

# Ellingham VC & Woodton Primary Federation



## Ellingham VC Primary Prospectus 2024 - 2025



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# Welcome

On behalf of the governors, staff and children I would like to welcome you to Ellingham VC Primary School.

Children are at the heart of our school and we strive to provide the very best possible education for each individual. We pride ourselves on the family atmosphere that permeates all aspects of school life; providing a caring, supportive and safe place for children to learn.

Our curriculum is creative and enhanced by outdoor learning. In the last year, Ellingham has been awarded the Eco-Schools Green Flag, with distinction, and was voted the Norfolk Eco Primary School of 2018-2019 and runners up in 2019-2020. We are proud of our eco-committee and all of the work that they do. Our children have a strong awareness of the world around them and the issues that it holds, which stands them in good stead for the future.

We are also proud to be a church school and have strong links with both the local church and the Diocese. Our Christian values are important to us and underpin the ethos of the school.

A child's early years are such an important time in their development, therefore we endeavour to make their introduction to school a happy and constructive one. We recognise that working closely with our parents has a positive impact and we are always keen to listen and to support you with your child's development, wherever possible operating an 'Open Door' policy welcoming contributions from home.

If you would like to find out more about our school, please do not hesitate to contact the school office. Visits are welcomed to the school at any time.

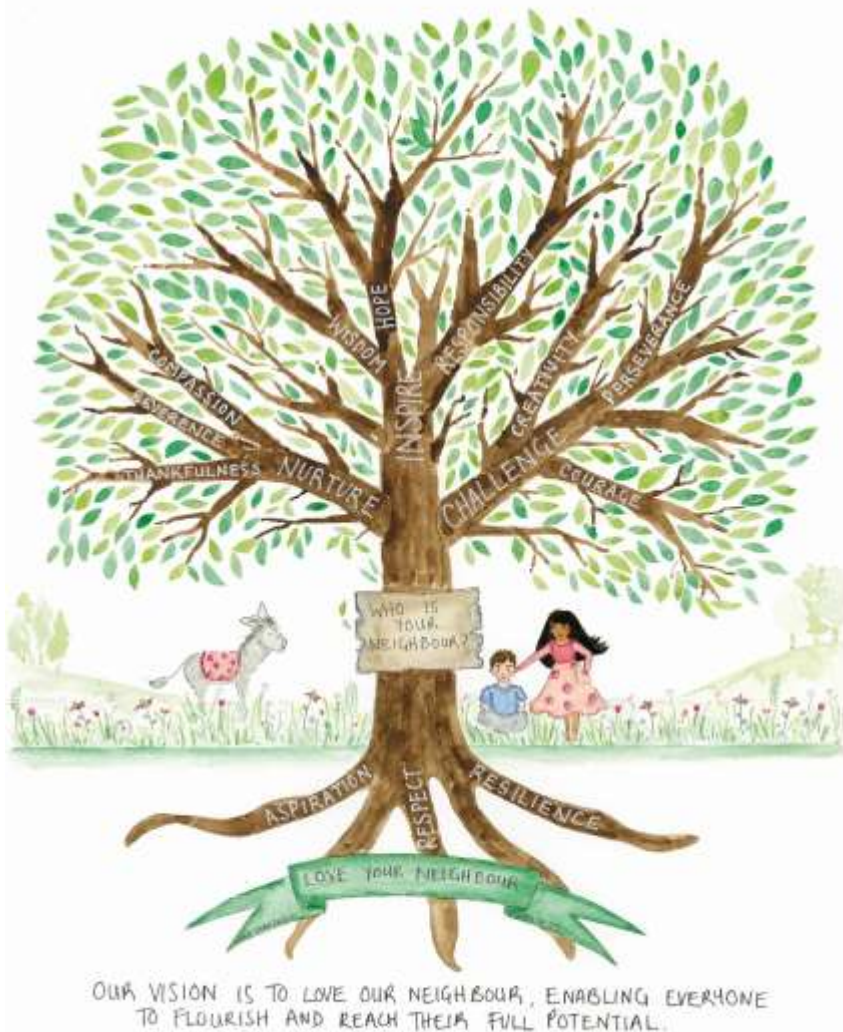


Miss Dawn Read  
Headteacher





# Vision & Values



## Our Vision

Our Vision is 'To love our neighbour, enabling everyone to flourish and reach their full potential.' Our inspiration comes from Luke 10:27

*He answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and, 'Love your neighbour as yourself.'"*

The vision is shared using the parable of The Good Samaritan.

