local and wider community in which we live. We also acknowledge good work and achievements in a variety of ways throughout the week, and hold celebration assemblies on Fridays.

Health and Sex Education are part of this programme and it is the policy of this school to deal with these matters quite naturally as they arise either in the planned programme of work or otherwise. Any questions are always answered in a thoughtful and sensitive way.

The main emphasis of sex education is made during Years 3, 5 and 6 as part of the curriculum and in the context of Christian family life. Across the age range, the aim is to help children acquire an ongoing knowledge of human development, highlighting the part played by the family in the child's own culture and in other cultures.

Good Behaviour and Anti Bullying

Please see website or ask in office for a full copy of our policy.

Sports Ambassadors/Playground Leaders

We want all children to feel safe and enjoy their playtimes. Our school has a Sports Ambassadors/playground leaders system, where children are chosen to help support good behaviour in the playground and run activities for the children. They wear bright tabards so everyone knows who they are. Sports Ambassadors follow guidance about expected behaviour and are expected to set a good example to other children as well as help distribute play equipment or help out with whole school sports events.

Home-School Agreement/E-Safety

You will be expected to sign the home-school agreement each year. All children will be expected to work within guidelines set out in the agreement, and we work hard to uphold this agreement. We now also have an E-Safety Policy agreement which is sent out at the beginning of each school year.

School Council

The School Council is made up of two year representatives from every year group and is run by a Chairperson and a Secretary, both of whom are children. The School Council meets regularly with the two assistant heads, and sometimes with other adults in the school or governors, after which the representatives report back to the pupils in their year. We believe this is an important aspect of school life involvement.

Friends of Norton Free (PTA)

The Friends meet every term to organise fund-raising activities as well to enjoy social events. We are indebted to them for the funds they generate, all of which benefit the children in school. You are all automatically a member, so please do support us in any way you can-details of meetings are posted through school.

Charging for School Activities

Throughout the year teachers will arrange day or part day visits out of school which will be planned to enhance a child's learning.

Under legislation we can now only ask for voluntary contributions for these activities if they take place in school time. Should anyone wish to exercise their right and refuse a contribution it would probably lead to the activity being cancelled as we do not have the funds to totally subsidise visits. However, in cases of hardship the Headteacher would be pleased to discuss the problem confidentially and may be able to help.

Professional Development of Staff (CPD)

Staff of the school are frequently involved in training opportunities to raise or expand on curriculum subject knowledge. (This is in addition to the five statutory training days which are used for whole school development purposes.) This means that from time to time a different teacher will take the class. We endeavour to have teachers who are already known to the school and planning is shared accordingly.

School Meals

School meals are paid for every half term; all information regarding school meals is on our website

www.nortonfree.org

Milk and Fruit

Milk is available to all children. Milk payments are paid to school before the start of each term. The school will send a reminder note to parents with all the current information including costs and payment details. Free school milk is available for children up to their fifth birthday.

All Key Stage 1 children are provided with free fruit every day at snack time, which helps to support good healthy eating choices. Key Stage 2 children may also bring in a healthy snack to eat at break times.

Homework

Each class has homework guidance which is sent home and there is a termly curriculum newsletter also sent home and published on our website. These are to inform parents about what their child is studying at a particular time of the school year in various subjects. We encourage all parents to support their child with homework as it will follow on from work in the classroom and helps to consolidate concepts.

Parents/Carers in the classroom

There are many ways in which parents and carers can help in the daily life of the school. Some of these involve very little time and some a greater commitment, but all are valuable.

A number of parents are at present helping in the classrooms with activities such as hearing children read and helping with craft activities or baking. If you would like to be involved in this way, please contact the Headteacher.

We are extremely grateful for assistance with various activities in the school. **Any helper in school must be prepared to undertake a recognised police check (CRB) and will not be allowed to start without clearance. Also please be aware that the school will decide which class is most appropriate for you to work with.**

Parent/Carer: Teacher liaison

During the school year parents will be invited to termly parent consultations to look at their child's work and to discuss progress. We believe that discussion between parents and teachers is of great benefit to the pupils.

Although there are various functions held in school throughout the year to which you will receive an invitation, **you are always welcome to come at any time to discuss your child with the class teacher or the Headteacher.**

Due to staff being extremely busy during school hours it may be necessary to arrange an appointment.

At the end of each year you will receive a written report and during May Year 2 and Year 6 children complete Standard Assessment Tasks/Tests (SATs). The results of these will be included in a final end of Key Stage report alongside their school report.

