



# The Bawburgh School

## Information Pack

2024-2025

Executive Headteacher: Miss C. Stedman

Hockering Lane, Bawburgh, Norfolk NR9 3LR  
Tel: 01603 742329 E-mail: [office@bawburgh.norfolk.sch.uk](mailto:office@bawburgh.norfolk.sch.uk)

# Term Dates 2024-2025

|                                    |   |
|------------------------------------|---|
| <b>Autumn Term<br/>First Half</b>  | Monday, 5 <sup>th</sup> September<br>to<br>Friday, 20 <sup>th</sup> October       |
| <b>Autumn Term<br/>Second Half</b> | Monday, 30 <sup>th</sup> October<br>to<br>Wednesday, 20 <sup>th</sup><br>December |
| <b>Spring Term<br/>First Half</b>  | Thursday, 4 <sup>th</sup> January<br>to<br>Friday, 16 <sup>th</sup> February      |
| <b>Spring Term<br/>Second Half</b> | Monday, 26 <sup>th</sup> February<br>to<br>Thursday, 28 <sup>th</sup> March       |
| <b>Summer Term<br/>First Half</b>  | Monday, 15 <sup>th</sup> April<br>to<br>Friday, 24 <sup>th</sup> May              |
| <b>Summer Term<br/>Second Half</b> | Monday, 3 <sup>rd</sup> June<br>to<br>Friday, 18 <sup>th</sup> July               |

# The School Day

|                              |  |
|------------------------------|--|
| 8.40 a.m.                    | School doors open.<br>A member of staff will be on be on the playground, but class teachers will be in their classrooms to welcome the children.   |
| 8.40 a.m.<br>to<br>8.45 a.m. | Children in School   |
| 8.45 a.m.                    | Registration   |
| 8.50 a.m.<br>to<br>9.00 a.m. | Children arriving late should go to the School Office to register and will be marked as L (Late arrival before the Register has closed)<br>Parent/Carer to sign late book  |
| 9.01 a.m.<br>onwards         | Children arriving late should go to the School Office to register and will be marked a U (Arrived in School after registration closed)   |
| 9.00 a.m.                    | Assembly/First Session   |
| 10.30 a.m.                   | Break Time   |
| 10.45 a.m.                   | Second session begins  |
| 12.15 p.m.                   | Lunch Break  |
| 1.15 p.m.                    | Afternoon Registration<br>Afternoon session  |
| 3.15 p.m.                    | End of the school day<br>It is important your child and the school know who is collecting them at the end of the day, or if they have parental permission to walk home. Children being collected by taxi should wait in the Entrance Area. |

# Aims

*“This is a school where pupils are nurtured in all aspects of their development. Staff and pupils have warm, professional relationships. Pupils benefit from learning in a caring, safe environment that embodies the school’s aim to ‘go above and beyond’. Parents recognise this, happily recommending the school to other parents.”*

**Ofsted Inspection Report, October 2024**

At the Bawburgh School, we aim to create a learning experience that goes **Above and Beyond** to enable all children to exceed and reach their full potential. We nurture children’s **Curiosity** and use this to create fun, safe and exciting learning opportunities. We develop children’s **Resilience** so that they are able to learn from their mistakes and thrive. At The Bawburgh School, children learn how to **Collaborate** effectively with adults and their peers and through this they create a welcoming and inclusive community. The Bawburgh community has **Respect** at its heart and will provide children with a firm foundation to their academic journey.

# The Curriculum

*“The school has designed a curriculum that is broad, engaging and ambitious for all. This starts from the early years. The knowledge and skills pupils need to learn are carefully sequenced. Teachers explain learning well and use resources to support pupils’ understanding.”*

**Ofsted Inspection Report, October 2024**

Our school is focussed on raising standards in the basic skills that equip children for their future learning and for life, whilst making sure that learning is broad, rich, fun and relevant for everyone. The Curriculum is the entire planned learning experience in school; this includes the routines and responsibilities children have, as well as their lessons. We plan lessons that are adapted to meet the needs of all children, taking account of their personal needs and ensuring that the best possible progress is made. Pupils in Key Stage 1 and Key Stage 2 learn through a subject based curriculum. English, reading and mathematics are taught in dedicated daily lessons, with links being made to other areas of the curriculum. Subjects include English, Mathematics, Science, Computing, R.E, History, Geography, Art, Design Technology, Music, French, Physical Education and Life Skills.