## Our Strapline

'Love Your Neighbour.'

## Our Values

In the parable of the Good Samaritan, the main character, shares our values. The Samaritan showed a **respect** for all living things and with **nurture** was able to help the injured man. This character also demonstrated that when things are a **challenge**, we can be **resilient** and offer love and support for others. We take **inspiration** from the Good Samaritan and **aspire** to love our neighbours as he did.



Respect – Challenge - Inspire – Resilience – Nurture - Aspiration



# Our School

## Our Federation

Ellingham and Woodton federated in 2011 and have worked in partnership ever since. Although each school maintains its individual identity, the federation brings many benefits; it gives us the opportunity, as schools, to work collaboratively, sharing our ideas and getting together for different events and trips.



## A Brief History

Ellingham was built in 1865 and retains many of its original features. In 1999 the old school was completely refurbished and a modern extension was added with 2 classrooms, a cloakroom, indoor toilets and additional storage space. Then in 2003 the school was developed further with the addition of another classroom. Finally, the latest addition was in 2009 when the hall and the adjoining walkway was added, making us the school that we are today.



## The School Now

There are now 4 classrooms, a library, a hall and a nurture room (rainbow room). We have a wonderful outdoor area with a range of facilities, including: A small wood, wildflower meadow, pond and adventure trail. In addition to this all classes enjoy looking after their own outdoor area to support their learning. We also have our own allotment, where we grow different fruit and vegetables.



# Our Staff

## Teaching Staff

Headteacher

Miss Dawn Read

Deputy Headteacher/SENCo

Mrs Sarah Querelle

Sparrows (EYFS/Reception)

Mrs Charlene Taylor

Skylarks (Years 1 & 2)

Miss Amy Ward

Swifts (Years 3 & 4)

Miss Elizabeth Morris

Swallows (Years 5 & 6)

Miss Helen Hadingham

Swifts & Swallows

Miss Jane Costello

## Support Staff

School Support Manager

Mrs Vicky Wood

School Secretary

Mrs Nicola Cave

HLTA

Mrs Nina Long

Teaching Assistants

Mrs Louise Dimmock

Mrs Kirsty Thornton

Mrs Emma Mallett

Classroom Assistants

Mrs Alison Roberts

Midday Supervisors

Miss Christine Taylor

Mrs Donna Nunley

Miss Samantha Bollen

Mrs Jaqui Minns

Caretaker & Cleaner

Mr Gary Mallet

Norse School Meals

Ms Paula Saunders





# Governors

The governing body federated on 1<sup>st</sup> September 2011 to form the Federated Governing Body of the Ellingham VC & Woodton Primary Schools Partnership. An equal number of governors is elected or appointed from each school catchment.

Chair of Governors	Mrs Diane Perry – Yates
Vice Chair	Mrs Sarah Denny Mr Oz Sparks Mrs Donné Wiseman Mrs Julie Pickering
Staff Governors	Mrs Vicky Wood Mrs Ali Snelling
Headteacher	Miss Dawn Read



## Message from the Chair

*As a Governing Body we are very proud of our children and the school community and we would like to thank all parents and staff for the support and encouragement they give. For children, this support nurtures key social and creative skills especially in the early years and helps build confidence and self-esteem. Parent interest and support in promoting the schools is invaluable and ensures that the schools have strong partnerships with their local communities. As Governors we become involved with a variety of issues including finance, pupil welfare, public relations, building/grounds maintenance and staff appointments. However, without a doubt, we consider that our most important role is to monitor the welfare and education of the pupils.*

*All staff and governors work together with a common aim of providing a safe and vibrant learning environment in which all children can reach their potential and have an enjoyable experience in these schools.*

# Admissions

In line with the Norfolk Education Committee policy, children are admitted into school in September, usually on a full time basis. We endeavour to make your child's transition from pre-school or home, to the school as smooth as possible.