School Uniform

School Uniform Policy:

It is our policy that all children should wear school uniform when attending school. We believe that our school uniform:

- promotes a sense of pride in the school;
- engenders a feeling of community and belonging;
- is practical and smart;
- identifies the children with the school;
- is not distracting in class (as fashion clothes might be);
- makes children feel equal to their peers in terms of appearance;
- has been designed with health and safety in mind.

To this end, the following grid details all items included in our school uniform and also items which are deemed unsuitable:

Item	Required as part of uniform?	School logo required on item?
Boys Winter		
Blue Sweatshirt	Yes	Yes
Blue or white Polo Shirt	Yes	Optional
Grey or black trousers	Yes	No
Plain black shoes or plain black trainers	Yes	No
Boys Summer As above but also:		
Grey or black shorts	Yes	No
School or other cap or hat	Yes	Optional
Girls Winter		
Blue Sweatshirt and/or cardigan	Yes	Yes
Blue or white Polo Shirt	Yes	Optional
Grey or black trousers and/or grey or black skirts (knee length or below) and/or grey or black pinafore	Yes	No
Plain black shoes or plain black trainers	Yes	No
Black or grey tights or black, grey or white socks	Yes	No
Girls Summer As above but also:		
Blue and white check gingham dresses (not separates)	Optional	No
School or other cap or hat	Yes	Optional
PE Kit for Boys and Girls		
White T shirt	Yes	No
Black shorts (not leggings)	Yes	No
Plimsolls for indoor PE	Yes	No
Trainers for outdoor PE	Yes	No
Jogging or tracksuit bottoms for outdoor PE.	Yes	No
The following are deemed unsuitable		
Denim of any colour		
Hipster trousers or hipster skirts		
Leggings		
Sandals of all types		
Boots		
Heels		
Tracksuits or jogging bottoms (except for PE)		
Trainers in any other colour than black including logos and trim.		

Footwear

We require all children to wear sensible black shoes or plain black trainers to school - no heels, no open toed or open heeled sandals, no flashing lights/ gimmicks and no visible logos/ brand names.

Boots are not appropriate footwear for school. If your child needs to wear wellington boots/ winter boots to travel to school in, please make sure they have their normal school shoes to change into when they arrive to be worn during the school day.

We ask all parents who send their children to our school to support the school uniform policy. We believe that parents have a duty to send their children to school correctly dressed in uniform that is clean and in good repair ready for their daily schoolwork. All items should be clearly marked with the child's name.

School uniform is supplied by:

Pinders at Crystal Peaks 07809444313

Crossfire (via Mrs Thompson): 07527 955 255

Jewellery, Tattoos, Nail Varnish

Children are not permitted to wear tattoos, or Nail varnish or jewellery. Where children have pierced ears they **must only** be gold studs and **must** be removed by the child for PE.

Mobile Phones

Mobile phones are not permitted in school-please help us by ensuring that they do not come into school.

Medical Facilities

Sheffield School Nursing Service

The school nursing team regularly visits all schools and where appointments are made parents are always invited to these medical check-ups. The team comprises of a qualified nurse who is available to help with any health concerns about your child and has close links with community paediatricians, GPs, health visitors and other professionals who care for children. The team also includes health care assistants who carry out routine screening of children at school entry. The school works with colleagues in health care through the Service District arrangements.

You can contact the School Nurse at any time during your child's school life. Contact details are available either through the school office or contact the central school nurse office tel: 2506865

There are periodic screenings of certain age groups to detect any problems with regard to hearing and vision.

There are no longer inspections for head lice. If you discover lice in your child's hair please let the Head teacher know as soon as possible. The school will then send out a general note asking all parents to check their child's hair. The school is able to offer simple advice about treatment.

If for any reason you require your child out of school for dental or medical appointments etc. please send a note, or telephone school with details of time and date. In the interest of safety we do not allow children to leave the school before normal leaving time, unless collected by a parent or carer.

Medical Conditions

It may be that a child with a long-term chronic illness needs special arrangements.

If you have a child who has a recognised long term medical need then parents are urged to

- inform the school at the earliest opportunity after notice of a place has been allocated at this school (this is to allow time for appropriate training if necessary).
- inform the health worker/general practitioner/school nurse of your intention of taking up an offered place at this school.

Illness in School

If a child is taken ill in school or is injured it is important that we are able to contact a parent as quickly as possible. For that reason you are asked to supply telephone numbers where you may be contacted in an emergency.