## RE

Our Religious Education curriculum fully meets statutory requirements and is based on the new Norfolk Agreed Syllabus for Religious Education. RE provides a positive

context within which the diversity of cultures, beliefs and values can be celebrated and explored. Parents may exercise their right to withdraw their child for RE/collective worship, although we would encourage you to discuss any decision to do so with the Executive Head teacher, Head of School or RE Subject Leader.

### **Modern Foreign Languages**

Learning a foreign language is part of the primary National Curriculum and is a requirement for all children within key stage 2 (KS2). The Bawburgh School has adopted a whole school approach to the teaching of French to all pupils, taught through Language Angels. Our goal is for the children to be passionate, curious and confident about their own foreign language learning abilities when they finish the primary school phase of their education.

### **Mathematics**

At The Bawburgh School, we have high expectations and aspirations for every child, with a clear message that every child can succeed in maths. We have implemented across every year group the 'mastery approach'. Our maths lessons are planned so that we 'teach for mastery'. Essentially, this is the expectation that all pupils will gain a deep understanding of the maths they are learning within the framework for mastery teaching. For understanding in maths to be secure, learning needs to be built on solid foundations. These solid foundations begin in reception and follow a clear route through to year 6.

### **Phonics**

At The Bawburgh Primary School, we aim to deliver high quality phonic teaching which secures the crucial skills of sound/word recognition that, once mastered, enable children to read fluently and automatically enabling them to concentrate on the meaning of the text. Phonics at Bawburgh is taught using the DFE approved scheme, Monster Phonics. This is a whole-class systematic synthetic phonics scheme with decodable books for children in Reception and Key Stage 1. It is also used as an intervention in Key Stages 1 and 2.

### **English**

We follow a Mastery approach to English through the programme 'Pathways to Write.' Units of work are delivered using high quality texts and children in all year groups are given varied opportunities for writing. Skills are built up through repetition within the units, and children apply these skills in the writing activities provided. Many opportunities for widening children's vocabulary are given through the 'Pathways to Write' approach, and this builds on the extensive work we do in school to provide our children with a rich and varied vocabulary.

## **Reading**

At The Bawburgh School, we strongly believe that reading is a vital life skill, and we strive for all children to enjoy and value it. It is our aim to develop and create passionate readers for life. Reading is taught through guided group work and whole class guided reading sessions, which enable all children to have an equal opportunity to access high quality provision. As a school, we aim to foster an enthusiasm and love of reading and enable children to read with confidence, accuracy and fluency.

## **Science**

At The Bawburgh School we aim to provide a high-quality science education which provides the foundations for understanding the world through the specific disciplines of biology, chemistry and physics. Children are encouraged to observe their world with a scientific approach. They plan, experiment, observe, record and consider evidence through a wide range of stimulating practical activities.

## **PE**

PE consists of a minimum of two PE lessons each week and is delivered using real PE. This scheme helps to support every child with developing their physical literacy, emotional and thinking skills to achieve in PE, Sport and life. The scheme is a child centred approach which aims to challenge and support all children. It is fully aligned to the National Curriculum, and focuses on the development of agility, balance and coordination, healthy competition and cooperative learning.

As members of the school sports partnership, we have many opportunities for children to represent the school and participate in different sporting events alongside children from other schools. Children are always encouraged to participate in new or different activities.

Extra-curricular clubs are organised after school and during in lunchtime, to encourage increased physical activities and to experience activities that aren't currently taught.