The Early Years Teachers (Mrs Taylor & Mrs Querelle) meet with the parents at a new intake meeting and various transition events to discuss any queries or worries. They work hard to ensure that new children to the school feel settled as quickly as possible.

## School Day

### School Times

8:40—12:00	Morning Session
12:00 —1:15	Lunchtime
1:15— 3:15	Afternoon session
3:15	Home time



The day starts at 8.40am. The children in Sparrows have a separate entrance and will be greeted at the red door. Children arriving after 08:50am will be marked as late in the register so please be punctual as learning starts straight away.

Lunch is provided by Norse and the current menus can be found on the school website.

The day finishes at 3:15pm and children will be brought to their entrance (Sparrows) or to the playground (all other classes) for collection. Unless children are staying for after school clubs, children should be collected promptly at the end of the day.



# School Uniform

We feel that the school uniform fosters a sense of belonging and pride in the school. Therefore we encourage our children to be neatly dressed at all times.

Please make sure that everything is named so that if things do go astray they can be quickly be returned.

## School Uniform

- Ellingham School sweatshirt (with school logo)
- Navy jumper or cardigan
- White blouse, shirt or blue polo shirt (can have a logo)
- Black/Grey trousers, shorts, skirts or pinafore dresses
- Navy & White Gingham Summer Dress or playsuit
- Navy/Grey tights
- White/Black socks
- Black school shoes (no high heels or trainers)
- Only a watch and simple stud earrings
- Long hair should be tied back



## PE Uniform

- Plimsolls (or bare feet)
- Black shorts
- T-Shirt to match their house (Red, Green, Blue or Yellow)
- Grey/Black jogging bottoms and top (plain, no logos)
- Trainers for outdoor activities

## Swimming Kit (Year 5/6 only)

- Swimming suit or trunks (not shorts)
- Swimming hat
- Towel

## My Clothing

<https://myclothing.com/ellingham-voluntary-controlled-primary-school/7852.school>

# Our Curriculum

The curriculum is based on our values; we aim to inspire, challenge and nurture our pupils through our broad and balanced curriculum.

*“The curriculum offered to pupils is a strength of the school. It is creative, uses the school’s grounds and local community well, and enthuses pupils.” Ofsted 2018*



At Ellingham the curriculum runs on a two year cycle, Sparrows teach the EYFS Curriculum, Skylarks teach the Year 1 & Year 2 Curriculum, Swifts the Year 3 & 4 Curriculum and Swallows the Year 5 & 6 Curriculum.

The curriculum at our school is planned and taught in accordance with the National Curriculum and Foundation Stage Curriculum.

We take every opportunity to use the outdoors to develop children’s knowledge and understanding.



# Educational Visits

To enhance our curriculum further, all of our children experience regular educational visits to enhance their topic learning. All educational visits are planned in advance, are properly supervised, well organised and safe.

In KS2, children are also offered the opportunity to go on a residential trip where they stay away from home for a couple of nights and have opportunities to take part in some adventurous activities.

The school cannot subsidise trips and residential, so we rely on voluntary contributions and sometimes there may be cancellations if insufficient funds are raised.



# Clubs

We have a breakfast club from 8:00—8:40 and an after school club (Busy Bees) from 3:15—4:30 .

We offer a wide range of after school clubs. Some clubs that you might expect to see include: karate, football, art and choir. We review the clubs regularly and try to link them to the interests of the children.

We sometimes have lunchtime clubs too that the older children run with the younger children.



# An Eco School



We are extremely proud of our Eco-Committee and all of the work that they do. In 2019 we won Eco Primary School of Norfolk and in 2020 we were runners up at the Norwich & Norfolk Eco Awards in the Primary School category. This year we have been awarded the green flag with distinction.