PLEASE ENSURE THAT ALL CONTACT INFORMATION WE HAVE IS UP TO DATE,

including mobile telephone numbers.

Children should stay at home when they are suffering from:

- **Vomiting** – Children should not return to school until **48 hours** after they were last sick;
- **Diarrhoea** (2 or more loose stools within 24 hours) – children should not return to school for **48 hours**; (The above guidelines of not returning to school within 48 hours are set by the South Yorkshire Health Protection Unit).
- Headache and stiff neck, particularly if the child is irritable and generally unwell;
- Pinkeye or Conjunctivitis eyes which may become sore or sticky;
- Unusual spots or rashes;
- Sore throat or trouble swallowing;
- Infected skin patches;
- Severe itching of body or scalp (except for eczema)

Please remember to inform school before 9.00am if your child is absent.

Pregnant woman may be at risk if they have been close contact with children suffering from Chicken Pox, Rubella (German measles) or Slapped Cheek Syndrome. We advise you to seek medical advice at the earliest opportunity.

Medicines in School

We understand that at certain times children require medication but are not ill enough to be off school. Under these circumstances where medicine has been prescribed by a doctor the school may administer this medication. To allow the school to do this, parents need to fill in the consent form from the school office. Doctors will try to ensure antibiotics are prescribed 3 times a day, so that it need not be given in school time. However sometimes children may need to have medication during the school day. This is at the school's discretion-we reserve the right to refuse, however we will do our best to accommodate every child's needs.

Absence

It is a requirement by the Government that schools keep careful records of any absence from school. To comply with these instructions we must be notified of the reason for any absence. Please ensure that you phone school on the first morning of absence.

Please remember:

- to let the school know the reason for your child's absence on the first day of absence;
- to seek from the school authorisation for any special leave required **in advance**;
- that the school can only authorise absence within the context of the law;
- if there is an unexplained length of absence, or an unexplained series of absences, you may be sent an "early warning" prior to the school involving the Access and Inclusion Officers.

Requesting of term time leave in exceptional circumstances

Children should not be taken out of school during term time *except* in *exceptional* circumstances - this is a national requirement.

Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangements being made. This will allow sufficient time for the request to be considered by the school. The request must be made in writing by the parent/carer using the Request for Exceptional Leave Form. (For this form please see Miss Gill in the school office.)

Special Educational Needs and Disabilities

The school works with the LA and within the requirements of the new code of practice for Special Educational Needs, to include within the normal admission arrangements any child who has a physical or mental impairment which has a substantial and long-term adverse effect on a pupil's ability to carry out normal day to day activities.

The law requires all children to have access to a broad and balanced curriculum which includes as much work as possible from the statutory orders of the National Curriculum. If a child has a special educational need and has a learning difficulty, it is our aim to offer to meet individual needs to promote successful learning. Children with outstanding ability similarly need to be identified and helped to develop.

Pupil Premium

Funds from the Pupil Premium are used to support intervention groups in Maths and English, One to One tuition, Structured Conversations with parents, and musical instrument tuition. These take place daily across all year groups.

Safeguarding of Children

The Head is the Designated Safeguarding Officer, and the law requires the Head teacher to report any obvious or suspected cases of child abuse. (This includes non-accidental injury, physical neglect, emotional abuse and sexual abuse). These procedures are intended to protect children at risk, and the school adheres to very specific procedures in order to ensure the safety of every child in school. Safeguarding Policy is available on request or on the school website.

Safety arrangements coming to and from School

The school has facilities for the storage of bicycles and children are actively encouraged to bike to school through organised events such as 'Bike It' and the 'Bike It Breakfast'. Children are also encouraged to walk to school once a week at different times in the year and awarded certificates if they take part. Parents are asked to respect the yellow zig zag lines outside school and not put your child's life in danger by parking on them.

Extremes of Weather

In the event of extreme adverse weather conditions, it is the policy of the school to try and remain open. Should the decision be made by the Headteacher to close, the school children may be collected only by their parent(s). Any parent unable to collect their child at the end of the school day because of the adverse weather is asked to contact the school as soon as possible, and efforts will be made to meet such an emergency.

Where the school is unable to open, parents will be notified in the following ways:

- Text message
- Radio Sheffield
- School website

On days when the weather is hot and sunny, parents are advised to:

- provide sun hats for extra protection;
- apply long lasting sun cream or block at home before the school day begins.