## **Life Skills**

Our school prides itself on delivering effective, age-appropriate Life Skills that meets the needs of all our pupils within an inclusive and supportive learning environment; using non-biased resources. Life Skills is taught by experienced and skilled teaching staff who are committed to preparing your child to live and learn safely in the modern world, negotiating the transition into increasing independence with the development of knowledge, values and skills to make positive, healthy and safe choices. Life Skills will deliver a spiral curriculum that enables pupils to build on their prior learning by revisiting some themes to further develop knowledge, values and skills in an age and

stage-appropriate manner. As such, some themes are repeated to enable a deeper exploration of the related issues.

### **Children with Special Educational Needs**

*“Pupils with SEND, including those with complex needs, receive carefully tailored support. They learn alongside their peers and have work skilfully adapted to meet their needs.”*

### **Ofsted Inspection Report, October 2024**

The unique attributes and qualities of all children are celebrated within the school community and children are encouraged to meet their full potential in all areas of learning, as well as their personal and social development. Pupils with SEN and/or disabilities are supported through in-class support, small group activities and individual learning programmes, to tailor and adapt the curriculum to meet each child's specific needs. Lessons throughout the school are planned to meet the needs of children of all abilities and Teachers and Teaching Assistants work together to support all children in setting and meeting targets. Specialist advice and equipment are sought where necessary, and the school works closely with parents and families at all stages in this process.

Children with additional needs or disabilities are not discriminated against in any way in school life. The School has a policy of inclusion.

Details of any aspect of the school's provision for children with Special Needs are available on request from the Federation SENDCO.

### **Visits and Visitors**

Children's learning and experience are increased by a wide range of visits out of school, both in the local area and further away. These includes trips to the theatre in London, The National Space Centre and, more locally, Sandringham and The Royal Norfolk Show to name but a few. The children also have the opportunity to join the Year 3/4 and Year 5/6 residential trip. Visitors to school last year included representatives from Portals to the Past and Bikeability. All of these events are explained in the weekly Friday Bulletin and Dojo.

### **Class Structure**

Flamingos: Reception

Kingfishers: Year 1 and 2 children

Jackdaws: Year 3 and 4 children

Hummingbirds: Year 5 and 6 children

### **Additional Activities**

We offer a range of clubs which vary during the year according to the weather and to the demands of the children. These take place over the lunch hour or after school. Details of all clubs are communicated through the weekly Friday Bulletin.

### **Into Opera**

The school is part of an Into Opera Residency project, working on developing our creative arts curriculum and providing creative opportunities/experiences for the children.

## **General Information**

### **Newsletters**

There is a weekly newsletter that is emailed to parents on Fridays with information about school, upcoming events and local activities. A paper copy can be requested and an up to date Friday Bulletin is always displayed on the Parent Notice Board and the school website.

### **Sending Money to School**

We are a cashless school and use ParentMail for any payment items. If money is sent into school it must be in a labelled envelope. Cheques should be made payable to '**The Bawburgh School**'.

### **Water**

School can provide a water bottle at a cost of £1.00 or you can provide a water bottle of your own. Water bottles must be named.

### **Fruit at Break**

Free fruit is available for Reception and Key Stage 1 children at break time. It is funded by a grant for healthy eating. Key Stage 2 children may bring a piece of fruit or a healthy eating cereal bar from home for break time if they choose. In accordance with Department for Education's school food standards, chocolate, cake and crisps are not allowed.

We hold a Tuck Shop on Tuesdays and Fridays, with items costing 50p each. Children can choose from items such as crumpets and slices of French stick with assorted toppings.



### **Stationery**

Children **do not need** to bring a pencil case and stationery in to school. The school will provide them with all the equipment they need. Replacements for lost items are charged at 50p per item.

### **Toys and Games**

Children should not bring toys and games to school. They are very distracting and can cause upset when they are lost or broken. This includes trading cards and sports equipment. Equipment is provided for playtime and wet plays.