Our school is committed to helping the environment. In the past year we have undertaken work in the following areas:

- **Biodiversity** – We have made bird feeders and put in more plants and trees to encourage wildlife to our school grounds. Sparrows have developed their own nature garden with a pond and bug hotel. We have had a visit from a local bee keeper who taught us about the importance of bees.
- **School Grounds** – We are growing flowers and vegetables on the school allotment, which we are selling to the local community.
- **Transport** – We run a twice weekly ‘walking bus’ and take part in Walk to School Week. We also run bikeability and road safety sessions for pupils, to keep us safe on the roads.
- **Healthy Living** – We have learnt about healthy lifestyles and tried lots of different fruits on Fruit Kebab Friday.
- **Waste** – We have set up recycling containers for pens and glue sticks. We also compost all of our fruit leftovers from our breaktime snacks.
- **Litter** – Children have been taking part in litter picks both in school and the local area.
- **Global Citizenship** – Some of us spent the night sleeping in cardboard shelters with Woodton Primary School to raise money for the YMCA and to raise awareness of the challenges faced by homeless people. In addition to this we have supported Refugee Week and Day of Welcome.



# The Wider Community

## Parent Teacher Association (PTA)

We are exceedingly lucky to have a very active and supportive PTA at Ellingham.

You will automatically become a member of the association when your child joins our school and we welcome parents who would like to attend the meetings and help arrange fundraising events throughout the year.



## Our Church

Ellingham is a Church of England school and has strong links with both the Church and the Diocese of Norfolk. We attend services at St Mary's throughout the year and are lucky to have Reverend David Smith who comes to deliver a weekly Collective Worship to the children once a week.



## Local Community

Wherever we can we work with the local community and see ourselves as a hub for the local residents. We are currently working with the parish council to build a car park for the local community, opposite the school.

## Helping Others

Throughout the year the children consider and help the less fortunate, by taking part in a range of fundraising events to raising money for a range of charities.

# Communication

We believe that schools and parents should be working in partnership for the benefit of the children. We send out a weekly newsletter by email to all parents to keep you up to date with what your child has been learning that week and any upcoming events.

We welcome parent volunteers in school for a range of activities such as reading, supporting the children with their learning and helping on school day trips.



## Parents Evenings & Reports

Each academic year we hold two Parents Evenings, when parents are invited to discuss their child's learning and the progress that they are making. These evenings are organised on an appointment system and we aim to give a fortnights notice in the school newsletter. At the end of the summer term, you will receive a summer report, which is written by the class teacher.

## Website & Social Media

We are proud of our school and therefore want to shout about it! We will upload the newsletters and what the children have been up to regularly, so check out the website: <http://www.ellinghamandwoodton.co.uk/>

We have a school Facebook account where we will keep you up to date with what has been happening and any reminders. Please like the page so that you can see the most recent posts. <https://www.facebook.com/ellinghamvcprimary>





# Attendance

We believe that regular attendance is crucial. Children who are persistently late or who have poor attendance do not achieve as well as those that do.

We are required by law to keep a record of any unauthorised absences from school and to publish these figures. If your child is absent, please phone the school office and leave a message.

95%	=	<b>47 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days
90%	=	<b>95 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 day
85%	=	<b>142 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>190 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

If you require time off for a reason other than sickness, please ask the school office for a leave of absence form. Please be aware that, except in exceptional circumstances, the time off will not be authorised, which follows current government guidelines.

**If your child is sick or has diarrhoea, we follow NHS guidelines to keep a child off of school for 48 hours.**

## Medicines & Inhalers

If your child needs medication during school hours, please speak to the school office. A form will need to be completed, giving permission to the staff to administer the medication. The school holds a list of children with asthma. If your child has asthma, please let the school know.

## Allergies

It is vital that you inform the school of any medical condition, including allergies that your child may have.

# Wellbeing

Every child is different, every child is unique. We believe that with the right levels of inspiration, challenge and nurture that all children can reach their potential. Therefore from time to time your child may need some additional support or nurture work.

We take mental health and wellbeing very seriously at Ellingham VC Primary. Not only for our pupils, but for our families and our staff. We have a designated wellbeing team that support us all. Look out for the monthly newsletters for hints and tips.



# Safeguarding

**Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children.** Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional and sexual abuse. The staff will seek, in most cases, to discuss any concerns with parents/carers.

In accordance with local information sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children are safe and receive the right service.

The safeguarding leads at Woodton are: Miss Read, Mrs Querelle & Mrs Taylor.