Data Protection Act - Fair Processing

Norton Free C of E Primary School processes personal data about its pupils and this data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website www.sheffield.gov.uk or for those pupils/parents where this is not practical, a hard copy can be obtained from the School - contact Miss H Gill in the School Office.

National Curriculum Results 2013

Key Stage 2

	Level 4	Level 5
Reading	93%	53%
Writing	97%	40%
Maths	90%	43%

Key Stage 2 Progress

2 + levels progress

Reading	90%
Writing	97%
Maths	93%

End of Key Stage 1

	2b, and above	Level 3
Reading	82%	29%
Writing	82%	18%
Maths	85%	21%

Attendance Target: 96.3%

Achieved: 95.8%

After School Clubs

We offer a range of After School Clubs, some of which are run by external providers who have their own tariffs. Clubs run by the school are free. Please see attached timetable.

Chantreyland After-school Provision

Chantreyland out-of-school is a 24 place Out-of-School provision, for Norton Free pupils aged between 5 and 11 years, term time only.

The After-school is owned and managed by Chantreyland Nursery. All staff have the appropriate qualifications and experience needed and hold an Enhanced CRB Disclosure. Staff are trained in First Aid. Chantreyland After-School was established in May 2006, and is registered, approved and inspected by OfSTED.

The after school club is held at Norton Free School (Mon - Fri) term time only from 3.20pm-6pm. The cost is £7.00 per child per day

For all enquiries and registration documents please contact:

Chantreyland Nursery

Norton Grange Bunting Nook

Norton

S8 8JW. Tel: 0114 274 5240.

All information is correct at time of publication, however may be subject to change.

Norton Free Church of England Primary School

Charging and Remissions Policy

Some activities which take place at school can only happen because parents make some contribution to the cost. The law establishes that restrictions on charging for school activities do not in any way prohibit the school from seeking voluntary contributions to support any school activity whether during or outside school hours.

Such contributions from parents will be genuinely voluntary and any request will make clear that no child will be treated differently according to whether or not his/her parents have made any contribution. It is obvious that if sufficient contributions are not received then the activity may not be able to take place; this will also be stated in the letter.

Charging for residential visits are not voluntary; if the cost of any activity offered to a child causes problems for a parent, they are encouraged to talk in confidence to the class teacher or the headteacher and a solution will be sought.

Charging for individual tuition in a musical instrument is not voluntary, even if within school hours, except where it is part of the syllabus.

The school makes the commitment to keep cost to a minimum, to seek value for money and to use local or concessionary resources where these match curricular needs.

Normally a maximum of one event per year would incur a relatively high cost - i.e. in excess of £8.00. Parents will always be given sufficient notice for such payment to be made.

In the case of deliberate damage to school property or equipment, the school's policy is to ask for a contribution towards repair or replacement.

School Complaints Procedure

Stage 1: Informal

- Expression of concern to a member of staff
- Satisfactory outcome reached?
- Yes - no further action
- No - Stage Two: Head Teacher's investigation

Stage 2: Head teacher's Investigation

- Complainant makes written complaint to Head Teacher. Every attempt should be made by the Head Teacher and Staff to resolve the complaint by informal discussion with the parent.
- Investigation conducted and reported to complainant
- Satisfactory outcome reached?
- Yes - no further action
- No - Stage Three: Formal complaint to the Governing Body

Stage 3: Governors' Review

- Complainant makes formal complaint to Governing Body, Complaints Panel, c/o the school. If attempts to settle the complaint formally do not satisfy the parent/guardian, then the Head Teacher should supply copies of the relevant documents to send to the LA or refer the parent/guardian to the designated officer in the LA. The Head Teacher should ensure that the parent/guardian knows what should be done. The relevant documents will be sent to the Governing Body.
- Panel meeting of Governors - complainant and Head Teacher attend
- Satisfactory outcome reached?
- Yes - no further action
- No - Stage Four: Review by LA

Stage 4: Review by LA

- Complainant refers matter to LA. If either the parent/guardian is not satisfied with the outcome from stages 2 and 3 above or the complaint relates to a matter which is the sole responsibility of the LA, then the parent/guardian should set out the complaint in writing. This should be sent to the LA and should make clear what the complaint is and that they wish it to be considered formally.
- Satisfactory outcome reached?
- Yes - no further action
- No - Stage Five: Beyond the LA

Stage 5: Beyond the LA

- Complainant appeals to: Secretary of State