### **School Lunches**

School lunches are available at a cost of £2.58 per day. There is a choice of a standard hot meal, a vegetarian option, a jacket potato or a packed lunch. A salad bar is also available. Dinner money should be paid through ParentMail. All school meals are freshly prepared by our Ayesha, Catering Manager who sources local suppliers where possible. The school has achieved Health Norfolk School status. Alternatively, children may bring a packed lunch from home.

From September 2014, all children to the end of Key Stage 1 are offered a free school meal as part of the Government's Universal Free School Meals for Infants programme.

If you receive a benefit that gives entitlement to Free School meals for children in any year, please contact the office for an application form.

### **Arriving Late and Leaving Early**

If a child arrives late for school, they must go to the office so that the school secretary can sign them in on the attendance register. If a child needs to leave school before 3.15pm, **they must be collected from school by an adult** who needs to sign them out at the office.

### **Absence from school**

**It is very important that children attend school regularly and are on time.** There is a clear pattern between under achievement and absence from school. If a child is ill, please let the school know that they will not be in school by 9.30a.m. each morning they are away, by phone (01603 742329, e-mail ([office@bawburgh.norfolk.sch.uk](mailto:office@bawburgh.norfolk.sch.uk)) or ParentMail. If a child is absent to sickness or diarrhoea, they should not come to school for 48 hours. If a child needs time off from school for a medical appointment, a copy of the appointment letter should be sent into school.

The School follows the Costessey Schools Cluster Holiday Policy and absences will not be authorised other than in exceptional circumstances. Please refer to the Fixed Penalty Notice letter to parents on our website, regarding poor pupil attendance.

## **Extended School Provision**

- Breakfast Club
- After School Club

**Breakfast Club** is available daily from 7.30a.m. until the start of the school day. The cost is £6.50 per session which includes breakfast. Booking and payment should be made in advance via ParentMail.

This service will not be available unless booked and paid for in advance. Anyone who arrives and have not booked and paid for in advance will be asked to return at 8.30 a.m. to attend the £2.00 Breakfast Club (no food included)

**After School Club** is available from the end of school until 6.00 p.m. We have a flexible fee structure according to pick up time:

£2.00 until 3.30p.m.

£6.00 until 4.00p.m. (snack provided)

£8.50 until 5.00p.m. (snack provided)

£12.00 until 6.00p.m. (tea provided)

Places must be booked a month in advance to secure a place. We can also take bookings on a half-termly basis or an ad hoc basis which will need to be approved by the Headteacher. Booking Forms should be sent to the office and payment should be made through ParentMail. Please note that if a child is collected after the session noted on a booking form, parents will be invoiced accordingly.

## **Contact Numbers**

It is important the school has up to date contact numbers for parents in case of emergencies. If any contact details change, please let the school know immediately. If the care arrangements for a child change, e.g. if parents are away on holiday, please let the school know who to make contact with.

## **Medicines in School**

If a child needs on-going medication (e.g. an inhaler), their parent or carer needs to complete a form from the office, so that the staff are aware. Inhalers are kept in the child's classroom. If a child needs antibiotics following illness, parents may come in to school to administer the medication at the appropriate times, or arrangements can be made to supervise self-administration. Please contact the office for further details.

## **Behaviour**

The school recognises good work and behaviour should be rewarded - please see the "Reward System" section for further details.

The school's policy is that all children should be safe and have the right to feel welcome, secure and happy. The school is committed to providing excellent pastoral care and support for children within its community. Children are able to talk to an adult if they have any problems. We operate an open door policy and encourage parents to contact us if they have any concerns. There is zero tolerance to any form of discrimination. The school has adopted Local Authority policies for reporting and dealing with any incidents which cannot be resolved internally.

# Reward System

| Name of Reward                            | How children receive it   | When it is awarded   |
|---|---|--|
| <b>Half Termly School Values assembly</b> | Class teachers choose children who have successfully demonstrated one of our school values (Collaboration, Resilience, Curiosity and Respect) and been an outstanding example to their peers across a half term.  | Parents/Guardians will be invited to assembly where their child will be given a certificate, have their photo taken with their work and posted on their Dojo Class Story page. |
| <b>Accelerated Reader</b>                 | Bronze, Silver, Gold and Platinum badges and certificates for their achievement within the Accelerated Reader Programme   | Child receive a certificate and badge, have their photo taken and posted on their Dojo Class Story page.   |
| <b>Headteacher Award</b>                  | Children who have worked/performed/behaved exceptionally. A gold sticker is placed on their work and 10 Dojos.  | Children will have their photo taken and this will be posted on their Dojo Class Story page.   |
| <b>Class Attendance Certificates</b>      | The class with the highest weekly attendance receives a £10 voucher. This can be saved and spent on whatever they would like for their class. Children will receive a punctuality Dojo at the end of the week, if they are on time every day. Each week, everyone with 100% punctuality will be entered into a draw and a winner from each class will get a dip in the box. | Awarded weekly. Recognised in the Friday Bulletin.   |
| <b>Behaviour System</b>                   | Gold Star sticker and 5 Dojos - behaviour/attitude to learning is outstanding/demonstrated one of the school values. .<br>Silver Star sticker 2 Dojos -   | In the Celebration Assembly held each week. Gold Star children will be mentioned the Friday Bulletin.  |

|                                 |   |   |
|---------------------------------|---|---|
|                                 | behaviour and/or attitude to learning is a good example to others.  |   |
| <b>Dojos</b>                    | These will be given for providing a "good answer" to a question, being well behaved and for demonstrating JONK learning behaviours. | Stickers awarded.   |
| <b>Dojo Milestones</b>          | Rewarded when a child reaches the Dojo milestones.  | Photo to be taken and posted on their Dojo Class Story page.                |
| <b>Whole Class Dojo Rewards</b> | Each class will set their own termly Whole Class Dojo target.   | If target achieved the children will have an afternoon class party session. |
| <b>End of Year Achievements</b> | Jonk Awards<br>Progress Across the Curriculum<br>Attainment Across the Curriculum<br>Legacy Award (Rising Star Cup)                 | During the final assembly of the Summer Term.                               |



## **STAFFING**

|                        |  |
|------------------------|--|
| <b>C.STEDMAN</b>       | <b>Executive Headteacher</b>                       |
| <b>E. MAUDLIN</b>      | <b>Head of School/Teacher</b>                      |
| <b>J.BAILEY</b>        | <b>Federation SENDCo</b>                           |
| <b>M.DRING</b>         | <b>Class Teacher</b>                               |
| <b>S.STRACHAN</b>      | <b>Class Teacher</b>                               |
| <b>C.JOHNSTON</b>      | <b>Class Teacher</b>                               |
| <b>C.TAVERNER</b>      | <b>Class Teacher</b>                               |
| <br>                   |  |
| <b>G.DUFFY</b>         | <b>Administrative Officer (on maternity leave)</b> |
| <b>C.WATTON</b>        | <b>Secretary</b>                                   |
| <br>                   |  |
| <b>D.CRAIG</b>         | <b>1:1 Support/Midday Supervisor</b>               |
|                        | <b>Assistant/Breakfast Club</b>                    |
| <b>S.HAWTHORN</b>      | <b>Pastoral Support</b>                            |
| <b>N.LAIN</b>          | <b>1:1 Support/MSA/Breakfast Club</b>              |
| <b>R.LOFTS</b>         | <b>Teaching Assistant/Midday Supervisor</b>        |
| <b>H.McGREGOR</b>      | <b>Teaching Assistant/Midday</b>                   |
|                        | <b>Supervisor/Breakfast Club Supervisor</b>        |
| <b>J.NEWTON</b>        | <b>1:1 Support/MSA</b>                             |
| <b>E.ROGERS</b>        | <b>1:1 Support/MSA</b>                             |
| <b>K.SKIGGS</b>        | <b>Afterschool Club</b>                            |
| <b>N.SMALL</b>         | <b>1:1 Support/Afterschool Club</b>                |
| <b>K.TUMA-FABRICZY</b> | <b>Teaching Assistant/Afterschool Club</b>         |
|                        | <b>Supervisor/Midday Supervisor</b>                |
| <br>                   |  |
| <b>A. GRANVILLE</b>    | <b>Catering Manager</b>                            |
| <b>G.YORKE</b>         | <b>Kitchen Assistant</b>                           |
| <br>                   |  |
| <b>Z.COURTNEY</b>      | <b>Caretaker/Breakfast Club/Admin Officer</b>      |

The Governors have appointed these staff because of their high professional standards, both academic and pastoral. Staff are dedicated to keeping up to date with

new educational thinking, and committed to developing the individual talents of your child.



# THE BARFORD AND BAWBURGH FEDERATION GOVERNORS

**CHAIR**

**Mr. C. Scott**

**LOCAL AUTHORITY GOVERNOR**

**Mrs. E. Jones**

**CO-OPTED GOVERNOR**

**Mr. C. Scott**

**CO-OPTED GOVERNOR**

**Mrs. J .Bennett**

**CO-OPTED GOVERNOR**

**Mrs. S. Lubbock**

**CO-OPTED GOVERNOR**

**Mrs. A. Mitchell**

**EXECUTIVE HEADTEACHER GOVERNOR**

**Miss. C. Stedman**

**STAFF GOVERNOR**

**Mrs. M. Dring**

**PARENT GOVERNOR**

**Mr. C. Jakeman**

**PARENT GOVERNOR**

**Mr. J Wyndham**

**CLERK**

**R. Kett**



# SCHOOL UNIFORM

## WINTER

Black school trousers (non-branded black jogging bottoms for EYFS and KS1 ONLY)

Black school skirt or black pinafore dress

**Red school crew neck sweatshirt or cardigan with logo**

White long sleeved or short sleeved polo shirt or white long sleeved or short sleeved cotton shirt

Red fleece - optional

Red reversible fleece/waterproof - optional

Black or red tights

## SUMMER

Black school shorts/trousers

Black skirt or culottes

**Red school crew neck sweatshirt or cardigan with logo**

White short sleeved polo shirt or short sleeved cotton shirt

Red gingham dress

## P.E. KIT

Navy shorts, navy jogging bottoms or navy leggings (PE only)

P.E. T-shirt in your child's house colour

Navy sweatshirt

Gym bag - optional

Trainers - these will also be used at playtimes

Smart black school shoes only; open-toed sandals are not allowed.

Wellington boots to be kept at school for outdoor play during the winter months.

Black plimsolls for EYFS

## BAGS

KS2 backpack

EYFS/KS1 Red book bag

## SWIMMING

One piece swimming costume

Fitted trunks not shorts

A towel

Swimming hat

Goggles - optional

Pupils can request changes to swimwear for religious reasons.

Strictly no make up or nail varnish; Certain items of jewellery, such as the Kara bangle and certain items of headwear such as the turban or headscarf worn by pupils genuinely based on manifesting religious or racial beliefs of identity can be worn. Other jewellery should be restricted to plain stud earrings and must be removed for PE, Games and swimming.

Long hair must be tied back with a plain hairband. Headbands should be plain and close fitting, with no additional adornments.

Watch - A watch may be worn including one that includes fitness tracking. We strictly do not permit watches that can be internet-enabled or have a built in camera.

For any adaptations to the policy for pupils with protected characteristics, please contact Miss Stedman.

For school uniform grants - apply to Anguish's Educational Foundation on 01603 621023 or [info@norwichcharitabletrusts.org.uk](mailto:info@norwichcharitabletrusts.org.uk)

Iron on school logos can be purchased from the school.

Please have every item named, as School is not responsible for lost property.